

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-328-91-1	DATE RECEIVED 5-20-91
1 FROM (Agency or establishment) National Capital Planning Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Administration		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Central Records			
4 NAME OF PERSON WITH WHOM TO CONFER William G. Hopkins	5 TELEPHONE EXT (202) 724-2870	DATE 9/27/91	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 5/16/91	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Connie M. Harshaw	D. TITLE Executive Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p>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.</p> <p>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.</p> <p>Accumulation rate of .0125 cu. ft. annually Total volume 1.5 cu. ft. Permanent Transfer immediately</p>		
2.	<p>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.</p> <p>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.</p>		

Copies sent to agency, NCF, NN-W

*NNS, NRT
10/3/91*

1. Legal/Legislative Files

Files that include comments, testimonies, and general correspondence of NCPD 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 NCPD 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 NCPD 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 NCPD. 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

Disposition: **PERMANENT.** Cut off at end of calendar year. Retire to WNRC in 1991. Transfer to NARA in 2004.

b. Meeting files

Total volume: 18 cubic feet

Disposition: **PERMANENT.** Cut off at end of calendar year. Retire to WNRC in 1991. Transfer to NARA in 2004.

c. Photographs and Slides

Total volume: 3 cubic feet

Disposition: **PERMANENT.** Transfer to NARA in 1992.

If there are any concerns or questions, I can be reached on 501-6055.

C. Jean Sadlowe

C. JEAN SADLOWE
Records Appraisal and
Disposition Division

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

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JOB NO.	
N1-328-91-1	
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
National Capital Planning Commission

2 MAJOR SUBDIVISION
Administration

3 MINOR SUBDIVISION
Central Records

4 NAME OF PERSON WITH WHOM TO CONFER
William G. Hopkins

5. TEL EXT
 (202)
7242870

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4/18/91	<i>Connie M. Harshaw</i> Connie M. Harshaw	Executive Officer, NCPC

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1	Records consist of parks and parklands acquired by the Commission under the Capper-Crampton Act in the National Capital Region (1957 - 1967) <i>Permanent. Transfer to NARA immediately</i>		
2	Legal/Legislative files that include public laws, bills resolutions, and amendments by the U. S. Congress in the 91st and 93rd Congress. <i>Destroy when 5 years old</i>		
3	Audiotapes (magnetic) of public hearing in 1967 of the Comprehensive Plan for the National Capital, the Zoning Committee Meeting (1973 - 1975) and the Commission Meetings (1981 - 1982). <i>Permanent; Transfer to NARA when 2 yrs old</i>		
4	16 and 35 mm films of miscellaneous projects in the District of Columbia (1967) reviewed by the National Capital Planning Commission. <i>• Destroy immediately</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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>
5	<p>Coordinating Committee - a committee created by the 1952 Planning Act. All agencies in the Federal and District Governments sit on this committee that coordinate projects for the National Capital. (1958 - 1985)</p> <p><i>Permanent. Transfer to NARA when 5 yrs old.</i></p>		

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 FRC. 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

Disposition: **PERMANENT.** Cut off at end of calendar year. Retire to FRC when 8 years old. Transfer to NARA in 2 year blocks when 20 years old.

b. Meeting files

Total volume: 18 cubic feet

Disposition: **PERMANENT.** Cut off at end of calendar year. Retire to FRC when 8 years old. Transfer to NARA in 2 year blocks when 20 years old.

c. Photographs and Slides

Total volume: 3 cubic feet

Disposition: **PERMANENT.** Transfer to NARA in 1992.