

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
Federal Regional Councils

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Nell Doering

5 TEL EXT

395-3367

LEAVE BLANK	
JOB NO	NCI-414-84-1
DATE RECEIVED	4-17-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-7-84 <i>Date</i>	<i>John H. Wier</i> <i>Archivist of the United States</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 3 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
4/16/84	<i>Nell Doering</i> Nell Doering	EOP Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">Records of the Federal Regional Councils</p> <p>The Federal Regional Councils were originally established by Executive Order 11647 of February 10, 1972. The Councils were comprised of representatives from the major Federal domestic agencies located in the 10 standard Federal regions. The President annually designated one member of the Council to serve as chairperson. Funding and equipment for the Council were provided by the chairperson's parent agency.</p> <p>In January 1979, the Office of Management and Budget assumed responsibility for providing policy direction to Federal Regional Councils. OMB delegated the implementation of various circulars and management initiatives to the Councils.</p> <p>The Federal Regional Councils were abolished under Executive Order 12407 of February 22, 1983.</p>		<i>3 items</i>

MASS DATA CHANGE SHEET NOT REQUIRED

All FRC's, Agency, NNR + IKRA sent 5-29-84 by Dmw.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1. REGIONAL COUNCIL MEETING FILES</p> <p>The meeting files of the Regional Council including Chairperson's Conferences, Secretariat, and Staff Director's meetings, consisting of transcripts of proceedings, minutes, agendas, and briefing papers. Arranged by fiscal year.</p> <p>PERMANENT. Transfer to Federal Records Center offer to NARS when 10 years old. <i>Vol. = about 2 cu. ft./Region.</i></p> <p>2. REGIONAL COUNCIL POLICY AND MISSION FILES</p> <p>Letters received and copies of letters sent relating to the mission, policy, and guidelines of the Council. The series may include the correspondence files of the Chairperson of the Council. Arranged by fiscal year.</p> <p>PERMANENT. Transfer to Federal Records Center offer to NARS when 10 years old. <i>Vol. = about 1 cu. ft./Region</i></p> <p>3. PUBLICATION FILES</p> <p>Publication files contain one record copy of each published report of the Regional Council providing information and guidance to administrative staff and Council members. This series may include informational pamphlets on the overall mission of the Regional Council.</p> <p>PERMANENT. Transfer to Federal Records Center offer to NARS when 10 years old. <i>Vol. = about 1 cu. ft./Region</i></p> <p>4. PROJECT CORRESPONDENCE AND SUBJECT FILES</p> <p>Minutes of meetings and correspondence of the project task force or project committee and correspondence between the council and other Federal agencies, State and local governments relating to Council projects. Arranged by subject according to program area or project and thereunder chronologically.</p> <p>Destroy when 3 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>5. PROJECT CASE FILES</p> <p>Closed case files containing documents accumulated while overseeing projects undertaken by one or more Federal agency and State and/or local government. Includes records initiating the project, progress reports, and the report of final audit. Case files may also include correspondence relating to the specific project. Arranged by subject according to program area, thereunder chronologically.</p> <p>a. Case files previously identified by the Regional Council as being related to a Precedent or unusual project or a representative selection of not more than 2% per year showing type, scope, and administration of projects.</p> <p>PERMANENT. Transfer to Federal Records Center. Offer to NARS when 10 years old. <i>Vol = about 2 co. st. / Region.</i></p> <p>b. All other case files.</p> <p>Destroy when 3 years old.</p> <p>6. GENERAL ADMINISTRATIVE FILES</p> <p>Office administrative files containing correspondence relating to routine operation or internal office administration exclusive of Council mission files. These records may include procurement and supply records; budget preparation records; and personnel and payroll records. The Washington office of the chairperson or individual Council member's agency maintains the official files.</p> <p>a. Transfer to the administrative agency any records needed to complete their files.</p> <p>b. Destroy remaining files immediately.</p> <p><i>Volume - Permanent records</i></p>		