

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-148-09-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 1/26/09	
1 FROM (Agency or establishment) Commission on the Prevention of Weapons of Mass Destruction Proliferation and Terrorism			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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Eric Fanning		5 TELEPHONE NUMBER 703-699-2802	DATE 3/27/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 1/16/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Eric Fanning</i>		TITLE <i>Deputy Director</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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			

Item 1: Commission Files.

Files documenting the Commission's establishment, deliberations, findings, and recommendations, including legislation and other materials that document the organization and functions of the Commission and its components; agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings; Commission web site; copy of final report and press releases; and substantive records relating to the work of the Commission including Requests for Information, Memoranda for the Record, document requests, and interviews conducted by the Commission. Also included are commission member and staff files, correspondence, staff papers and drafts used to create final report.

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

[NOTE: Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements.]

Item 2: Commissioner and Staff Email.

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

[NOTE: Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements.]

Item 3: Administrative Records.

~~Administrative records generated by the Commission relating to travel, budget, personnel, supply or similar housekeeping or facilitation functions.~~

~~Disposition: Temporary. Dispose of in accordance with the applicable General Records Schedules.~~

~~Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the Commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support, General Services Administration.]~~

General Records Schedule