Schedule Number: N1-328-91-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/22/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 5a-c are permanent one time transfers, and all applicable records have been transferred.
The National Capital Planning Commission was established by an Act of July 19, 1952 as the successor agency of the National Capital Park and Planning Commission, the National Capital Park Commission and the Highway Commission. The act designated the Commission as the central planning agency for the National Capital.

1. Parks and Parklands - records consist of parks and parklands along the Potomac in Maryland, Virginia and the District of Columbia acquired by the Commission under the 1930 Capper-Crampton Act for the George Washington Memorial Parkway.

Accumulation rate of .0125 cu. ft. annually
Total volume 1.5 cu. ft.  Permanent
Transfer immediately

2. Legal/Legislative Records - files that include comments and testimonies to the U.S. Congress and the Office of Management and Budget. Also included are public laws, bills, resolutions, amendments, and general correspondence.

Accumulation rate of .0175 cu. ft. annually
Total volume 4.2 cu. ft.  Permanent
Cut off at the end of 5 yrs. and send to the FRC.
Transfer to Nara when 10 yrs. old in 5 yr. blocks.
1. Legal/Legislative Files

Files that include comments, testimonies, and general correspondence of NCPC staff to the U.S. Congress and the Office of Management and Budget on legislative and proposed legislative issues concerning central planning in the National Capital area. Also includes copies of related public laws, bills, resolutions, amendments.

Annual accumulation: less than 1 cubic foot
Total volume: 4.2 cubic feet

Disposition: PERMANENT. Cut off at end 5 years and retire to FRC. Transfer to NARA in 5 year blocks when 10 years old.

2. Audiotapes

a. Audiotapes of NCPC meetings where no transcripts exist.

Total volume: 1-2 cubic feet
Annual accumulation: less than 1 cubic foot

Disposition: PERMANENT. Cut off at end of 2 calendar years. Transfer to NARA in 2 year blocks when 5 years old.

b. Audiotapes of NCPC meetings where transcripts exists.

Disposition: Destroy when no longer needed.

3. 16 and 35 mm films (positive and negative) of 1965 projects showing existing conditions of Bolling/Anacostia area, South Capitol Street, and the Southwest Urban Renewal Area.

Total volume: 10, 16 mm reels; 1, 35 mm reel.

Disposition: PERMANENT. Transfer immediately to the National Archives.

4. Coordinating Committee Meeting Records

The Coordinating Committee was created through the 1952 Planning Act. Representatives of agencies of the Federal and District Governments sit on this committee and coordinate all the District of Columbia development projects presented to the NCPC. Records include agenda items and actions, committee minutes and related materials.
Annual accumulation: less than 1 cubic foot
Total volume: 1.2 cubic feet

Disposition: PERMANENT. Cut off at end of 2 years and retire to WNRC. Transfer to NARA in 2 years blocks when 5 years old.

5. Joint Committee on Landmarks Records.

The Joint Committee on Landmarks, 1964 - 1983. The Committee was created by the National Capital Planning Commission and the Commission of Fine Arts to develop a program to preserve the historic features of the National Capital. These records are no longer being created.

a. Transcripts of meetings

Total volume: 3 cubic feet


b. Meeting files

Total volume: 18 cubic feet


c. Photographs and Slides

Total volume: 3 cubic feet