

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-148-04-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/14/04	
1. FROM (Agency or establishment) National Commission on Terrorist Attacks Upon the United States		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE 8-10-04	ARCHIVIST OF THE UNITED STATES <i>J. 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 needed now for the business for 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 5/12/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Miriam Campagna</i>		TITLE MANAGER OF OPERATIONS
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		

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1. Commission Master File. Arranged numerically by assigned number. Correspondence memorandums, memorandums for the record, copies of documents, and other materials relating to the work and activities of the commission.

a. Paper Files

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

b. Electronic Index

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

2. Document Management System. Scanned images of selected documents relevant to the commission's investigation along with electronic finding aid. Includes both TIFF and PDF versions of images.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

3. Memorandums for Record. Arranged alphabetically by name. Memorandums of interviews conducted by commission staff and log.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

4. Document Requests. Arranged by agency. Requests to agencies for copies of documents and responses with log.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

5. Interview Requests. Arranged by agency. Requests to agencies for interviews and log.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

6. Chronological Files. Arranged chronologically. Copies of outgoing communications of the commission.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

7. Commission Meeting Briefing Books. Briefing materials prepared for commission meetings. Includes minutes of previous meeting.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

8. Public Hearings.

a. Briefing Books. Briefing materials for use in public hearings.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

b. Transcripts of Public Hearings

1. Hardcopy

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

2. CD

Disposition: Temporary. Destroy upon termination of Commission.

9. Final Report.

a. Classified. Substantive drafts and copy of classified final report.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

b. Unclassified. Substantive drafts and copy of unclassified final report.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

10. Staff Reports. Reports and monographs prepared by Commission staff.

a. **Classified.** Substantive drafts and copy of classified staff reports.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

b. **Unclassified.** Substantive drafts and copy of unclassified staff reports.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

11. Public Correspondence. Arranged alphabetically. Correspondence received from the public concerning the work and activities of the commission.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

12. Commissioners' Files. Correspondence, memorandums, drafts, notes gathered at other agencies, copies of documents, and other material relating to the work and activities of the commission.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

13. Executive Director/Deputy Executive Director Files. Correspondence, memorandums, drafts, notes gathered at other agencies, copies of documents, and other material relating to the work and activities of the commission.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

14. Staff/Team Files. Correspondence, memorandums, drafts, notes gathered at other agencies, copies of documents, and other material relating to the work and activities of the commission's work teams, including the General Counsel.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

15. Audio, Video, and Data Recordings. Audio, video, and data recordings of public hearings, interviews, flight information, and exhibits and transcripts of selected audio recordings.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

16. Web Page.

a. Snapshot and documentation required for maintenance and access.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

b. Website

Disposition: Temporary. Destroy upon termination of Commission.

c. Design, management, and technical operation records not necessary for maintenance and access of the snap shot.

Disposition: Temporary. Destroy upon termination of Commission.

17. E-mail.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

18. Word Processing.

Disposition: Temporary. Destroy upon termination of Commission.