REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>SEE ATTACHED</td>
</tr>
</tbody>
</table>

1. JOB NUMBER: NL-220-08-1
2. TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
3. FROM (Agency or establishment):
   HELP Commission
4. MAJOR SUBDIVISION
5. MINOR SUBDIVISION
6. NAME OF PERSON WITH WHOM TO CONFER:
   Christopher Fava
7. TELEPHONE NUMBER:
   202-275-6096
8. DATE:
   12/06/07
9. ARCHIVIST OF THE UNITED STATES:
   Christopher Fava
10. 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.
   □ is not required  □ is attached, or  □ has been requested
7. DATE:
   12/06/07
8. SIGNATURE OF AGENCY REPRESENTATIVE:
   Christopher Fava
9. TITLE:
   Archivist

Prescribed by NARA 36 CFR 1228

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Request for Records Disposition Authority

1. **By-laws and Legislation Records.** Files contain by-laws of the HELP Commission, operating procedures and related correspondence, and appointment letters for Commission members.

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

2. **Commission Meeting Records.** Audio recordings and minutes from HELP Commission meetings, as well as meeting briefing books.
   a. **Meeting Minutes.**
   
   **Disposition:** PERMANENT. Transfer to the National Archives upon approval of schedule.
   
   b. **Audio Recordings.**
   
   **Disposition:** TEMPORARY. Destroy records upon approval of schedule.
   
   c. **Meeting Briefing Books.**
   
   **Disposition:** PERMANENT. Transfer to the National Archives upon approval of schedule.


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

4. **Travel Briefing Books.** Briefing materials provided to Committee members for travel

   **Disposition:** TEMPORARY. Transfer to WNRC upon approval of schedule. Destroy when materials are 6 years old.

5. **HELP Commission Web Sites.** Web sites contain basic information about the Commission’s mission, members, and meetings. Internal site also contains administrative information.
   a. **Intranet Site.**
b. Internet Site.

Disposition: TEMPORARY. Destroy one year after termination of Commission.