

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-453-76-2
DATE RECEIVED	SEP 17 1976
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-19-76 Date	<i>James B. Hoode</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Commission on Civil Rights

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Ruth M. Ford

5 TEL EXT
254-6274

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 9 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	7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9/13/76	<i>Ruth M. Ford</i>	Management Technician	1-40	Attached are descriptions and disposition standards for records of the U.S. Commission on Civil Rights. Records designated permanent in this schedule will be offered to the National Archives and Records Service when 20 years old, unless otherwise stated. <i>Volume figures on permanent records are indicated on original submission attached, WJS 9/24/76</i>		

RECORDS RETENTION SCHEDULE

U.S. Commission on Civil Rights

OFFICE OF THE STAFF DIRECTOR

A. Executive Office

1. Minutes of Commission meetings containing agenda and minutes with supporting papers of staff meetings at the divisional and higher organizational levels relating to substantive functions of the Agency.

Permanent

File chronologically.

Break files every two (2) years or sooner if volume warrants.
Transfer to Federal Records Center when 10 years old.

2. Correspondence of the Commissioners, consisting of correspondence relating to agency policy and activity on Civil rights issues.

Permanent

File alphabetically by name of Commissioner.

Transfer to Federal Records Center on departure of Commissioner from office or when ten (10) years old, whichever is earlier.

3. Correspondence and program management files of the Staff Director and his Deputy, consisting of correspondence, memoranda, and reports relating to the coordination of agency programs and the execution of agency policy.

Permanent

File by subject.

Break files annually.

Transfer to Federal Records.

Center when five (5) years old.

4. Office activity reports and accompanying correspondence, consisting of periodic narrative reports and correspondence submitted to the Office of the Staff Director on program accomplishments and program issues requiring executive direction.

Permanent

File according to originating office.

Break files annually.

Transfer to Federal Records.

Center when five (5) years old.

5. Project development reports and accompanying correspondence, consisting of periodic reports and correspondence submitted to the Office of the Staff Director on the development and status of reports, conferences and other projects.

Permanent

File according to originating office.

Break files upon completion of project.

Transfer to Federal Records Center when five years old.

B. Congressional Liaison Unit

6. Legislative project files consisting chiefly of reference material and printed matter relating to legislative proposals and executive orders which contribute to the development of congressional testimony.

File by subject or control number.

Transfer to Federal Records Center when three (3) years old.

Destroy when records are seven (7) years old.

7. Correspondence with members of Congress.

File alphabetically by name.

Break files periodically.

Transfer to FRC when Congressman leaves office or when five (5) years old whichever is earlier.

Destroy when ten (10) years old.

8. Correspondence with committees of Congress concerning legislative proposals on civil rights matters.

Permanent

File by subject.

Break files periodically.

Transfer to Federal Records Center when five (5) years old.

C. Equal Opportunity Unit

9. Staff Complaints, records contain grievances, affidavits, recommendations and related documents pertaining to equal employment opportunity.

Governed by General Records Schedule 1 (Item No. 26).

10. Complaints from the general public alleging denial of equal protection of the law based on race, color, religion, sex or national origin, and action taken on each complaint.

File alphabetically by name of complainant and by the name of agency, organization or person the complaint is against.
 Inactive file retained for one (1) year.
 Destroy when five (5) years old.

D. Public Affairs Unit

11. Record set of formal informational releases, including press releases, official speeches, press conference transcripts, relating to agency policy and research activity.

Permanent

One copy filed in chronological order according to subject.

12. Biographical Information Files - Biographical data on Commissioners staff members, and resource persons.

Filed alphabetically by individual.

Destroy one (1) year after separation or transfer to another agency.

13. Photographic File

Still photographs of officials, events, and activities relating to Commission functions and programs.

- a. The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an inter-negative (if one exists) for each color image.

Permanent. Offer to the National Archives when five years old or when no longer needed, whichever occurs first.

- b. Additional duplicate prints of (a.)

Destroy when five years old, or when no longer needed, whichever occurs first.

14. Audiovisual records used for educational and informational purposes.

- a. Motion picture films - the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture. PERMANENT See Item 14e below for precise disposition.

- b. Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each

*Classification & disposition
 standards for Items 14a
 through 14d authorized by
 Ret. M. Ford 7-00
 telecon of 22 Sep. '76
 JFW*

PERMANENT See Item 14e
magnetic audio tape recording. below for precise disposition.

- c. Video recordings - the original or the earliest generation of each recording or a kinescope of the recording. PERMANENT See Item 14e below for precise disposition.
- d. Other pictorial records such as posters, original artwork, slide sets, and filmstrips - the original and a reference print of each item. PERMANENT See Item 14e below for precise disposition.
- e. Finding Aids and Production Documentation - existing: Finding Aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.

PERMANENT. Offer to the National Archives when five years old or when no longer needed, whichever occurs first.

- f. Additional duplicate prints of items identified in (a.) and (d.).

Destroy when five years old or when no longer needed, whichever occurs first.

- g. Additional duplicate recordings of items identified in (b.) and (c.).

Destroy when five years old or when no longer needed, whichever occurs first.

E. Women's Rights Program Unit

- 15. Project Files consist of interviews with individuals, proposals and reports addressing relevant issues relating to sex discrimination from which decisions are made for appropriate agency projects.

Filed by project title and alphabetically by name of agency or individual within each subject.

Transfer to FRC six (6) months after publication of report of other completion of project.

Destroy five (5) years after completion of project.

OFFICE OF MANAGEMENTA. Office of the Director

16. Administrative Management Records relating to administrative management activities of the agency - includes copies of management improvement reports, with related analysis and feeder reports.

Break file every two (2) years.
Transfer to FRC when five (5) years old.
Destroy when ten (10) years old.

17. Record copy of each organizational chart and directory issued.

Permanent
File in chronological order.

18. Administrative Instructions consisting of a record copy of each directive issued by the Office of Management with approval of the Staff Director.

Permanent
File in order, according to transmittal number.
Break files periodically.
Offer to the National Archives when 20 years old or when no longer needed, whichever occurs first.

B. Administrative Services Division

19. Procurement and Supply Records, Governed by General Records Schedule 3. (Item 1 excluded)
20. Property Disposal Records.
Governed by General Records.
Schedule 4, (Item 1 excluded)
21. Space and Maintenance Records.
Governed by General Records.
Schedule 11.

C. Budget and Finance Division

22. Budget Preparation, Presentation and Apportionment Records.
Governed by General Records.
Schedule 5 (Items 1-3 excluded)

23. Travel and Transportation Records
 Governed by General Records
 Schedule 9 (Items 2 and 5 excluded).

D. Personnel Office

24. Civilian Personnel Records.
 Governed by General Records Schedule 1.

Office of General Counsel

25. Sound Recordings of hearings before the Commission, normally on audio tape (reel to reel).
- a. The original tape or the earliest generation of the recording.
- PERMANENT: Offer to the National Archives when five years old or when no longer needed for administrative purposes, whichever occurs first.
- b. Transcripts of recordings identified (a.).
- PERMANENT. Offer a copy of the transcripts to the National Archives with the recordings to which they relate.
26. Hearing Files - contain reports of field investigations, interview reports, correspondence with individuals and government agencies, transcripts, charts, maps, bulletins relating to civil rights issues and administration of justice.
- File according to project.
 Transfer to Federal Records Center one (1) year after publication of report.
 Destroy when ten (10) years old.

27. Legal Decisions, Opinions and Interpretations.

Permanent
 File by subject.
 Break file as necessary.

Office of Program and Policy Review

28. Project Files - Consist of interviews with individuals, reports from staff field investigations, correspondence with government and private agencies regarding civil rights issues.

Filed by Project title, and alphabetically by name of agency or individual within each subject.
 Transfer to Federal Records Center six (6) months after publication of report or other completion of project.
 Destroy five (5) years after completion of report or completion of project.

29. Program Planning Files - Contain background information on pertinent civil rights issues and denial of equal opportunity which determine which studies will be undertaken.

File by subject
 Start a new file every year.
 Transfer to FRC one (1) year after report is published or completion of other event.
 Destroy six (6) years after report is published or completion of event.

Office of Federal Civil Rights Evaluation

30. Project Files - contain appraisals of Federal policies, research on administration orders and programs, policy and procedural issuances of other Federal Agencies which contribute the basis for reports to the President, Congress and the General Public.

Filed Alphabetically by name of agency.
 Transfer to FRC one (1) year after report is published.
 Destroy seven (7) years after report is published.

Office of National Civil Rights Issues

31. Project files - Consist of interview reports from staff field investigations, private agencies and individuals on current national civil rights issues which form the basis for preparing reports, pamphlets, and which determine subjects for national or regional conferences.

Filed alphabetically by subject or project.
 Transfer to FRC one (1) year after completion of project.
 Destroy six (6) years after completion of project.

Office of Research

A. Office of the Director

32. Files - Containing research data of a scientific and technical nature relative to the problems of minorities and women.

Filed by subject.
 Close files every three (3) years.
 Transfer closed file to FRC when two (2) years old.
 Destroy when five (5) years old.

B. National Clearinghouse Library

33. Publications of the Commission, including State Advisory Committees, containing results of investigations, hearings, and studies of various civil rights issues.

Permanent

One copy filed in chronological order according to subject.

Office of Field Operations

A. Headquarters

34. Correspondence files which consist of correspondence with Regional Directors regarding membership of State Advisory Committees and programs involving the Sacs.

Permanent

Separate by Regions and file according to subject matter.

Break files as necessary.

Transfer to FRC when six (6) years old.

35. Rechartering files - Includes bio data forms and recommendations for membership on State Advisory Committees.

File alphabetically by Region.

Break files every two (2) years.

Transfer to FRC when three (3) years old.

Destroy when five (5) years old.

36. Program Planning Files - Contain factfinding information on pertinent civil rights issues and denial of equal opportunity which generates program ideas for Sac activity.

File by subject.

Start a new file every year.

Transfer to FRC one (1) year after report is published or completion of other event.

Destroy six (6) years after report is published or completion of other event.

37. Files containing agenda and supporting papers of Sac meetings held at the Regional level to inform Sac members of agency procedures regarding their programs.

File chronologically according to State.

Transfer to FRC when two (2) years old.

Destroy when five (5) years old.

B. Regional Offices

38. Correspondence files which consist of correspondence with Headquarters, and with Sac members regarding policy and planning for Sac activity on current civil rights issues.

Separate by State and file chronologically according to subject.

Break files every two (2) years.

Transfer to FRC when three (3) years old.

Destroy when five (5) years old.

39. Complaint Files - Complaints from the general public alleging denial of equal protection of the law based on race, color, religion, sex or national origin and action taken on each complaint.

File alphabetically by name of complainant, and by the name of agency, organization or person the complaint is against.

Break annually and transfer to FRC.

Destroy when five (5) years old.

40. Special Project Files - Consist of interviews with individuals; reports from staff and Sac member field investigations; correspondence with government and private agencies and hearing transcripts regarding current civil rights issues.

Separate by state and file by Project title.

Transfer to FRC six months (6) after publication of report or after completion of project.

Destroy five (5) after publication of report or completion of project.