

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220<sup>148</sup>-08-1</i>	
TO. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/06/07</i>	
1 FROM (Agency or establishment) HELP Commission		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request, including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10	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			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Christopher Fava	5 TELEPHONE NUMBER 202-275-6096	DATE <i>2/1/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 <i>12/4/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Archivist</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		
<i>RE 2/17/08 copies sent to agency. NWMA, DWL, NWMU, DWCT</i>			

## 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.

3. Reports, Press Releases, Speeches, and Outreach Materials. Consists of drafts and final versions of the Commission's report, speeches, press releases, and public notices.

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.

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

b. Internet Site.

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