

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-220-93-3	DATE RECEIVED 2-8-93
1 FROM (Agency or establishment) National Commission on Children		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	DATE	ARCHIVIST OF THE UNITED STATES
Kirsten Monihan	254-3800	2-3-93	Cindy Huskamp Peters

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 5 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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Feb. 5, 1993	<i>Cheryl D. Hayes</i>	Executive Director

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The National Commission on Children is a bi-partisan panel established by Public Law 100-203, which was signed by President Reagan, on December 22, 1987. Composed of members of Congress, representatives of organizations providing services to children and representatives from parents' organizations, the purpose is "to serve as a forum on behalf of the children of the nation" and to make recommendations to the President and Congress on the state of children in America. The Commission held 11 Public Meetings across the country, called 14 meetings for Commissioners, assembled briefings for Congressional Staff, and convened briefings for Commission members composed of members from the public and professional communities. The Commission held a regional forum, and convened a National Summit. The Commission produced an interim report in April 1990, a Final Report on June 21, 1991, a Summary of the Final Report, and a survey released on Nov. 19, 1991. The Commission distributed a Video Curriculum to the Schools of Social Work across the country, produced a series of implementation guides derived from the recommendations of the Commission and prepared a media resource guide of quick facts for the press and Congress. The Commission will be closed on April 3, 1993.		

copies sent to NN-W, NNS, NNT, NSX, NL 7/15/93

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.	PAGE
	2 OF 6
	10 ACTION TAKEN (NARS USE ONLY)

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Commission File</p> <p>Documentation includes Statute instituting the Commission, the fact sheet on commission, schedule of events, list of Commissioners, letters regarding additional Commissioners, publications list, Work Plan, addendum to Work Plan, list of Corporate Advisory Board, Commission charter, appointment list, and other background materials relevant to the beginning of the Commission. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
2.	<p>Field Events and other activities</p> <p>The Commission held hearings, site visits, roundtable discussions, forums, town meetings and focus groups on various subjects across the country. Documentation includes briefing books from each location, transcripts from meetings, list of attendees and News Advisories or News Releases for each event. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
3.	<p>Commission Meeting Files.</p> <p>Commission meetings were held on various occasions at different locations, to draft and discuss, with Commissioners, recommendations for the Commissions Final Report and Survey. Documentation includes transcripts, and briefing materials for Commissioners. Arranged by date of meeting. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
4.	<p>Briefings.</p> <p>The Commission held briefings for Congressional staff, Public officials and private employers on varied subjects on several occasions. Documentation includes Attendance list, invitations and background material. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.	PAGE
	3 OF 6
	10 ACTION TAKEN (NARS USE ONLY)

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5.	<p>National Opinion Survey.</p> <p>The Commission designed and conducted a national telephone survey of children ages 10 to 17, their parents, and parents of children under age 10. Approximately 1700 households were interviewed. In addition, the Commission added a module of questions to the 1990 General Social Survey, an annual face-to-face survey administered by NORC at the University of Chicago. Documentation includes questionnaires for both surveys; several volumes of survey results for the full samples and for subsamples based on race, family income, family structure, and other variables; data tapes for the survey of children and parents; analysis of the survey finding; correspondence to Commission members and to the Commission's technical advisors and a Fact Sheet on findings and News Release of Findings. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
6.	<p>Record of Regional Forum.</p> <p>The Commission held a regional forum in Pittsburgh, PA on June 8, 1992, for child experts of the region. The Forum included a breakfast meeting, followed by site visitations and a moderated youth forum. Documentation includes news releases and advisories, briefing books for attending participants and Commissioners, transcript of youth forum and list of attendees. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
7.	<p>Files of Working Groups</p> <p>Working groups were held on nine occasions with professionals in numerous fields to establish, with Commissioners, ways to implement the recommendations set forth by the Commission in its Final Report. Documentation includes invitations, attendance lists, transcripts from meetings, background materials sent to participants, correspondence with staff regarding the Commission's Implementation Guides. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

PAGE

4 OF 6

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8.	<p>Press Conferences File</p> <p>The Commission held Press Conferences to inform the media of forthcoming publications and activities by the Commission. Documentation includes transcripts of press conferences, Video footage detailing conferences, and hard copies of press kits. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
9.	<p>Record of National Summit.</p> <p>On April 1 and 2, 1993, the Commission convened a National Summit in Washington, DC. Documentation includes brochures, programs, briefing books and other background materials from the Summit. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
10.	<p>Speeches.</p> <p>Speeches include remarks given by The Honorable John D. Rockefeller IV, Chairman, Cheryl D. Hayes, Executive Director, Carol Emig, Deputy Director, and some Commissioners at hearings, briefings, public conferences, and various other events. Documentation includes copies of speeches. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
11.	<p>Photographic Prints.</p> <p>Approximately 350 prints taken by Eric Futran and others for the Commission between January, 1990 and March, 1991. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer along with copyright information to National Archives upon approval of this schedule.</p>		
12.	<p>Publications.</p> <p>Record copies and background materials of <u>Opening Doors For America's Children</u>, released April, 1990;</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.	PAGE 5 OF 6
9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)

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13.	<p><u>Beyond Rhetoric: A New American Agenda for Children and Families</u>, released June 21,1991;</p> <p><u>Beyond Rhetoric: A New American Agenda for Children and Families</u> Summary, released July 1991;</p> <p><u>Speaking of Kids: A National Survey of Children and Parents</u>, released November 1991;</p> <p><u>Just the Facts: A Summary of Recent Information on America's Children and Their Families</u>, released January 1993; and</p> <p>Implementation Series, seven reports entitled <u>Next Steps for Children and Families</u>, released in February 1993.</p> <p>Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p> <p>Media Reports.</p> <p>Copies of reports sent to Commissioners detailing print and video media coverage received by the Commission and Commissioners. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
14.	<p>Videos.</p> <p>Original copies of videos used for events or produced by the Commission for distribution. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer with documentation to National Archives upon approval of this schedule.</p>		
15.	<p>Commission's Chronological File.</p> <p>The Commission staff filed all correspondence, memorandums and copies of projects by date. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

6 OF 6

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16.	<p>Director's Subject Files.</p> <p>Record copies compiled by the Commission's Executive Director, Cheryl D. Hayes, the Deputy Director, Carol Emig, and the Communications Director, Polly Dement. Documentation includes files of Executive Director's schedule of appearances, and program files documenting the National Commission on Children activities by the Directors noted above. Volume:</p> <p><u>Disposition:</u> Transfer to National Archives upon approval of this schedule.</p>		
17.	<p>Commissioner Correspondence.</p> <p>The Commission kept a file on each Commissioner. Documentation includes correspondence between Commissioners and staff, biographies, and affidavit of position. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
18.	<p>Funded Grant Proposals.</p> <p>The Commission received grants from various foundations to assist funding of the Commission's projects. Documentation includes proposals for each grant, reports to Foundations, correspondence with Foundations and budgets for each grant. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
19.	<p>Budget.</p> <p>Budget documentation including estimates and justifications filed yearly. Volume:</p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
20.	<p>Routine and facilitative material interspersed in the permanent series described above.</p> <p><u>Disposition:</u> Temporary. Destroy during archival processing.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO	PAGE 6 OF 6
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17.	<p>Commissioner Correspondence.</p> <p>The Commission kept a file on each Commissioner. Documentation includes correspondence between Commissioners and staff, biographies, and affidavit of position. Volume: <i>ca. 2'</i></p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
18.	<p>Funded Grant Proposals.</p> <p>The Commission received grants from various foundations to assist funding of the Commission's projects. Documentation includes proposals for each grant, reports to Foundations, correspondence with Foundations and budgets for each grant. Volume: <i>ca. 3'</i></p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
19.	<p>Budget.</p> <p>Budget documentation including estimates and justifications filed yearly. Volume: <i>ca. 6''</i></p> <p><u>Disposition:</u> PERMANENT. Transfer to National Archives upon approval of this schedule.</p>		
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