

536-97-1

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-<del>536-97-1</del></i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-21-97</i>	
1. FROM (Agency or establishment)  <i>Advisory Council of Historic Preservation</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  <i>Office of Education and Preservation Assistance</i>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  <i>Stephanie Woronowicz</i>	5. TELEPHONE  <i>(202)606-8516</i>	DATE  <i>4-21-97</i>	ARCHIVIST OF THE UNITED STATES  <i>John W. Carl</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 <i>6</i> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/15/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John M. Fowler</i>		TITLE <i>Acting Ex. Dir.</i>

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached		

May 22, 1996

## Records Disposition Schedule for Publications/Information, OEPA

All items listed below, except for item 7, are located in Suite 808 of the Advisory Council on Historic Preservation (ACHP).

### Item 1. Publications

Folders arranged chronologically documenting the production of ACHP publications intended for preservation agencies and the general public. Files include records relating to: *Annual Reports to the President and Congress*; *ACHP Bimonthly Report/Update*; *Federal Preservation Program Notes ("Fed-Notes")*; special reports, including *Executive Director's Reports* on noteworthy ACHP cases and similar publications.

#### a. Record copy.

One official record copy of all ACHP publications, arranged chronologically.  
Office of Record: Office of Education and Preservation Assistance, Publications component.

**Permanent.** Transfer to the National Archives every five years in five-year blocks, with the most recent record in block being five years old.

Current accumulation: 5 cu. feet  
Annual accumulation: negligible

#### b. Working files.

Contains drafts of publications; in-house approval forms; mailing lists; background/source materials; camera-ready artwork. Certain files include materials used in the development of regulations.

**Temporary.** Cut off files at end of fiscal year in which related publication is published. Destroy 15 years after cutoff or when no longer needed for reference purposes, whichever is sooner.

## Item 2. Public Affairs Records

### a. Record copy of press releases.

Files contain camera ready copy of each ACHP press release; and mailing lists; arranged chronologically by fiscal year. Finding aid: each fiscal year folder includes a list of the contents, including press release subject, title, and release date.

**Permanent.** Cut off files at end of each fiscal year. Transfer to the National Archives every 10 years in 10-year blocks, with the most recent record in the block being 10 years old.

Current accumulation: 1.5 cu. feet

Annual accumulation: 1 in.

### b. Press release working files.

Files contain press releases produced in the current fiscal year, and are arranged chronologically. Also included are camera ready copies of press releases; drafts; approval forms; and mailing lists.

**Temporary.** Cut off files at end of fiscal year in which related press release is published. Destroy 20 years after cut off or when no longer needed for reference purposes, whichever is sooner.

### c. Press kits.

Comprised of folders prepared for ACHP hearings (public meetings) and quarterly ACHP meetings of special interest to the press. Arranged chronologically, by meeting. Folders include agendas; tour briefing materials; press releases; fact sheets such as *About the Council*, *Council Members*, and *A Five-Minute Look at Section 106*; the current *Annual Report*; drafts and background materials.

**Temporary.** Cut off at end of each fiscal year. Destroy five years after cut off.

## Item 3. Information Requests

Contains tally of each standard publication request received by ACHP by phone, fax, or mail, rewritten in a standard form. Arranged by fiscal year; several years' contents are tallied and summarized on an accompanying sheet. Also contains formal correspondence of ACHP Information Assistant, and includes congressional/constituency letters, and letters answering

public requests for information not readily addressed by an ACHP publication. Arranged chronologically in a single file.

**Temporary.** Cut off at end of each fiscal year. Destroy five years after cut off.

#### **Item 4. Form Letters**

Files containing generic letters that address/redirect public requests for information, funding, employment opportunities, etc., to the proper agency; letters often are accompanied by ACHP fact sheets.

**Temporary.** Destroy five years after related form is discontinued, superseded, or cancelled.

#### **Item 5. ACHP meetings materials**

Files contain agendas for ACHP meetings, press advisories, correspondence, and oral presentations.

**Temporary.** Destroy 15 years after cut off, or when no longer needed for administration purposes, whichever is sooner.

#### **Item 6. International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) files**

##### **a. ICCROM General Assembly information.**

Contains ICCROM's minutes of the biennial general assembly; organizational files; informational reports between ACHP Executive Director and U.S. Department of State on foreign affiliates of ICCROM and assembly proceedings and related records.

**Permanent.** Cut off after each biennial general assembly meeting. Transfer to the National Archives in five year blocks with the most recent record in a block being five years old.

Current accumulation: 2 cu. feet  
Annual accumulation: .5 cu. feet

**b. Administrative working files.**

Includes correspondence (arranged by program cycle); reference information on ICCROM courses and application materials (arranged by program cycle); public information requests records (arranged by fiscal year); and information prepared for and results from annual jury meeting and U.S. applicants for current ICCROM courses that require U.S. Government recommendations on U.S. participants (arranged by program cycle).

**Temporary.** Cut off at end of calendar year. Destroy 15 years after cut off.

**c. U.S. Government's financial status re: membership in ICCROM.**

Includes copies of ICCROM's annual bills and letters to U.S. State Department regarding member fees.

**Temporary.** Destroy when six years and three months old.

**Item 7. President's Historic Preservation Awards and National Historic Preservation Awards**

Working files located in ACHP copier room (Rm. 810) contain nationwide historic sites' submissions to awards program, correspondence, and ACHP publication materials.

**a. Winning applications and related records.**

**Permanent.** Transfer files to National Archives five years after close of file.

Current accumulation: .5 cu. foot

Annual accumulation: No longer accumulates

**b. All other files.**

**Temporary.** Destroy 10 years after close of file.

**Item 8. Camera-Ready Artwork for Publications**

Contains original, camera-ready copies of publication artwork returned from printing office.

**Temporary.** Cut off files at end of fiscal year in which related publication is published. Destroy when 10 years old or when no longer needed for administrative purposes.

Item 9. Photographic Materials

Original photographs taken by ACHP staff and other photographers, often accompanied by negatives. The series also includes slides. Materials are used for ACHP publications and Section 106 cases. Photographs and slides depict historic sites, ACHP members, and ACHP program functions including ACHP meetings and member swearing-ins, official signings, and training sessions. Most are stored in binders, boxes, or sleeves, and are grouped by publication or subject.

*TRANSFER to the NATIONAL ARCHIVES UPON APPROVAL OF THIS SCHEDULE*  
*ALL PHOTOGRAPHS 10 YEARS OLD OR OLDER IN ACCORDANCE WITH*  
*36 CFR 1228.184. THEREAFTER, CUTOFF FILES EVERY 10 YEARS AND TRANSFER*  
Permanent. ~~Transfer to the National Archives in 25 years when records are 25 years old,~~ *TO THE NATIONAL ARCHIVES*  
in accordance with 36 CFR 1228.184. The National Archives reserves the right during archival processing to dispose of any marginal, duplicative, fragmentary, or non-identifiable schedules and GRS, as well as those records lacking sufficient historic value to warrant permanent attention by the U.S. Government.

Current accumulation: 2 cu. feet  
Annual accumulation: .75 cu. foot

Item 10. Audiotapes

RESERVE

Item 11. Film (35mm) and Videotapes

Subjects include ACHP presentations, ACHP chairman's swearing-in, and an appearance of ACHP executive director on TV news. Used for education and record purposes.

*MOTION PICTURE FILMS,*

Permanent. Transfer <sup>videotapes,</sup> and background materials to the National Archives upon the completion of production in accordance with 36 CFR 1228.184(d) and (e). Existing titles and background materials will also be transferred to the National Archives. The National Archives reserves the right during archival processing to dispose of any marginal, duplicative, fragmentary, or non-identifiable schedules and GRS, as well as those records lacking sufficient historic value to warrant permanent attention by the U.S. Government.

Number of items: 7

*MATERIALS AND RECORDS THAT ARE ALREADY SCHEDULED UNDER APPROVED AGENCY*

*(phrase omitted)*

**Item 12. Speeches**

Files include original copies of and notes for speeches written by Office of Communication and Publications staff for ACHP members and staff, including the Chairman of the Council and the Executive Director. Grouped in separate folders with identifying heading.

**Permanent.** Transfer to the National Archives every 10 years in 10-year blocks with the most recent record in the block being 10 years old.

Current accumulation: negligible

Annual accumulation: negligible

**Item 13. Administrative Files of the Former Director of the Office of Communications and Publications**

Contains records generated by the former director of the Office of Communication and Publications. Includes originals of administrative forms, memos, and bills. Grouped chronologically by subject.

**Temporary.** Destroy upon approval of schedule.

**Item 14. Managers' Meeting Reports, 1991-1994**

Three binders containing information prepared for and received from ACHP staff managers' biweekly meetings. Arranged chronologically, and sectioned by meeting. Sections often include table of contents, meeting agenda, and a calendar of important dates such as report deadlines, ACHP meetings, and staff leaves of absence.

**Temporary.** Destroy upon approval of schedule.