

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Send NCI 1/11/81*

LEAVE BLANK	
JOB NO <i>NCI-328-81-1</i>	
DATE RECEIVED <i>May 12, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
SIGNATURE OF THE ARCHIVIST IS <b>NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
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  
Office of Administration

3. MINOR SUBDIVISION  
Records Management

4. NAME OF PERSON WITH WHOM TO CONFER  
Edward H. Rickels

5. TEL. EXT.  
724-0209

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 2 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 <i>5/12/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Edward H. Rickels</i>	E. TITLE <i>RECORDS MANAGEMENT OFFICER</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>a. Transcripts</p> <p>Verbatim records of official meetings of the National Capital Planning Commission, 'its' Committees and Predecessors, including reports and other material presented during meetings. Transcripts are filed chronologically and separated as to Open and Executive Sessions.</p> <p>b. Meeting Folders</p> <p>Text materials associated with meeting preparation as well as those used for presentation during meeting. Folders contain documents such as meeting notices, agendas, materials handed out during meeting or mailed to members in advance of meetings and notes made by the Commission's Secretary. Folders are filed chronologically by meeting date.</p> <p>c. Memorandum of Actions</p> <p>A concise record of the proceedings of meetings including members present, motions made and official actions taken. Filed chronologically by meeting date.</p>		

(continued)

*3 items*

**Request for Records Disposition Authority - Continuation**

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>*Disposition: PERMANENT. Offer to National Archives when 2 years old in 2 year blocks.</p> <p><i>(Accumulated at a rate of 3-5 cuft. per year)</i></p>		