

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
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

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-451-96-1	
DATE RECEIVED 11-06-95	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8-7-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 _____ 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 Oct 31, 1995	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen S. Zeigler</i>	TITLE <i>Civilian</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	AUDIOVISUAL AND ELECTRONIC RECORDS See attached list.		

SEP - 4 1996 *MAY* Copy to: NNS, UNT, USX

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 .

AUDIOVISUAL RECORDS

1. Video Tapes

- 1.a. Reference and Training Video Tapes.** Includes two master training video cassettes on Negotiated Rulemaking (October 1991); three commercial quality video tapes documenting a Negotiated Rulemaking Conference (June 15, 1993); five commercial quality video tapes documenting the Sharing of Neutrals Pilot Program and Dispute Resolution Seminars; and two commercial quality video tapes with C-SPAN recorded information on ACUS.

Disposition: **Temporary.** Destroy upon termination of the Conference.

- 1.b. ACUS Video Tapes.** Includes four commercial quality video tapes containing Present at Creation: Regulatory Reform Before 1946 documenting an interview by Paul R. Verkuil (ACUS Senior Fellow) with Walter Gellhorn (ACUS Council Member) and Kenneth Culp Davis (ACUS Senior Fellow); the 51st Plenary Session proceedings; and interviews of the General Counsel, Gary Edles, and the Chair, Brian Griffith, by Ukrainian television. Arranged by subject. Approximate Dates: 1990-1995. Volume: 4 items.

Disposition: **Permanent.** Transfer to the National Archives upon termination of the Conference.

2. Unidentified Black and White Still Photographs: Black and white unidentified still photographs, different sizes, of Conference members and staff. Unarranged and uncaptioned. Dates: 1960's-1995. Volume: about 4 cubic feet.

Disposition: **Temporary.** Destroy upon termination of the Conference.

ELECTRONIC RECORDS

3. CP File Electronic Database: Serves as a bibliographic index for all ACUS research and other projects.

3.a. Input: Information taken from Recommendation and Closed Project Files (N1-451-95-1, items 3.1 and 3.2). Research project information is taken from the Pending Research Projects list when distributed to staff and Council (N1-451-95-1, item 2.2). Bibliographic information is taken from the reports received by ACUS (N1-451-95-1, item 12.1), the "In print" column of ACUS News, and Recommendations and Reports (N1-451-95-1, item 12.2).

Disposition: Apply approved dispositions for these record series as provided by Job No. N1-451-95-1, items 2.2, 3.1, 3.2, 12.1, and 12.2.

3.b. Data Files: This data base is used sequentially within a relational data base that provides access to information contained in the Recommendation Files (N1-451-95-1, item 3.1) and Closed Project Files (N1-451-95-1, item 3.2). Searchable by author's name, recommendation number, closed project number, and by subject using keywords or descriptors. All fields are repeatable and searchable.

Disposition: **Temporary.** Delete or destroy upon termination of the Conference.

3.c. System Backup: Data base is backed up on a floppy diskette.

Disposition: **Temporary.** Delete when the identical records have been deleted, or when replaced by a subsequent backup file (GRS 20, item 8b).

3.d. Documentation: Data system specifications, file specifications, codebooks, records layouts, user guides, output specifications, final reports (regardless of medium) relating to the master file or data base.

Disposition: **Temporary.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect the legal rights, whichever is later (GRS 20, item 11a).

3.e. Output: Printed hard copy of bibliographic index by name of author, recommendation number, closed project number, and subject. Used for reference.

Disposition: **Temporary.** Destroy or delete with the related records or sooner if no longer needed for administrative, legal, audit, or other operational purposes (GRS 23, item 9) (GRS 20, item 9).

4. Roster of Dispute Resolution Neutrals: Referral data base listing names and qualifications of potential mediators or other neutrals for administrative dispute resolution.

4.a. Input: Includes the Registration Form for Individuals and the Registration Form for Organizations.

Disposition: **Temporary.** Destroy after information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later (GRS 20, item 2a).

4.b. Data Files: A referral data base containing private information on mediators, dispute resolution specialists, and other neutrals available to assist in resolving disputes regarding Federal agencies or statutes. Agency officials and parties to disputes can request names and pertinent data from the Roster. The information in the data base can not be technically recovered and can no longer be accessed.

Disposition: **Temporary.** Delete or destroy upon termination of the Administrative Dispute Resolution Program or upon termination of the Conference, whichever is sooner.

4.c. System Backup: Backed up on floppy diskettes.

Disposition: **Temporary.** Delete when the identical records have been deleted, or when replaced by subsequent backup file (GRS 20, item 8b).

4.d. Documentation: None.

4.e. Output: Referral names of neutrals and their backgrounds to requesting agencies.

Disposition: **Temporary.** Delete or destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, item 6).

5. EAJA Electronic Data Base.

5.a. Input: Incoming Quarterly and Annual EAJA Reports from agencies submitted to ACUS in accordance with regulations pertaining to Equal Access to Justice Act (EAJA) (N1-451-95-1, item 10.2.a)

Disposition: Apply approved disposition for this record series as provided by Job No. N1-451-95-1, item 10.2.a. (Retire to Washington National Records Center 15 years after cutoff or upon termination of Conference, whichever is sooner. Destroy 20 years after cutoff.)

5.b. Data Files: A flat, proprietary, tracking file used sequentially within a relational data base. Information contains names of agencies reporting claims under EAJA and the monetary amounts. It is a discontinued series containing information for only one year. This information is summarized in the Report to Congress (N1-451-95-1, item 10.1).

Disposition: **Temporary.** Delete or destroy upon termination of the Conference.

5.c. System Backup: None.

5.d. Documentation: None.

5.e. Output: The statistical data used in the Annual Report to Congress summarizing Federal agencies' claims under EAJA.

Disposition: Apply approved disposition for this record series as provided for by N1-451-95-1, item 10.2.b. (Destroy five years after cutoff or upon the termination of the Conference, whichever is sooner.)

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