

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

11-451-5-

DATE RECEIVED

7-7-95

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARC IVIST OF THE UNITED STATES

1-26-9 *John W. Co*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

ADMINISTRATIVE CONFERENCE OF THE U.S.

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

KATIE ZEIGLER

5. TELEPHONE

202-254-7020

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE

7-27-95

SIGNATURE OF AGENCY REPRESENTATIVE

Katie Zeigler

TITLE

LIBRARIAN

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED.		

THE ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

The Administrative Conference of the United States was established in 1964 by the Administrative Conference Act, P.L. 88-499, as a permanent independent agency to examine issues of administrative law and Federal agency procedure, management, and organization, and make recommendations to executive branch agencies, Congress, and the Judiciary. It consists of the membership (100 unpaid public and private sector specialists in administrative law) organized into six standing committees, a Chairman, and the Office of the Chairman. The Chairman, Research Director, and Council (the Chairman and 10 members) direct the research program. Committees review research reports, usually prepared by a consultant, and draft recommendations based on the reports. Recommendations are voted upon by the entire membership at twice yearly plenary sessions. The Office of the Chairman is also responsible for providing assistance in the implementation of recommendations.

Staff members of the Office of the Chairman serve as committee liaisons, prepare publications on administrative law topics, assist/monitor implementation of recommendations, and coordinate colloquies or other seminars .

1. Predecessor Agency Files: The first Administrative Conference of the United States, a temporary commission, 1953-1954. The second Administrative Conference of the United States, 1961-1962, was established by E.O. 10,934, 26 Fed. Reg. 3,233 (1961), held 6 plenary sessions, adopted 30 recommendations. Files include committee reports, statements by individual committee members, plenary transcripts, final report to the President, and similar records. Records are arranged by subject.

Current volume: 12 cubic feet

Disposition: **Permanent.** Transfer to the National Archives upon approval of this schedule.

2. Meeting Files

2.1. Committee Files: Memos, correspondence and minutes of meetings of standing committees, special committees, and working groups. Filed alphabetically by committee name, thereunder chronologically by year. Committee consideration of specific recommendations is filed with the recommendation.

Disposition: **Temporary.** Cut off file at end of calendar year, and transfer to ACUS Central Files. Retire to Washington National Records Center 15 years after cutoff or upon termination of the Conference, whichever is sooner. Destroy 20 years after cutoff.

2.2. Council Files: Memos, mailings, correspondence, minutes of meetings, and materials presented at semi-annual ACUS Council meetings. Meetings generally precede plenary sessions by about a month. Arranged chronologically by year. Dates: 1979-present.

Current volume on hand: 7 cu. ft.

Disposition: **Permanent.** Cut off file at end of calendar year, and transfer to ACUS Central Files. Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner

2.3. Plenary Files

2.3.a Plenary Transcript Files: Edited transcripts of plenary sessions, 1964-present. Files include transcript, agenda, handouts, attendance list, press releases. Arranged chronologically by year.

Current volume: 11 cu. ft.

Disposition: **Permanent.** Cut off file one year after date of plenary session, and transfer to ACUS Central Files. Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner.

2.3.b. Plenary Planning Files: Information about organization and planning of plenaries and plenary receptions. Copies of mailings, and notices before plenaries, and correspondence about attendance, press kits, and similar non-substantive material. Arranged chronologically by year. Dates of files: 19th Plenary, June 7-8, 1979 - 32nd Plenary, June 19-20, 1985; 51st Plenary, January 19-20, 1995-present.

Disposition: **Temporary.** Cut off file one year after date of plenary session, and transfer to ACUS Central Files. Destroy 10 years after cutoff or upon termination of the Conference, whichever is sooner.

3. Research Program Files

3.1. Recommendation Files: Information on research projects that result in recommendations or statements. Files typically begin with a contract for research and end with a final recommendation. They include correspondence with the contractor, committee correspondence, draft recommendations, comments from agencies and committee members, and any other information detailing the substantive progress of a research project. Drafts of the report may be included, but the final report is not (see 12.2 below). Arranged in numerical order by Recommendation or Statement number, beginning in 1968. Files are arranged by Recommendation or Statement number, and indexed in CPFile Data Base (See Job No. N1-451-96-1).

Disposition: Temporary. Cut off file after plenary consideration, and transfer to ACUS Central Files. Retire to the Washington National Records Center 15 years after cutoff or upon termination of the Conference, whichever is sooner. Destroy 30 years after cutoff.

3.2. Closed Project Files. Files containing information on research projects that did NOT result in a recommendation or statement. This includes recommendations that were voted down, research projects that never reached the recommendation stage, and research projects that were never intended to produce recommendations, such as some statistical reporting. The files include correspondence with contractor/s (if applicable), drafts and comments on drafts, committee correspondence, or any other information documenting the substantive progress of the project. Files are arranged by accession number, and indexed on INMAGIC database CPFile (see Job No. N1-451-96-1).

Disposition: Temporary. Cut off file upon completion of project, and transfer to ACUS Central Files. Retire to Washington National Records Center 15 years after cutoff or upon termination of the Conference, whichever is sooner. Destroy 30 years after cutoff.

4. Recommendation Implementation Files. This file consists of binders containing information documenting the implementation of a recommendation after its approval. They document the progress of recommendations beginning at the point where the Recommendation Files (3.1 above) leave off. Any available information is included such as correspondence, survey responses, Federal Register notices, legislation, and similar material, some of which would, by itself, be considered non-record material. File is arranged by recommendation number, and subdivided by agency, or as appropriate. There are no tables of contents or indexes to this file.

Disposition: Temporary. Cut off file when recommendation is removed from the Code of Federal Regulations. Destroy when no longer needed for administrative, legal, or other operational purposes.

5. General Counsel's Files

5.1. General Counsel's Chron File: Copies of all outgoing correspondence, testimony or any other document originating with the General Counsel. Reference file; copies of items filed elsewhere in this schedule.

Disposition: Temporary. Cut off at the end of calendar year. Destroy 5 years after cutoff or upon the termination of the Conference, whichever is sooner.

5.2. Legislative Chron Files: Copy of all correspondence, regardless of signatory, sent to Congress by any ACUS staff member, or ACUS member. Arranged in chronological order. Dates: 1980-present.

Current volume on hand: 6 cu. ft.

Disposition: **Permanent.** Cut off at the end of each Congress (i.e., bi-annually). Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner.

5.3. Testimony Files: Record copy of testimony before Congress by any ACUS staff member, or ACUS member. Transcript of hearing, if available. Arranged chronologically by year. Dates: 1971-present.

Current volume on hand: 3 cu. ft.

Disposition: **Permanent.** Cut off at the end of each Congress (i.e., bi-annually). Transfer to the National Archives 20 years after cutoff or upon termination of the Conference.

5.4. Legislative Reference Files: Copies of legislative bills, testimony, correspondence on subjects of interest to ACUS. All copies are non-record, and used for reference/convenience.

Disposition: **Non-Record.** Weed every 5 years. Destroy when no longer needed for administrative, legal, audit, or other operational purpose.

5.5. General Counsel's Subject Files: Correspondence, internal memoranda and similar material reflecting the opinions and decisions of the General Counsel. Includes information on ACUS organization and function, interpretations of the By-Laws, description of the roles of the Chairman, Council, and Executive Director, and application of various statutes to ACUS membership. Arranged alphabetically by subject. File heading list available.

Current volume on hand: 6 cu. ft.

Disposition: **Permanent.** Cut off file at end of each Congress (i.e., bi-annually). Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner.

6. Membership Files

6.1. Members Files: Correspondence with, and information about, current and former members. Includes information about membership terms and committee assignments. Also includes biographical information, news clippings, and other similar information. Filed alphabetically by name of Member.

Disposition: **Temporary.** Cut off file one year after expiration of member's term. Destroy when no longer needed for administrative, legal, audit, or other operational purpose.

6.2. Agency Member Files: For those agencies with membership established by statute, this file contains correspondence with the agency about the appointment and resignation of members. File arranged alphabetically by name of agency. Serves as an index to the names of successive agency officials in the Members Files. Duplicates correspondence in the Members Files. Used for reference.

Disposition: **Temporary.** Destroy when no longer needed for administrative, legal, audit, or other operational purpose.

7. Correspondence Files

7.1. ACUS Correspondence Chron Files: Copies of all outgoing correspondence. This is a reading file which is routed, then filed.

Disposition: **Temporary.** Cut off quarterly. Destroy 5 years after cutoff or upon termination of the Conference, whichever is sooner.

7.2. Membership Correspondence Chron Files: Copies of outgoing correspondence about membership, and memoranda sent to all members such as notices of plenaries. Dates: 1974-1985.

Disposition: **Temporary.** Cut off at the end of calendar year. Destroy 5 years after cutoff or upon termination of the Conference, whichever is sooner.

7.3. Chairman's Correspondence Chron Files: Copies of outgoing correspondence signed by the Chairman. Arranged in chronological order. Dates: 1971-1974; 1993-Present.

Current volume on hand: 2 cu. ft.

Disposition: **Permanent.** Cut off at the end of calendar year, and transfer to ACUS Central Files. Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner.

8. Budget Files

8.1 Congressional Appropriations/Authorization Files: Congressional appropriations and authorization, including bills and reports, ACUS testimony, and other testimony on behalf of ACUS, and transcripts of hearings, if unpublished. Arranged chronologically by fiscal year.

Current volume: 3 cu. ft.

Annual accumulation: 0.2 cu. ft.

Disposition: **Permanent.** Cut off at end of each Congress (i.e., bi-annually) and transfer to ACUS Central Files. Transfer to National Archives 20 years after cutoff or upon the termination of the Conference, whichever is sooner.

8.2. Budget Background Files: Budget estimates, projections, justifications, and similar materials, and reports and correspondence with OMB. Arranged chronologically by fiscal year.

Disposition: **Temporary.** Destroy one year after the close of the fiscal year covered by the budget (GRS 5, item 2).

9. Administrative Files: Information about internal office policies and procedures, that is not substantive or programmatic. Arranged alphabetical by subject.

Disposition: **Temporary.** Cut off each calendar year and transfer to ACUS Central Files. Destroy when two years old, or when no longer needed for reference, whichever is sooner (GRS 23, item 1).

10. EAJA Files

10.1 EAJA Annual Reports: Annual Report to Congress containing information, in summary form, from agencies claiming compensation under the Equal Access to Justice Act (EAJA). Arranged chronologically by calendar year. Dates: 1986 to present.

Current volume: 0.25 cu. ft.

Disposition: **Permanent.** Cut off file after report is sent to Congress and transfer to ACUS Central Files. Transfer to National Archives 20 years after cutoff or upon the termination of the Conference, whichever is sooner.

10.2. EAJA Reports Working Files: Quarterly and annual reports from agencies submitted to ACUS in accordance with regulations pertaining to Equal Access to Justice Act (EAJA). These reports are used to prepare the annual report to Congress. May also include copies of the cases and drafts of the annual report to Congress. Arranged chronologically by year, thereunder alphabetically by name of agency. Dates: 1986 to present.

10.2.a. Incoming EAJA Reports: Quarterly and annual reports from agencies submitted to ACUS in accordance with regulations pertaining to EAJA. Copies of the cases are included with the reports. The data on these reports are input into the EAJA Data Base. Arranged chronologically by calendar year, thereunder alphabetically by name of agency.

Disposition: **Temporary.** Cut off file after report is sent to Congress and transfer to ACUS Central Files. Retire to Washington National Records Center 15 years after cutoff or upon termination of Conference, whichever is sooner. Destroy 20 years after cutoff.

10.2.b EAJA Annual Report Working Files: Includes drafts and other materials used in creating the final annual report to Congress summarizing Federal agency claims to compensation under the Equal Access to Justice Act. Arranged chronologically by year.

Disposition: **Temporary.** Cut off file after the annual report is sent to Congress and transfer to ACUS Central Files. Destroy five years after cutoff or upon termination of Conference, whichever is sooner.

10.3. EAJA History Files: Legislative history and information about EAJA rules and requirements. Arranged alphabetically by subject. Dates: 1986 to present.

Current volume:

Disposition: **Permanent.** Cut off file at end of calendar year and transfer to ACUS Central Files. Transfer to the National Archives 20 years after cutoff or upon termination of Conference, whichever is sooner.

11. Presentation Files

11.1. Presentation Transcripts Files: Original and/or edited transcripts of ACUS' Colloquy Series, Roundtable Series, Congressional Seminar Series, or any other presentation, sponsored or co-sponsored by ACUS, for groups who are not ACUS members. Each file contains agenda, biographies of speakers, handouts, press releases, and transcript. Files are arranged chronologically by year.

Current volume on hand: 7 cu. ft.

Disposition: **Permanent**. Cut off file one year after the last presentation/conference/meeting of that year, and transfer to ACUS Central Files. Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner.

11.2. Presentation Planning Files: Information about organization and planning of ACUS' Colloquy Series, Roundtable Series, Congressional Seminar Series, or any other presentation, sponsored or co-sponsored by ACUS, for groups who are not ACUS members. Copies of mailings and notices, and correspondence about speakers and attendance, and similar non-substantive planning material. Files are arranged chronologically by year.

Disposition: **Temporary**. Cut off file one year after the last presentation/conference/meeting of that year, and transfer to ACUS Central Files. Destroy 15 years after cutoff or upon termination of the Conference, whichever is sooner.

12. Library Files

12.1. Reports File: Copies of reports prepared for ACUS. File contains all unpublished and published versions of research reports. Includes reports that became recommendations, and those that did not. Record copy of reports in their final version are printed in the annual publications, Recommendations and Reports (see item 12.2). Used as a reference file for recurring research themes. Filed alphabetically by author's name.

Disposition: **Temporary**. Destroy when no longer needed for administrative, legal, audit, or other operational purposes.

12.2. Publications Files: Copy of each publication prepared by ACUS, or by an ACUS contractor for ACUS, and published by GPO or commercial publisher. Includes the Annual Report to the President and Congress, Recommendations and Reports, ACUS News, and in-house booklets, pamphlets, and brochures for distribution. Arranged in chronological order.

Current volume on hand: 12 cu. ft.

Disposition: **Permanent**. Cut off one year after creation of publication. Transfer to the National Archives 20 years after cutoff or upon termination of the Conference, whichever is sooner.

12.3. Publications Production Files: Copies of material related to the editing and publishing of publications prepared by ACUS staff or contractor for ACUS. Includes negatives used for reprinting or administrative purposes.

Disposition: Temporary. Cut off one year after final publication copy is published and transfer to ACUS Central Files. Destroy five years after cutoff or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is sooner.

12.4. Clippings Files: News clippings from outside sources reporting on ACUS events and activities. Arranged chronologically by year.

Disposition: Temporary. Destroy when when three months old (GRS 14, item 3) or no longer needed for administrative, legal, audit, or other operational purposes.

12.5. Bibliography of Reports: Bibliography of reports prepared by and for ACUS including recommendations, closed projects, and other Office of the Chairman staff projects. The Bibliography is divided into an alphabetical listing of articles by name of author and a subject index. The updated Bibliography is listed annually in Annual Report to the President and Congress and cumulated every three years in Recommendations and Reports. Dates: 1968 to present.

Disposition: Temporary. Destroy when superseded or obsolete (GRS 14, item 6).

Duplicative, fragmentary, non-record materials and items under the General Records Schedule may be disposed without further permission from the Administrative Conference of the United States.