

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-328-87-1

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

2-20-87

1. FROM (Agency or establishment):

NOTIFICATION TO AGENCY

National Capital Planning Commission

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

Administrative Office

3. MINOR SUBDIVISION

Central Records Office

4. NAME OF PERSON WITH WHOM TO CONFER

William G. Hopkins

5. TELEPHONE EXT.

724-2870

DATE

5-20-87

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

William G. Hopkins

RECORDS OFFICER

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

NATIONAL CAPITAL PLANNING COMMISSION

1. A-95 Intergovernmental Review Referrals Program Files.

The A-95 Federal Grants Applications Program was initiated by the Office of Management and Budget. The policies and procedures were carried out mainly by the Metropolitan Washington Council of Government. The National Capital Planning Commission reviewed various applications and proposals for federal assistance to determine the impact, if any, they might have on federal activities and properties in the National Capital. This program was abolished in 1983.

Accumulation rate of .0125 cu. ft. annually
Total volume 1.5.cu. ft.

Arranged by region and chronologically thereunder

Permanent

Cut off at the end of 3 years and send to the WNRC. Offer to NARA when 10 years old in 5 year blocks.

All changes to this proposed schedule have been approved:

William G. Hopkins
Agency Representative

William S. Goetz
NARA Appraiser

*Copies to DNF NCF
NNT 5/20/87 WGL*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

10 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
2.	<p align="center">PROJECT FILES</p> <p>All NCR development proposals reviewed by the Commission involving federal facilities or installations, such as buildings and site improvements. Also included are non-federal projects having federal impact. Files include staff reports; master plan and project description; environmental impact statements and assessments; and support documents such as maps, photographs, and newspaper clippings.</p> <p>Arranged by agency and geographic location.</p> <p>Accumulation rate .5 cu. ft. annually Total volume 60 cu. ft.</p> <p align="right"><u>Permanent</u> Cut off at the end of 4 years and hold in office 2 years and send to the WNRC. Offer to NARA in 5 year blocks when 10 years old.</p> <p>These records are restricted without authorization and notification of authorized Agency Official.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
3.	<p>STATUE AND MEMORIAL FILES</p> <p>Statutes and memorials authorized by the U.S. Congress in the District of Columbia and the National Capital Region. Records include Congressional legislations, bill resolutions and general correspondence; preliminary and final site plans; drawings, pictures, newspaper clippings and the Commission and staff reports.</p> <p>Accumulation rate of .0125 cu. ft. annually. Total volume 1.5 cu. ft.</p> <p>Arranged by monument</p> <p style="text-align: right;"><u>Permanent</u> Cut off at the end of 7 years and send to the WNRC. Offer to NARA when 15 years old in 5 year blocks.</p>		
4.	<p>DISTRICT OF COLUMBIA PROJECTS</p> <p>Transfer of Jurisdiction Files. The transferral of federal land from one agency to another in the District of Columbia. Correspondence includes the Commission and Staff reports, project description and supportive documents, such as, maps plats and drawings.</p> <p>Accumulation rate of .01 cu. ft. annually Total volume 1.2 cu. ft.</p> <p>Arranged by transfer transaction</p> <p style="text-align: right;"><u>Permanent</u> Cut off at the end of 5 years and send to WNRC. Offer to NARA after 10 years old in 5 year blocks.</p>		

a. 4

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

3 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
<p>46. <i>b.</i></p> <p><i>c.</i></p> <p><i>d.</i></p>	<p style="text-align: center;">DISTRICT OF COLUMBIA STREET AND ALLEY CLOSING FILES.</p> <p>An authorized street and alley plan in the District of columbia. Records include the Commission and Staff Reports, project description and supportive documents, such as, maps, plats and drawings.</p> <p>Accumulation rate of .01 cu. ft. annually Total volume 1.2 cu. ft.</p> <p>Arranged by transaction</p> <p style="text-align: right;">Permanent Cut off at the end of 5 years and send to WNRC. Offer to NARA WHEN 10 years old. in 5 year blocks.</p> <p style="text-align: center;">URBAN RENEWAL PLANS</p> <p>Certain areas within the District of Columbia targeted for revitalization by the city and the Federal Government. Records include plans and plan modifications, resolutions, maps, drawings, and pictures; the Commission and Staff Reports.</p> <p>Accumulation rate of .0175 cu. ft. annually Total volume 4.2. cu. ft.</p> <p>Arranged by urban renewal districts</p> <p style="text-align: right;">Permanent Cut off at the end of 5 years and send to the WNRC. Offer to NARA when 10 years old. in 5 year blocks.</p> <p style="text-align: center;">DISTRICT OF COLUMBIA SCHOOL BUILDING PLANS</p> <p>Records contain Elementary, Junior and Senior High School preliminary and final site building plans; the Commission and Staff Reports; general correspondence, newspaper clip- pings and pictures</p> <p>Accumulation rate of 1.5 cu. ft. annually Total volume 1.5 cu. ft.</p> <p>Arranged by school</p> <p style="text-align: right;">Permanent Cut off at the end of 5 years and send to the WNRC. offer to NARA when 10 years old in 5 year blocks.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
4 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4e.	<p>General Projects. Records consist of various projects constructed by the District Government on a timely basis. Files contain preliminary and final site plans; general correspondence, memorandums, staff reports, and the Commission recommendations; designs drawings, pictures and newspaper clippings.</p> <p>Accumulation rate of .01 cu. ft. annually. Total volume 1.2 cu. ft.</p> <p>Arranged by project</p> <p style="text-align: right;"><u>Permanent</u></p> <p style="text-align: right;">Cut off at the end of 5 years and send to WNRC. Offer to NARA ^{when} after 10 years ^{old} in 5 year blocks.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

5 OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

5.

CAPITAL IMPROVEMENTS PROGRAM FILES

Records contain the public works projects proposed by Federal, Regional, and the District of Columbia Governments in the National Capital Region. Also contained other supportive documents, such as, annual review of project status and summary of public works programs, budgets and budget reports.

Accumulation rate of .0175 cu. ft. annually
Total volume 2.1 cu. ft.

Arranged chronologically

Permanent
Cut off at the end of 5 years and send to the WNRC. Offer to NARA when 10 years old in 5 year blocks.

6.

NCPC Meeting Agendas (1961-1983)

Itemized listing of projects, proposals and presentations by parties of interest, scheduled for review and recommendation or action by the Commission.

Accumulation rate of .0175 cu. ft. annually
Total volume 4.2 cu. ft.

Arranged chronologically

Permanent
Cut off at the end of 4 years and send to the WNRC. Offer to NARA when 10 years old in 5 year blocks.

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

6 OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

7.

Publications

Books, Pamphlets, Leaflets, and inhouse material pertaining to all phases of planning done by the National Capital Planning Commission.

The above materials are not published on a regular basis.

Accumulation rate of .05 cu. ft. annually.
Total volume 3 cu. ft.

Arranged chronologically.

Permanent
Cut off at the end of 5 years and send to WNRC. Offer to NARA when 10 years old in 5 year blocks.

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
8.	<p align="center"><u>Reports and Feasibility Studies</u></p> <p>Reports and Feasibility Studies</p> <p>Project information compiled by Federal and State agencies, task forces, private consultants, organizations, and associations into reports and studies on projects of long and short term Federal interest to be reviewed by the Commission. Records contain general correspondence, staff reports and memorandums; environmental studies and reports; surveys and surveyor analyses; designs, drawings, pictures and proposed modifications to projects under study.</p> <p>Accumulation rate of . 0175 cu. ft. annually Total volume 2.1 cu. ft.</p> <p>Arranged by project</p> <p align="right"><u>Permanent</u> Cut off at the end of 5 years and hold in office 3 years and send to WNRC. Offer to NARA when 10 years old in 5 year blocks.</p>		