

FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: NC1-452-77-02

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

Description:

NARA has extensive holdings in RG 452. All permanent records described in this schedule are presumed to have been accessioned by NARA in 1977 when the Commission was abolished. All temporary records are presumed to have been destroyed.

The American Revolution Bicentennial Administration (ARBA) by an act of December 11, 1973 (87 Stat. 697), superseded the American Revolution Bicentennial Commission (ARBC) effective January 11, 1973. The function of both agencies was to plan and develop an overall program for commemorating the bicentennial of the American Revolution in 1976. On June 30, 1977, ARBA was abolished, pursuant to provisions contained in its establishing act. The few remaining functions were handed over to the Department of the Interior.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

American Revolution Bicentennial Administration

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Jerome B. Coll

5 TEL EXT

634-1717

6 CERTIFICATE OF AGENCY REPRESENTATIVE

634-1976

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean McKee</i>	E TITLE Jean McKee Acting Administrator
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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The attached pages constitute a comprehensive records control schedule for all records created by the American Revolution Bicentennial Commission and its successor, the American Revolution Bicentennial Administration, in their combined efforts to coordinate and stimulate the celebration of the 200th Anniversary of the American Revolution during the period 1966-1977.</p> <p>The records series described in this schedule are arranged by function in the following sequence:</p> <ul style="list-style-type: none"> A. American Revolution Bicentennial Commission 1965-1973 B. Office of the Administrator C. Office of the General Counsel D. Office of Congressional Liaison E. Office of Design and Exhibit F. Communications and Public Affairs Division G. Resource Development Division H. Programs, States, and Communities Division I. International Division J. Regional Office Records 		

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JOB NO NC1 452 77 4	
DATE RECEIVED 18 JUL 1977	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-18-77 Date	<i>Jean B. McKee</i> Archivist of the United States

A. RECORDS OF THE AMERICAN REVOLUTION BICENTENNIAL COMMISSION

Through 1973, the Commission maintained a central filing system. The following series are the remnants of that system. Officials of the Commission who later became part of the Administration after it was organized in 1974 brought some of their earlier records with them. Consequently, many of the series described in other portions of this schedule pre-date the founding of the ARBA.

1. Central Classified Records, 1965-73, 12 feet.

Arranged chronologically by year and thereunder alphabetically by subject.

Correspondence, internal memoranda, reports, newsclippings, and printed material concerning all phases of the work of the ARBC. The records have been gathered under the following major subject areas: International, Meetings, Organization, Projects, Proposals, State and Local Bicentennial Commissions, and Reports. A few years have small sections labelled "history". The bulk of the records cover the period 1969-72. There is only one foot of material for the years 1965-68 and 1973.

PERMANENT. Offer to NARS on July 1, 1977.

2. General Organizational Records, 1969-72, 4 feet.

Arranged alphabetically by subject.

Correspondence, internal memoranda, newsclippings, reports, transcripts of various commission and advisory panel meetings, and printed material. Correspondence is with private individuals, business organizations, cultural institutions, and Federal agencies. Major subject areas include ARBC membership, Bicentennial goals, legislation, (1966-73), proposals, Philadelphia Bicentennial Commission, and White House liaison. A wide variety of less voluminous, miscellaneous files are also included. The folders are filled with original as well as electrostatic and carbon copies of record material.

PERMANENT. Offer to NARS on July 1, 1977.

3. Correspondence With Federal Agencies, 1969-73, 20 inches.

Arranged alphabetically by Federal agency.

Correspondence and internal memoranda concerning Federal agency involvement in the Bicentennial celebration. Large folders are available for Commerce, General Services Administration, National Park Service, Office of Management and Budget, Smithsonian and State Department.

PERMANENT. Offer to NARS on July 1, 1977.

4. Correspondence With Organizations, 1969-72, 3 feet.

Arranged alphabetically by organization.

Correspondence, internal memoranda, proposals, and project information concerning a variety of programs sponsored by cultural institutions and business firms. Most businesses included represent the news media, public relations, and design industries. Two prominent cultural organizations found in this series are the American Association for State and Local History and the Aspen Institute for Humanistic Study.

PERMANENT. Offer to NARS on July 1, 1977.

5. Correspondence with State and Local Bicentennial Commissions, 1967-72, 1 foot.

Arranged alphabetically by Commission.

Correspondence and internal memoranda concerning the establishment and early plans of state, city, and local Bicentennial commissions. The alphabetical sequence is preceded by two large general folders. Only a few records are dated in 1972.

PERMANENT. Offer to NARS on July 1, 1977.

6. Day Files, October-December, 1973, 1 foot.

Arranged chronologically.

Carbon copies of all letters and internal memoranda.

DESTROY immediately upon approval of this schedule.

7. Administrative Records, 1969-73, 1 foot.

Arranged by subject.

Facilitative, housekeeping records concerning personnel, finance, budget and legislative and legal matters. These files constitute the temporary records which were part of the central classified records of the ARBC. The office of record for legislative and legal concerns is the Office of the General Counsel.

DESTROY immediately upon approval of this schedule.

8. Transcripts of Meetings of the American Revolution Bicentennial Commission, 1971-3, 3 feet.

Arranged by meeting.

Stenotype transcripts of sound recordings of ARBC meetings, ARBC Executive Committee and full committee meetings, the National Bicentennial Conference of 1972, and of Chairman Mahoney's speech to the National Governors Conference of 1972. Transcripts of ARBC advisory panels are described in Item 105.

PERMANENT. Offer to NARS on July 1, 1977.

9. Sound Recordings of Meetings of the American Revolution Bicentennial Commission, 60 7" reels originals, 1 ft.

Arranged chronologically.

Proceedings of meetings of the ARBC held in various cities throughout the country; meeting of the ARBC Executive Committee (6-22-72) and of ARBC committees (5/4-5/71); The National Bicentennial Conference (2/22-23/72), a joint meeting of ARBC and the State Bicentennial commissions; and ARBC Chairman David J. Mahoney's speech at the National Governors Conference (2/24/72).

PERMANENT. Offer to NARS on July 1, 1977.

10. Photographs of ARBC Members, 1971-74, 4 in.

Arranged alphabetically by surname.

8 X 10 black and white photographic portraits, created or acquired by the Communications Division, of ARBC members.

PERMANENT. Offer to NARS on July 1, 1977.

11. Textual Records Related to Photographs of ARBC Members, 1971-74, 1/2 in.

Arranged alphabetically by surname.

Biographical information sheets, prepared by or submitted to the Communications Division, to accompany photographs of ARBA members.

PERMANENT. Offer to NARS on July 1, 1977.

B. RECORDS OF THE OFFICE OF THE ADMINISTRATOR

The Administrator, appointed by the President and confirmed by the Senate, is the Chief Executive Officer. He represented ARBA to the Congress and Executive Branch, to the 55 state and territorial Bicentennial Commissions, and to the country as a whole. He reported monthly to the ARB Board whose members were jointly appointed by the President and the Congress and he submitted an Annual Report to the Congress. Reporting to the Administrator were 4 Assistant Administrators and a few directors of separate offices. The Deputy Administrator, also appointed by the President and confirmed by the Senate, acted for the Administrator, especially in implementing policy decisions and internal management. ARBA's only Administrator, John W. Warner, service from Spring, 1974 through summer, 1976. Deputy Administrator Jean McKee became ARBA's Acting Administrator when Mr. Warner left. Ms. McKee supervised the termination of the Administration.

12. General Office Records, 1974-76, 5 feet.

Arranged alphabetically by subject or correspondent.

Correspondence, printed material, internal memoranda, and notes concerning every phase of ARBA's work. Subjects include separate projects (Franklin and Jefferson Exhibit), broad topics (travel industry, religious programs), and specific individuals, institutions, or Federal agencies. This series also includes correspondence with regional offices, State Bicentennial Commissions, and the National Archives documenting ARBA's archives program.

PERMANENT. Offer to NARS on July 1, 1977.

13. Memoranda Sent to Office and Division Chief, 1974-77, 16 inches.

Arranged by office or division receiving memoranda.

Carbon copies of internal memoranda sent by the Administrator establishing policy and procedures. Some correspondence and printed material are interfiled. Many of the memoranda are signed by Andrew Wahlquist, Special Assistant to the Administrator.

PERMANENT. Offer to NARS on July 1, 1977.

14. Correspondence with Local Bicentennial Groups, 1974-76, 14 inches.

Arranged alphabetically by State.

Correspondence between the Administrator and various local public and private groups interested in developing Bicentennial celebration programs.

PERMANENT. Offer to NARS on July 1, 1977.

15. Regional Correspondence, 1974-76, 1 inch.

Arranged by region.

Correspondence between the Administrator and ARBA regions concerning regional policies and programs.

PERMANENT. Offer to NARS on July 1, 1977.

16. Day Files, September, 1974 - September, 1976, 2 feet.

Arranged chronologically.

Electrostatic and carbon copies of all correspondence signed by the Administrator.

PERMANENT. Offer to NARS on July 1, 1977.

17. Correspondence Log, September 1974 - September - 1976, 5 inches.

Arranged chronologically.

Daily log of all correspondence signed by the Administrator listing date of letter, name of addressee, subject, and ARBA division which prepared the letter.

PERMANENT. Offer to NARS on July 1, 1977.

18. Weekly Activity Reports, 1974-76, 6 inches.

Arranged by ARBA office or division and thereunder chronologically.

Original copies of weekly activity reports sent to the Administrator by chiefs of ARBA offices and divisions.

PERMANENT. Offer to NARS on July 1, 1977.

19. Records on the National Bicentennial Conference, December, 1974 - March, 1975, 4 inches.

Arranged by subject.

Briefing book, agenda, lists of attendees, brochures, congratulatory letters, and other related records concerning the National Bicentennial Conference held in Washington, DC, February 24-26, 1975. Attending were representatives of State Bicentennial Commissions, Federal officials, and concerned private individuals. This Conference marked the official beginning for the Bicentennial celebration as stimulated by ARBA.

PERMANENT. Offer to NARS on July 1, 1977.

20. Transcripts and Minutes of Meetings prepared by the Office of the Executive Secretary of the ARBC, 1967-75, 3.5 feet.

Arranged by type of meeting and thereunder chronologically.

Transcripts with some agenda and correspondence concerning a variety of meetings held by the ARBC and related groups. The transcripts were prepared by the Executive Secretary of the Commission who later became Director of Special Events under the Communications and Public Affairs Division of the ARBA. A few of the transcripts date from the Administration era.

- a. Minutes of ARBC, 2/22/67 - 7/9/73.
- b. Minutes of the Executive Committee of the ARBC, 1/1/70 - 10/4/73.
- c. Transcripts of the Federal Representatives of the American Revolution Bicentennial, 11/1969 - 11/1972. Meetings of representatives of various Federal agencies.
- d. Transcripts of the National Bicentennial Conference held in February, 1972, at various regional locations. These public hearings were attended by State Commissioners, elected officials, and private citizens.
- e. Transcripts of Patriotic and Civic Organization Conferences, 9/1973 - 11/1975. Attended by representatives of public and private cultural institutions.
- f. Transcripts of Communications Committee Meetings, April, June, and December of 1972.
- g. Transcript of the Ethnic - Media Advisory Panel, December, 1972.

PERMANENT. Offer to NARS on July 1, 1977.

21. Daily Schedules, 1975-76, 2 inches.

Arranged chronologically.

Listing of the Administrator's daily appointments.

DESTROY immediately upon approval of this schedule.

22. Trip Itineraries, June 1974 - October 1976, 2 inches.

Arranged chronologically.

Schedules of daily events relating to trips taken by the Administrator.

PERMANENT. Offer to NARS on July 1, 1977.

23. Records of Meetings, April, 1974-September, 1976, 2 feet.

Arranged chronologically.

Correspondence, summaries of conversations, and other background material concerning all the meetings the Administrator held in his office or conferences he attended in Washington, DC. Meetings were held with foreign dignitaries, prominent Americans and Federal officials. The great majority of the files are very slender. This series does contain information on meetings held with White House staff.

PERMANENT. Offer to NARS on July 1, 1977.

24. Background Trip Records, May, 1974-October, 1976, 3 feet.

Arranged chronologically.

Correspondence, brochures, programs, and other background materials concerning the Administrator's numerous trips made to attend a wide variety of conferences and celebrations sponsored by local Bicentennial groups and cultural organizations.

DESTROY immediately upon approval of this schedule.

25. News Releases and Speeches, 1974-76, 3 inches.

Arranged by organization or event occasioning the release or speech.

Copies of speeches made by the Administrator on various occasions. Included are folders on swearing-in ceremonies, his first news conference, unused speeches, and addresses made by others. Record copies are maintained by the Communications and Public Affairs Division.

DESTROY immediately upon approval of this schedule.

26. Records of the ARBA Advisory Council.

The American Revolution Bicentennial Administration Advisory Council was established by law. Members were appointed by the President and were chosen from all walks of life. The Council included a homemaker, writers, students, and representatives from religious, education, and mass media communities.

a. General Records, 1975-76, 3 inches.

Arranged by subject.

Organizational charter, summaries of subcommittee meetings, lists of members and nominees, and a report to the ARB Board.

b. Correspondence with Council Members, 1975-76, 3 inches.

Arranged alphabetically by surname.

c. Minutes of Council Meetings, February 1975 - June 1976, 4 inches.

Arranged chronologically.

PERMANENT. Offer to NARS on July 1, 1977.

27. Correspondence concerning White House Referrals, 1974-76, 2 feet.

Arranged chronologically.

Correspondence with the White House concerning their referrals recommending various programs or individuals to ARBA for favorable consideration. In most cases, ARBA responded with a form letter.

DESTROY immediately upon approval of this schedule.

RECORDS OF THE OFFICE OF THE ACTING ADMINISTRATOR

28. Weekly Activity Reports, 1976-77, 3 inches.

Arranged chronologically.

Original copies of weekly activity reports sent to the Acting Administrator by chiefs of ARBA offices and divisions. This series is a continuation of an earlier series found in the Office of the Administrator (see Item 18).

PERMANENT. Offer to NARS on July 1, 1977.

29. General Office Records, 1976-77, 6 inches.

Arranged by subject.

Correspondence and internal memoranda concerning the last phases of the work of ARBA. These records document policy and procedural matters relating to the termination of ARBA as a Federal agency.

PERMANENT. Offer to NARS on July 1, 1977.

30. Administrative Records, 1976-77, 5 feet.

Arranged by subject.

Electrostatic and carbon copies of correspondence, reports, invitations to formal ceremonies, and other materials concerning the routine, daily functions of the Acting Administrator. The bulk of these records consist of trip folders, day files, and information copies of memoranda sent to the Acting Administrator by various ARBA chiefs.

DESTROY immediately upon approval of this schedule.

C. OFFICE OF THE GENERAL COUNSEL

In addition to the usual functions of this office, the General Counsel was Secretary to the ARB Board. The incumbent is one of the few ARBA senior administrators whose tenure with the ARBC dates from the very beginning. Thus, the records of this office reflect continuity and changes from 1966 to 1977.

31. Records of the General Counsel, 1969-77, 12 feet.

Arranged alphabetically by subject.

Reports, internal memoranda, copies of legislation and Congressional hearings, legal opinions, and correspondence with private individuals, various business concerns having contractual agreements with ARBA, and Federal officials. Subject matter is broad, covering all vital phases of the work of the ARBC and ARBA. Major topics include legislative history, the licensing of the official Bicentennial logo, approval of programs, organization of both the ARBC and ARBA, and Federal agency participation in the celebration. In addition to his other duties, the General Counsel acted as the Secretary for the American Revolution Bicentennial Board. In this regard, his general records include materials concerning ARBA formal reports to Congress and Board meetings.

PERMANENT. Offer to NARS on July 1, 1977.

32. Minutes of American Revolution Bicentennial Board, July 1974-January 1977, 1 foot.

Arranged chronologically by meeting.

Original copies of agenda, resolutions, actions, and minutes of the ARBB meetings. The records are gathered together in loose-leaf binders.

PERMANENT. Offer to NARS on July 1, 1977.

33. Working Files, 1966-77, 2 feet.

Arranged by subject.

Loose-leaf binders containing electrostatic copies of reference materials concerning legislation, minutes of ARBB and ARBC meetings, reports to Congress, and other similar material. Record copies of this material may be found in the classified files of the General Counsel (see Item 31).

DESTROY immediately upon approval of this schedule.

34. Chronological Files, 1969-77, 1 foot.

Arranged chronologically.

Pink carbon copies of all internal memoranda and correspondence prepared by the General Counsel.

DESTROY immediately upon approval of this schedule.

13.

D. OFFICE OF CONGRESSIONAL LIAISON

35. Correspondence with Members of Congress, 1969-76.

Arranged by Senate or House of Representatives, and thereunder alphabetically by name.

- a. Correspondence with members of Congress concerning all phases of ARBC and ARBA work with special attention to enabling legislation, 1 foot.

PERMANENT. Offer to NARS on July 1, 1977.

- b. Referrals from Congressional members requesting favorable consideration for a specific project or individual, 9 feet.

Transfer to WNRC. DESTROY in January, 1990.

36. Reference Files on Legislation and Congressional Resolutions, 1970-76, 2.5 feet.

Arranged by bill or resolution number.

Electrostatic and printed copies of all legislation and Congressional resolutions which had a direct effect on ARBC or ARBA, or which were related to the Bicentennial celebration. Much of this series is duplicated in the records of the General Counsel (see Item 31).

DESTROY immediately upon approval of this schedule.

E. OFFICE OF DESIGN AND EXHIBIT

37. General Program Records, 1970-76, 1 foot.

Arranged by subject.

Correspondence with private businesses and internal memoranda concerning the design, construction, and distribution of Bicentennial exhibits. Subjects include use of the official logo, Program Division coordination, poster competition, photo magazines, and film proposals. Information is available on contract bidders and other contractual matters. Some of the correspondence is with the Federal Design Council and concerns the quality of ARBA exhibits.

PERMANENT. Offer to NARS on July 1, 1977.

38. Bicentennial Parks Program Records, 1970-76, 1 foot.

Arranged chronologically.

Feasibility studies, internal memoranda, and correspondence requesting general information on Bicentennial Parks program. The program was designed to encourage the construction of a park in each state which would serve as a focal point and which would have permanent value. Since Congress never appropriated the money, the project never went beyond the planning stage.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

39. Records on the Adoption of the Official Bicentennial Logo, 1969-76, 4 inches.

Arranged by subject.

Correspondence with private designers and internal memoranda concerning the adoption of the logo, design competition, graphics and uses of the logo, reactions to the logo, and design proposals.

PERMANENT. Offer to NARS on July 1, 1977.

40. Records on the Exhibit: "USA '76: The First 200 Years," 1973-76, 8 inches.

Arranged by subject.

Correspondence with the contractor who built the exhibit and who was responsible for its transportation. Included are folders on budget matters, the exhibit's appearance in various cities; and a series of weekly reports filed by the ARBA representative traveling with the exhibit.

PERMANENT. Offer to NARS on July 1, 1977.

41. Press Clippings Concerning the World of Franklin & Jefferson Exhibit, 1976-77, 1 foot.

Arranged by city in which exhibit appeared.

Electrostatic copies of news clippings taken from newspapers published in cities where exhibit was shown. Cities include London, Paris, Warsaw, and Mexico City. The clippings have been placed in loose-leaf binders in plastic display jackets.

PERMANENT. Offer to NARS on July 1, 1977.

42. Program Records of the Franklin & Jefferson Exhibit, 1973-74, 10 inches.

Arranged by subject.

Correspondence and internal memoranda concerning the design, construction, and showing of the World of Franklin & Jefferson Exhibit. Subjects include the printing of exhibit brochures, requests from cultural institutions, liaison with the International Business Machines Corporation, press conferences, and general contractual and design matters relating to the exhibit's designer, Charles Eames. IBM made substantial contributions to fund the exhibit.

PERMANENT. Offer to NARS on July 1, 1977.

43. Records Concerning the Appearance of the Franklin & Jefferson Exhibit in Foreign Cities. 1973-77, 4 inches.

Arranged by City.

Telegrams and correspondence concerning the appearance of the World of Franklin & Jefferson Exhibit in London, Paris, Warsaw and Mexico City.

PERMANENT. Offer to NARS on July 1, 1977.

44. Lender Files Concerning the Franklin & Jefferson Exhibit, 1973-77, 2 inches.

Arranged alphabetically by lender.

Information on insurance and contractual matters and formal agreements concerning the loan of various artifacts by museums and other cultural institutions for use in the World of Franklin and Jefferson Exhibit.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

45. Photographs of the World of Franklin and Jefferson Exhibition, 1975, 1/2 in.

Unarranged.

Color slides and color 8X10 prints taken at the World of Franklin and Jefferson exhibition in Paris. This exhibition, which opened in Paris in January 1975, then travelled to Warsaw, London, and the U.S., was designed by the office of Charles and Ray Eames in cooperation with the Metropolitan Museum of Art in New York through grants from ARBA and the IBM Corporation. It illustrated the careers of Franklin and Jefferson through the pre-Revolutionary, Revolutionary, and early Constitutional periods of American history. The photographs depict the exhibition itself, visitors to it, and some of the objects displayed.

PERMANENT. Offer to NARS on July 1, 1977.

F. RECORDS OF THE COMMUNICATIONS AND PUBLIC AFFAIRS DIVISION

This division was responsible for all relations with the print and electronic media. Nearly all ARBA publications originated here. The Master Calendar Services disseminated nationwide detailed information on more than 66,000 Bicentennial projects and events. Automated data processing was the basis for the several publications of MCS. The monthly Bicentennial Times, whose mailing list reached 350,000 reflected activity of the entire country as well as the involvement of other nations. The Final Report to Congress (June, 1977) was prepared by this division.

46. General Program Records, 1970-77, 8 feet.

Arranged alphabetically by subject.

Correspondence, internal memoranda, and some printed material concerning the various programs developed by the Communications and Public Affairs Division including topics such as films, television and radio, publications, youth, and commemorative medals. Correspondence found in these files is with the general public, Congress, and other Federal agencies.

PERMANENT. Offer to NARS on July 1, 1977.

47. Publications, 1971-77, 3 feet.

Arranged by publication.

A record set of each publication produced by either the ARBC or ARBA. Included are copies of the ARBA Final Report, Bicentennial Times, Bicentennial Newsletter, and Calendars of Events produced by the Bicentennial Information Network (BINET).

PERMANENT. Offer to NARS on July 1, 1977.

48. Highlights of Newspaper Clippings, April, 1974 - June, 1976, 2.5 feet.

Arranged chronologically.

Electrostatic copies of highlights of newspaper clippings prepared for circulation to senior ARBA staff members.

PERMANENT. Offer to NARS on July 1, 1977.

49. Newspaper Clippings, 1966-76, 38 feet.

Approximately 130,000 clippings gathered from newspapers printed throughout the country concerning all phases of the Bicentennial celebration. ARBA has completed a contract with NARS to microfilm all clippings.

- a. Chronological file, 1966-76, 30 feet.
- b. Alphabetical subject file, 1972-76, 6 feet.
- c. Alphabetical state file, 1974-76, 2 feet.

Microfilm copies are being prepared in accordance with FPMR 101-11.5. The 130,000 clippings will be filmed on approximately 14 rolls of microfilm with 100 feet on each roll.

Microfilm copies: PERMANENT: Offer to NARS on July 1, 1977.
Clippings: DESTROY upon verification of the microfilm copies.

50. Official ARBC and ARBA News Releases, 1970-76, 1 foot.

Arranged chronologically.

Record copies of official news releases prepared under both the Commission and the Administration.

PERMANENT: Offer to NARS on July 1, 1977.

51. Speeches made by the Chief Executive Officers of the ARBC and ARBA, 5/16/72 - 9/29/76, 2 feet.

Arranged chronologically,

Addresses made by major officials of both ARBC and ARBA. The majority of the speeches are those made by John W. Warner.

PERMANENT: Offer to NARS on July 1, 1977.

52. Reference Copies of Speeches, 1972-73, 1 foot.

Arranged chronologically.

Duplicate copies of speeches used for reference purposes.

DESTROY immediately upon approval of this schedule.

53. Speeches Reference File, 1975-76, 5 inches.

Arranged by speech.

Includes weekly schedules of speeches, a collection of 5X8 fact cards, excerpts from messages of President Nixon, and other general reference material.

DESTROY immediately upon approval of this schedule.

54. Grass Roots Opinions on the State of the Union in 1976, March 1976-February 1977, 4 inches.

Arranged alphabetically by state.

Views expressed by the general public in response to an inquiry published in the Bicentennial Times requesting opinions on the State of the Union 200 years after its conception. Some of these were later published in the Times. One large general file is included.

PERMANENT. Offer to NARS on July 1, 1977.

55. BINET Program Files, 1969-77, 6 inches.

Arranged by subject.

Correspondence, internal memoranda, and reports documenting the origin and development of the Bicentennial Information Network program. Included are an historical report on the development of the computer system covering the period 1969-74, a report presented to Administrator Warner in April, 1974, outlining BINET's future, correspondence with various business^{es} which provided computer services, a file defining the BINET data base, and internal memoranda establishing BINET policies.

PERMANENT. Offer to NARS on July 1, 1977.

56. Microfiche Copy of the Bicentennial Information Network Master File, 1977, 1 inch.

Arranged by BINET entry serial number.

A set of 124 microfiche cards filmed at the reduction ratio of 48 to 1 consisting of a complete listing a BINET's entries with all the information available in the computer for each event. Each entry represents a program, event or project with local, state, national, or international relevance and in some way commemorates the nation's Bicentennial. Information for each entry includes title, description, date, location, congressional district, region, theme area (Festival, Heritage, or Horizon), subject, method of presentation (book, play, parade), and group emphasis (women, urban, aged, black). A printed summary of all BINET entries is also available in ARBA's final report, however, this listing does not incorporate all information available. For example, the final report does not include subject or group emphasis data. L.C. Card No. 77-76782. Silver halide original and one diazo copy to be supplied.

PERMANENT. Offer to NARS on July 1, 1977.

57. Microfiche Index to the Bicentennial Information Network Computer Listing, 1977, 1/4 inch.

Arranged alphabetically by title key word, subject, method of presentation, and group emphasis.

An index consisting of 27 microfiche cards filmed at the reduction rate of 48 to 1. The index provides cross references to page numbers in the ARBA final report which lists all BINET entries alphabetically by state and thereunder alphabetically by community. It also provides cross references to the BINET entry number and hence can be used in conjunction with the microfiche copy of the BINET computer listing which is serially arranged (see Item 51). When used in conjunction with the final report and the microfiche listing of BINET entries, the index makes demographic, geographic and ethnic analyzes possible. L.C. Card No. 77-76760. Silver halide original and one diazo copy to be supplied.

PERMANENT. Offer to NARS on July 1, 1977.

58. Binet Administrative Files, 1969-77, 5 feet.

Arranged by subject.

Correspondence, internal memoranda, penciled notes, and electrostatic copies of documents used for reference by the Bicentennial Information Network program. These records document the daily, routine business of the BINET project. Includes files on the requisition of supplies, services, and equipment used to sustain this computer system.

TRANSFER to WNRC in July, 1977. DESTROY in January, 1990.

59. Ceremonial Presentation Files of the Special Events Section, 1974-77, 3 feet.

Arranged by ceremony.

Electrostatic copies of correspondence, internal memoranda, and ceremony programs used by the Special Events staff for background and general reference. The Special Events section was responsible for making arrangements for the Administrator when he attended presentation ceremonies.

TRANSFER to WNRC in July, 1977. DESTROY in January, 1990.

60. General Administrative Files of the Special Events Section, 1971-77, 6 inches.

Arranged by subject.

Routine correspondence, weekly activity reports, and other materials related to the daily administration of the Special Events section.

DESTROY immediately upon approval of this schedule.

61. Applications for the National Bicentennial Media Recognition Program, 1976, 2.5 feet.

Arranged numerically.

Applications together with program descriptions, internal memoranda and correspondence concerning programs submitted for recognition by various newspaper, television and radio media. Programs are generally concerned with local Bicentennial events or some aspect of local history.

PERMANENT. Offer to NARS on July 1, 1977.

62. Requests for Applications for the National Bicentennial Media Recognition Program, 1976, 18 inches.

Arranged numerically.

Correspondence with representatives of newspapers, radio, and television requesting application forms in order to submit their proposed Bicentennial program for national recognition by ARBA.

DESTROY immediately upon approval of this schedule.

63. Subject Files of the Bicentennial Information Media, 4th of July weekend, 1972-76, 1 foot.

Arranged alphabetically by subject.

Copies of letters received, printed material, and penciled notes concerning broad based, national events focusing on the July 4, 1976, weekend celebration. Included is information on the Freedom Train, Bell Ringing, various youth programs, President Ford's itinerary, and lists of 4th of July events submitted by ARBA regional Directors.

PERMANENT. Offer to NARS on July 1, 1977.

64. Reference Files of the Bicentennial Information Media, 4th of July weekend, 12/1975 - 7/1976, 15 inches.

Arranged alphabetically by State.

Copies of letters received, printed materials, lists of events, and penciled notes concerning various activities planned for the July 4, 1976, weekend celebration. The information was supplied to ARBA by various local Bicentennial groups sponsoring events. Much of the material consists of electrostatic copies.

TRANSFER to WNRC in July, 1977. DESTROY in January, 1990.

65. Correspondence of the Bicentennial Information Media, 4th of July Weekend, 11/1975 - 6/1976, 3 inches.

Arranged chronologically.

Correspondence with local sponsoring groups concerning their plans for the 4th of July Weekend celebration. The sponsoring group is either asking for or providing information. Only a few carbon copies of letters sent are present in the folders.

TRANSFER to WNRC in July, 1977. DESTROY in January 1990.

66. Correspondence Concerning the Use of the Bicentennial Symbol, 2 feet.

Arranged chronologically

Correspondence with the general public concerning the use of the official Bicentennial symbol. Most correspondence was answered with form letters.

DESTROY immediately upon approval of this schedule.

67. Contract Information Files, 1974-77, 4 feet.

Arranged by contract.

Information files used for reference purposes concerning contracts for ARBA's newspaper clippings service, the coordination of travel information, and the development of an Hispanic newspaper.

DESTROY immediately upon approval of this schedule.

68. Day File, 1971-74, 2 feet.

Arranged chronologically.

Carbon copies of letters sent attached to electrostatic copies of letters received.

DESTROY immediately upon approval of this schedule.

69. Correspondence with the General Public, 1971-74, 4 feet.

Arranged alphabetically by state.

Requests for information received from the general public. Also includes some information supplied by the average citizen for use by ARBC.

DESTROY immediately upon approval of this schedule.

70. Magazine Articles, 1973-76, 2 feet.

Arranged alphabetically by magazine.

Copies of articles taken from popular magazines such as Time, Newsweek, Family Circle, and Better Homes & Gardens. Each article deals with a Bicentennial theme.

TRANSFER to WNRC in July, 1977. DESTROY in January, 1990.

71. Service Magazine Articles, 1973-76, 1 foot.

Arranged by focus of magazine.

Copies of articles taken from magazines with a defined audience such as youth, travel, and education. Included are articles from magazines published by Federal agencies and by cities and states.

TRANSFER to WNRC in July, 1977. DESTROY in January, 1990.

72. Reference Files on the Bicentennial Newsletter, 2 feet.

Arranged by subject.

Working files kept by staff members who prepared the Bicentennial Newsletter consisting of electrostatic copies, notes, and other reference materials.

DESTROY immediately upon approval of this schedule.

73. Bicentennial Times Day File, April 1975 - March 1977, 10 inches.

Arranged chronologically.

Correspondence with the general public, local Bicentennial groups, and businesses providing information for inclusion in the Bicentennial Times. Information includes songs, poems, and items of local interest.

DESTROY immediately upon approval of this schedule.

74. Copies of Essays, Poems, and Music submitted to the Bicentennial Times, 1976, 4 inches.

Arranged by type of submission.

Copies of unsolicited essays, poems and music sent to ARBA for inclusion in the Bicentennial Times by the general public.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

75. Final Report Working Files, 1966-77, 7 feet.

Arranged alphabetically by subject.

Carbon and electrostatic copies of source materials reproduced from ARBC and ARBA records and used for research during the development of the five volume final report.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

76. ARBA Final Report to the Congress. 1977. ca. 5 in.

Arranged by volume number.

Report submitted on June 30, 1977, in accordance with Public Law 93-179 which established ARBA. The volumes are illustrated with many of the accessioned photographs, and serve as a finding aid for them.

PERMANENT. Offer to NARS on July 1, 1977.

77. Photographs of ARBA Officials. 1974. 2 in.

Arranged **alphabetically** by surname.

8 X 10 black and white photographic portraits, created or acquired by the Communications Division, of ARBA officials including Administrator John W. Warner, Sen Joseph Montoya, Rep. Lindy Boggs, and Rogers C.B. Morton.

PERMANENT. Offer to NARS on July 1, 1977.

78. Textual Records Related to Photographs of ARBA Officials. 1974. 1/2 in.

Arranged alphabetically by surname.

Biographical information sheets, prepared by or submitted to the Communications Division, to accompany photographs of ARBA officials. About 20 of the sheets lack photographs.

PERMANENT. Offer to NARS on July 1, 1977.

79. Posters. 1974-6. 1 in.

Unarranged.

Color posters designed or acquired by the Communications Division and distributed as part of the intensive campaign to encourage citizen participation in the Bicentennial and provide the media with information about ARBA plans and activities. Themes of the posters include "Horizons '76," "Festival USA." "Get Into America," and "A Past To Remember/A Future to Mold," and advertising for the "World of Franklin and Jefferson" exhibition, the American Freedom Train, Bicentennial Youth Debates, and travelling exhibitions sponsored by ARBA. One of the posters is in Polish.

PERMANENT. Offer to NARS on July 1, 1977.

80. Prints and Negatives of Individuals and Activities. 1971-6.

Prints are arranged by subject; negatives are arranged numerically.

Color and black and white prints and negatives made by Frederick Figall and other Communications Division staff photographers for distribution to the media, for use in exhibits, and for in-house publications. The photographs are of prominent individuals including President Gerald Ford, ARBA Administrator John W. Warner, Archbishop Makarios, D.C. Mayor Walter Washington, Jimmy Carter, Vice-President Nelson Rockefeller, the Lyndon Johnson family, and ranking ARBA officials; the Jackson Place Headquarters of ARBA; ARBA-sponsored activities, parades, conferences, and presentations; historic places in the U.S.; coins, flags, and ARBA symbols.

PERMANENT. Offer to NARS on July 1, 1977.

81. Sound Recordings Created by ARBA. 1971-6. 101 reels. 2 ft.

Arranged by title.

Tapes and tape cassettes created by the Communications Division including conversation between John Warner and the head of the U.S. Sesquicentennial, radio interviews, press conferences, inauguration of Operation Sail, proceedings of the National Bicentennial Conference (1975), ARBC meetings, a radio kit, selected public service announcements, and "Get Into America," the ARBA official Bicentennial theme song.

PERMANENT. Offer to NARS on July 1, 1977.

82. Motion Pictures Created By ARBA, 27 reels, 1971-6, 2 ft.

Arranged by title.

Motion pictures and film spots created by the Communications Division. Titles are "Bicentennial Wagon Train," "Cavalcade," "A New Spirit for '76" "Franklin and Jefferson," "ARBC Business Show," "Many Voices" "A Call to Action," "Bicentennial USA, " "Bicentennial Comments" (man-on-the-street interviews), "Stand Up and Be Counted," "ARBA Eagle and Gordon Second, the Third," "Indian Village," "Discover America.

PERMANENT. Offer to NARS on July 1, 1977.

83. Motion Pictures Acquired by ARBA. 18 reels. 2 ft. 1962-76.

Arranged by title.

Motion pictures and film spots acquired by the Communications Division from Government agencies other than ARBA, and from private motion picture producers. Titles are "The National Bicentennial: A Prologue," "Land We Love," "A Free People," "A Declaration of Interdependence," "People, People, People," "American Issues Forum," "City Out of the Wilderness," "The Birthday Party," "All Aboard America," "Third Lantern For the Third Century," "The Emerging Woman," "An Independent Voice," "Monday Holidays," and "America At the Movies."

PERMANENT. Offer to NARS on July 1, 1977.

84. Multimedia Presentation Slides. 1975. 5 ft.

Arranged by tray number, thereunder by screen position, and thereunder numerically.

Color slides for "Bicentennial USA," a three-screen, nine projector, 14-minute multimedia presentation prepared by the Communication Division for the 1975 ARBA sponsored National Bicentennial Conference to depict the objectives and events of the Bicentennial. The slides provide a survey of officially-recognized Bicentennial projects throughout the country; subjects include scenery, cities and towns, individuals reenactments of Revolutionary War battles, historic landmarks in America, Bicentennial ceremonies, artworks and objects d'art, portraits of famous Americans, fireworks, flags and other symbols.

PERMANENT. Offer to NARS on July 1, 1977.

85. Slides of Historic Building, Famous Americans, and Bicentennial Activities. 1971-6. 1 ft.

Arranged numerically.

Color slides prepared by Frederick Figall and other Communications Division staff photographers and made available to magazines, television stations, newspapers, ARBA employee publications, and exhibitors or production houses engaged in developing Bicentennial multimedia presentations. Some of the slides appear in "Bicentennial U.S.A.," ARBA's multimedia presentation and in the final report to the Congress. Subjects include interiors and exteriors of historic buildings in the U.S., portraits of famous Americans, city and rural scenes, landscapes, ARBA officials and activities, Bicentennial festivals and celebrations throughout the country, statues, monuments, and other artworks.

PERMANENT. Offer to NARS on July 1, 1977.

86. Caption Tapes for Slides of Historic Buildings, Famous Americans, and Bicentennial Activities. 1971-6. 1 in.

Arranged numerically.

Caption tape cassettes, prepared by the Communications Division, as finding aid for the color slides made by staff photographers.

PERMANENT. Offer to NARS on July 1, 1977.

87. Audiovisual Records. ca. 33 cubic feet. 1971-6.

Empty slide carousels, tape cassettes, film reels and cans; direct duplicates of accessioned photographs, films, and sound recordings; photographs and press packet submitted by Government agencies and private organizations for use in the Bicentennial Times but not published; color slides and prints selected out from their respective main files; Today Show off-air reference tapes made by ARBA staff; tape cassettes and phonograph records sent unsolicited to ARBA by commercial manufacturers; radio spots and public service announcements; a Boy Scouts of America film strip soundtrack; tapes of on-the-street interviews, award presentations, and other ceremonies; dictated responses to incoming correspondence; unedited film re-enactment of the Boston Tea Party; silent film coverage of miscellaneous meetings, and selected-out film public service announcements.

IMMEDIATELY DISPOSABLE. These materials are either non-record or of limited administrative use; they do not document substantive ARBA activities and policies. The photographs are generally of poor quality, depict subjects of purely local interest, and are duplicated either directly or in character within the accessioned series. The sound recordings are "wild sound" and technically poor reference tapes. The films and film spots include raw footage, work prints, preprint materials, outtakes of accessioned films, and films of award presentations non-substantive press conferences, and ceremonies. Representative samples from the slide and print files, the collection of radio spots, and audio and film public service announcements, will be retained permanently. A complete set of the Bicentennial Times is to be retained permanently.

G. RECORDS OF THE RESOURCE DEVELOPMENT DIVISION

This division coordinated the private sector's role in supporting Bicentennial projects. It was responsible for philatelic, numismatic, and youth programs. The division was also responsible for liaison with other Federal agencies and for licensing the use of the official Bicentennial logo.

88. Office Records of Sydney H. Eiges, June 1974 - August 1976, 1 foot.

Arranged alphabetically by correspondent or subject

Correspondence, internal memoranda, printed materials, news clippings, and news releases relating to Eiges' work as both Assistant Administrator for Communications and Public Affairs and for Resource Development. Eiges moved to the RD post in June, 1975. Correspondence is with publishers, editors, businessmen, representatives of the news media, ARBA regional staff, local Bicentennial groups, and private individuals. Subjects include the Bicentennial Times, Brochures, Films, the Franklin & Jefferson Exhibit, Radio, TV, and Fortune and Time Magazine.

PERMANENT. Offer to NARS on July 1, 1977.

89. General Correspondence June 1974 - August, 1976, 15 inches.

Arranged alphabetically by subject.

Correspondence and some printed material concerning the development of private resources to be used for the Bicentennial celebration. Subject headings include Commemorative Sales, Federal Government Liaison, Symbol Licensing, Private Sector Funding, and a large number of individual folders on various business firms such as EXON, AT & T, General Electric, and others. Not all funding received was financial. For example, the Netherland Flower Bulb Institute donated 1,000,000 tulip bulbs.

PERMANENT. Offer to NARS on July 1, 1977.

90. Interoffice Memoranda, June 1974- August 1976, 4 inches.

Arranged alphabetically by addressee.

Carbon copies of memoranda sent to ARBA's headquarter staff generally relating to the work of the Division. Memoranda to Administrator Warner are included. Some xerox copies of letters received are also present.

PERMANENT. Offer to NARS on July 1, 1977.

91. Reference Records on Non-Division Projects, June 1974-July 1976, 8 inches.

Arranged alphabetically by project.

Correspondence, printed material, and reports concerning a variety of programs of interest to the Division but not initiated or controlled by it. Projects include American Issues Forum, Bicentennial Alliances, Operation Sail, Freedom Train, Bicentennial Jazz Program, and others.

DESTROY immediately upon approval of this schedule.

92. Records of Meetings, July 1974 - April 1976, 6 inches.

Arranged chronologically.

Correspondence, news clippings and releases, and penciled notes concerning meetings attended by the Assistant Administrator for Resource Development. These conferences and luncheons were held with both ARBA officials and private sector groups. Some addresses made by the Assistant Administrator are included.

DESTROY immediately upon approval of this schedule.

93. Administrative Reference Records, 1975-76, 1 foot.

Arranged by subject.

Electrostatic copies of correspondence, internal memoranda, reports, and penciled notes concerning the ARBA Advisory Council, Bicentennial Archives, Incentive Awards Committee, Reports to Congress, business contracts, general ARBA administration, and information requests.

DESTROY immediately upon approval of this schedule.

94. Weekly Status Reports, May 1974 - June 1976, 6 inches.

Arranged chronologically.

Reports sent by Eiges to Administrator Warner summarizing the status of the Resource Development Division. Subjects covered include Resource Development, Commemorative Sales, Travel Industry participation, Symbol Licensing, and the Youth & Education program. All reports are xerox copies.

DESTROY immediately upon approval of this schedule.

95. Speeches of Sydney H. Eiges, 1975-76, 1/4 inch.

Arranged chronologically.

DESTROY immediately upon approval of this schedule.

96. Personnel Records, June 1974 - June 1976, 6 inches.

Arranged chronologically.

Correspondence, applications, and job descriptions.

DESTROY immediately upon approval of this schedule.

97. Private Sector Contact List, March-November, 1975, 1 inch.

Arranged alphabetically by name of contact.

Brief summaries of discussions with private sector contacts.

DESTROY immediately upon approval of this schedule.

98. Symbol Licensing Program Files, 1971-76, 1 foot.

Arranged alphabetically by subject.

Correspondence and internal memoranda concerning the policy and development of the symbol licensing program. Subjects include ARBA policy, ARBA symbol licensing program, Bicentennial Communities, and Flag Inquiries. Included is correspondence with various Federal agencies.

PERMANENT. Offer to NARS on July 1, 1977.

99. Symbol Licensing Correspondence, 1971-76, 5 feet.

Arranged alphabetically by business firm.

General correspondence with business firms relative to the use of the Bicentennial Symbol.

DESTROY immediately upon approval of this schedule.

100. Correspondence on the Development and Use of the Official Bicentennial Symbol, 1971-76, 2 feet.

Arranged chronologically.

General correspondence with organizations, business firms and individuals concerning the development and use of the official symbol. This series was probably used as a reference file.

DESTROY immediately upon approval of this schedule.

101. Official Licensee Files, 1972-76, 6 feet.

Arranged by contract number.

Correspondence with various businesses seeking formal permission to use the official Bicentennial symbol. Samples of products making use of the symbol are included. These records do not include copies of contracts.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

102. Symbol Licensing Cease & Desist Files, 1975-76, 6 inches.

Arranged alphabetically by firm.

Correspondence with business firms who were ordered to stop using the official Bicentennial Symbol. Included are copies of the cease and desist orders and examples of how the Symbol was misused.

PERMANENT. Offer to NARS on July 1, 1977.

103. Disapproved License Applications, 1975-76, 1 foot.

Arranged alphabetically by name of firm.

Correspondence with business firms who were formally refused permission to use the official Bicentennial Symbol. Examples of how the Symbol might have been used are included.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

104. Travel Industry Participation Project Records, 1975-76, 3 inches.

Arranged alphabetically by subject.

Memoranda concerning general background information on projects including: Around the World Bicentennial Mission, Caravan America, Discover America Travel Organization, and Traveler's Guide to Information Sources.

PERMANENT. Offer to NARS on July 1, 1977.

105. Travel Industry Participation General Correspondence, March 1975-June 1976, 6 inches.

Arranged chronologically.

Correspondence with members of the travel industry concerning their role in the Bicentennial celebration.

DESTROY immediately upon approval of this schedule.

106. Working Files on the Coins, Stamps and Medals Programs, 1971-75, 1 foot.

Unarranged.

Carbon and electrostatic copies of correspondence, penciled notes, drafts, and other working materials relevant to the various commemorative coins, stamps, and medals programs.

DESTROY immediately upon approval of this schedule.

RECORDS OF THE YOUTH AND EDUCATION DIVISION

107. Youth Letters of the Youth and Education Division, November 1974-August 1976, 1 inch.
- Arranged chronologically.
- Miscellaneous correspondence relevant to the work of this Division.
- DESTROY immediately upon approval of this schedule.
108. Status Reports of the Youth and Education Division, May 1975 - July 1976, 1 inch.
- Arranged chronologically.
- Periodic reports on the progress of work within this Division.
- DESTROY immediately upon approval of this schedule.
109. Memoranda of the Director of the Youth and Education Division, January 1975 - May 1976, 2 inches.
- Arranged chronologically.
- Memoranda to and from the Division Director.
- PERMANENT. Offer to NARS on July 1, 1977.
110. Day Files of the Youth and Education Division, May 1975 - August 1976, 6 inches.
- Arranged chronologically.
- Carbon copies of letters sent by the Youth and Education Division. In a few instances, incoming correspondence is attached.
- DESTROY immediately upon approval of this schedule.

111. Program Records of the Youth and Education Division, 1974-76,
1 foot.

Arranged alphabetically by subject.

Project Files consisting mainly of printed material (brochures and schedules of events) relevant to the various Bicentennial Youth activities. Projects include Children of the American Revolution, the American Field Service, Youth Music Programs, White House events, as well as others. Some correspondence is present.

PERMANENT. Offer to NARS on July 1, 1977.

H. RECORDS OF THE PROGRAMS, STATES, AND COMMUNITIES DIVISION

This was the largest division of ARBA. Both appropriated and nonappropriated matching grants, administrative grants, and Title X grants were administered by this division.

Programs. Developed the thematic categories of Heritage, Festival and Horizons to promote, encourage and coordinate involvement in a wide variety of projects. Native-American, ethnic-racial and religious programs are a few of the special emphases within Programs. More than 250 individual programs were officially recognized as having a nationwide impact.

States Division, operating from Washington and through ten regional offices, developed and encouraged States, communities, organizations, and individuals to participate in the Bicentennial. Fiftyfive State and territorial Bicentennial Commissions were formed and served to motivate citizen participation.

Communities. Developed a program that encouraged more than 12,500 geopolitical communities to participate in the Nation's Bicentennial. Applications were reviewed at the local, State, regional, and national levels before receiving official recognition. In addition, there were 599 Military Commands and 929 Colleges and Universities which developed programs within guidelines similar to those for the communities.

112. Office Records of the Assistant Administrator for Programs, States, and Communities, 1974-76, 6 feet.

Arranged by subject.

Correspondence, internal memoranda, reports, and printed materials concerning the evolution of the work of the Programs, Communities, and States Division. Subjects include States, Bicentennial Alliances, Officially Recognized Programs, Minorities, Indians, and Title X Projects. Under Title X of the Public Works and Economic Development Act, ARBA administered over 100 projects utilizing the services of the unemployed. The funds used came from Title X money appropriated to the Department of Commerce.

PERMANENT. Offer to NARS on July 1, 1977.

113. Day Files of the Assistant Administrator for Programs, Communities and States.

Arranged chronologically.

Copies of all letters sent by the Assistant Administrator for Programs, Communities, and States.

DESTROY immediately upon approval of this schedule.

114. Office Records of the Deputy Assistant Administrator for States, 1974-77, 3 feet.

Arranged alphabetically by subject.

Correspondence, internal memoranda, reports, and printed material concerning ARBA's liaison with State Bicentennial Commissions and its Regional staff, Federal agencies both at the national and regional levels, and some commercial business firms. The subject content of these records primarily concerns ARBA's field organizations.

PERMANENT. Offer to NARS on July 1, 1977.

115. Day Files of the Deputy Assistant Administrator for States.

Arranged chronologically.

Copies of all letters sent by the Deputy Administrator for States.

DESTROY immediately upon approval of this schedule.

116. Correspondence with Federal Agencies, 1971-76, 8 inches.

Arranged alphabetically by Federal agency.

Correspondence with Executive Branch agencies concerning their sponsorship of the Bicentennial celebration. The largest folders are for NASA, HUD, and the Department of Agriculture. A separate folder includes reports from various agencies to the White House dated November, 1973, summarizing Executive branch efforts. Most of these records were generated under the ARBC.

PERMANENT. Offer to NARS on July 1, 1977.

117. Correspondence with State Bicentennial Commissions, 1969-77, 3 feet.

Arranged alphabetically by State and thereunder chronologically.

Correspondence with members of the officially designated State Bicentennial Commissions concerning the relationship between the ARBC and ARBA and plans made for Bicentennial celebrations in individual States.

PERMANENT. Offer to NARS on July 1, 1977.

118. General Records of the Office of Liaison with the District of Columbia Bicentennial Commission, 1974-76, 2 feet.

Arranged by subject.

Correspondence, printed material, internal memoranda, and news clippings documenting ARBA's relationship with the District of Columbia's Bicentennial Commission. Subjects include funding, reorganization, Congressional hearings, and specific programs such as the National Visitors Center, Lafayette Square Sunday, Salute to the States, and Happy Birthday USA. Correspondence is with the DC Commission, various Federal agencies, DC Government, and local Bicentennial groups. Included is a loose-leaf binder of electrostatic copies of primary documents concerning the DCBC. ARBA provided considerable funding for the work of the DCBC much of which was used to prepare the Capital for the anticipated increase in tourists resulting from the Bicentennial celebration. Although the DCBC was very much like State Bicentennial Commissions in an organizational sense, the relationship between ARBA and the District's Commission was in fact much closer.

PERMANENT. Offer to NARS on July 1, 1977.

119. Day Files of the Office for Liaison with the District of Columbia Bicentennial Commission, 1974-76, 4 inches.

Arranged chronologically.

Carbon or electrostatic copies of all letters sent.

DESTROY immediately upon approval of this schedule.

120. Correspondence with Regional Offices, 1971-77, 1 foot.

Arranged by region and thereunder chronologically.

Correspondence between the national offices of the ARBC and ARBA and their regional offices. Major subject areas included liaison with State Bicentennial Commissions, applications for grants, recognition for cities and towns as official Bicentennial communities, and official ceremonies attended by regional representatives.

PERMANENT. Offer to NARS on July 1, 1977.

121. Regional Status Reports, 1972-77, 1 foot.

Arranged by region and thereunder chronologically.

Periodic reports filed by Regional Offices summarizing their recent activities.

PERMANENT. Offer to NARS on July 1, 1977.

122. Transcripts of Proceedings, 1971-74, 2 feet.

Arranged by committee and thereunder chronologically.

Typed, bound transcripts of the proceedings of various advisory committees. Included are Coins and Medals Advisory Panel, and Heritage, Horizon and Festival Committees. With the exception of the Women's Panel, all records in this series were generated under the ARBC.

PERMANENT. Offer to NARS on July 1, 1977.

123. Records on Nationally Recognized Programs, 1972-77, 5 feet.

Arranged alphabetically by program.

Applications for support, background material including proposals, correspondence, progress reports, internal memoranda, and information requests from the general public concerning 284 projects which received national recognition by ARBA. Of these, 70 were awarded grants from ARBA funds. Some correspondence is with various Advisory Panels established under the ARBC. Prominent among these programs were Operation Sail, Freedom Train, Wagon Train, American Wind Symphony Orchestra, and Bicentennial Horizons on American Music.

PERMANENT. Offer to NARS on July 1, 1977.

124. Records on Programs Denied National Recognition, 1972-77, 2 feet.

Arranged alphabetically by program.

Correspondence and general background material on those programs proposed for national recognition which were rejected.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

125. Sampling of Records on Programs Denied National Recognition, 1972-77, 4 inches.

Arranged alphabetically by program.

A sampling of records described in Item 124 chosen to document the reasons for rejection of various proposed programs. Many of these projects were completed despite ARBA's failure to grant final recognition. The sample was chosen from those programs which could not be easily rejected under standard policy and consequently fell into a grey area where additional consideration was required.

PERMANENT. Offer to NARS on July 1, 1977.

126. Project CIVIC Videotapes. 1976. 1 ft.

Unarranged.

6 Videocassettes designed for the National Programs Staff by Catalyst Communications, Inc., and distributed in connection with the Horizons '76 Bicentennial, theme. The tapes, entitled "Chicanos Unidos," "An End to Isolation," "It Should Work," "Oak Park: AN INTERVIEW," "Neighborhood Power," and "Come On In and Help Us Do It," demonstrate how Americans of all races and economic levels are becoming involved in community life and uniting to solve mutual problems. (NOTE: The Project CIVIC videocassette series originally consisted of 10 tapes; however, 4 were missing when the tapes were transferred to NARS from ARBA.)

PERMANENT. Offer to NARS on July 1, 1977.

127. Brochures Accompanying Project CIVIC Videotapes. 1976. 1/8 in.

Unarranged.

Two brochures created by ARBA, describing the origin of the Project CIVIC videotapes and providing synopses of their contents.

PERMANENT. Offer to NARS on July 1, 1977.

128. Miscellaneous Videotapes. 1976, 4 inch.

Unarranged.

4 videocassettes, apparently created by the National Programs Staff in connection with Project CIVIC but not part of the Project CIVIC videotape series, entitled "SNAD: Going Beyond Advocacy," "Bicentennial Internship Program," "A Common Thread," and "Citizen Involvement."

PERMANENT. Offer to NARS on July 1, 1977.

129. Program Records of the Assistant Administrator for Programs, States and Communities, 1974-77, 2.5 feet.

Arranged by theme and thereunder alphabetically by program.

Mainly copies of correspondence and internal memoranda on a wide variety of specific programs, although a few originals are present. The record set of program materials for each of the Festival, Heritage, and Horizon themes are described below in Items 169, 158, and 178.

DESTROY immediately upon approval of this schedule.

130. Funding Requests received by the Deputy Assistant Administrator for Programs, States and Communities, 1975-76, 8 inches.

Arranged chronologically.

Correspondence concerning inquiries for funds to support various local programs. In most cases, ARBA responded with a form letter referring the request to a State Bicentennial Commission.

DESTROY immediately upon approval of this schedule.

RECORDS OF THE COMMUNITIES PROGRAMS

131. Correspondence on the Bicentennial Communities Program, June 1, 1972, September 7, 1976, 1.5 feet.

Arranged chronologically.

Correspondence with Congressmen, local Bicentennial groups, Chambers of Commerce, cultural institutions, and private individuals concerning ARBA's Bicentennial Communities program. The great majority (perhaps 80%) of the correspondence consists of Congressional endorsements for communities applying for official recognition.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

132. Applications for Official Recognition, 1973-76.

Arranged by region.

Applications made to the ARBC and ARBA by local groups seeking official recognition for Bicentennial programs sponsored for their community, college/university, or military installation. The application form includes the following information: descriptions of projects, list of members of the local Bicentennial group, and approval signatures of the local Mayor, State Bicentennial Commission, and regional ARBA official. Some printed material and correspondence is included. Applications for military installations were forwarded through military channels and regional offices before being forwarded for final review.

- a. Bicentennial Community Applications, 38 feet.
- b. National sample of 10% of total random sample based on size of population from 100,000 or more through less than 5,000. Total in sample: 1,150. 7 feet.
- c. Bicentennial College/University Applications, 7 feet.
- d. Bicentennial Military Application, 4 feet.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

133. A Study on Bicentennial Activities in College and University Communities, October 10, 1974, 1 inch.

Arranged by subject.

A study done for ARBA under contract by U.C. L.A. concerning how ARBA might stimulate Bicentennial activities in college and university communities. Model programs are included. The study is 58 pages long.

PERMANENT. Offer to NARS on July 1, 1977.

RECORDS OF THE ETHNIC RACIAL PROGRAM

134. General Correspondence, 1975-76, 8 inches.

Arranged chronologically.

General correspondence with individuals and organizations relating to the various programs conducted by Ethnic Racial Office.

PERMANENT. Offer to NARS on July 1, 1977.

135. Program Records, 1975-76, 1.5 feet.

Arranged alphabetically by program.

Correspondence and other materials relating to the various programs encouraged by the Ethnic Racial Program Office. Included are printed material used during events resulting from these various programs.

PERMANENT. Offer to NARS on July 1, 1977.

136. Miscellaneous Subject Files, 1975=76, 1.5 feet.

Arranged by subject.

General subject folders including the Ethnic-Racial Report, Ethnic Participation, Afro-American Bicentennial Corporation, Black Colleges and Universities, and others.

PERMANENT. Offer to NARS on July 1, 1977.

137. Program Records of the National Bicentennial Ethnic Racial Coalition, 1974-76, 1.5 feet.

Arranged by subject.

General subject file including minutes of the steering committee, correspondence with regions, summaries of activities, and folders of miscellaneous correspondence.

PERMANENT. Offer to NARS on July 1, 1977.

138. Correspondence with the National Bicentennial Ethnic-Racial Coalition, 1975-/6, 6 inches.

Arranged alphabetically.

Correspondence with BERC member organizations.

PERMANENT. Offer to NARS on July 1, 1977.

139. Correspondence with the National Bicentennial Ethnic-Racial Advisory Council, 1975-76, 6 inches.

Arranged alphabetically.

Correspondence with individual BERAC members.

PERMANENT. Offer to NARS on July 1, 1977.

140. Committee Records of the National Bicentennial Ethnic-Racial Advisory Council, 1975-76, 6 inches.

Arranged by subject.

Subject files including a folder on the organization of the Council. Press releases, resolutions, briefings, agenda and transcripts of various meetings, resumes of committee meetings and some correspondence.

PERMANENT. Offer to NARS on July 1, 1977.

141. General Correspondence, 1974-76, 4 feet.

Arranged alphabetically by state.

Correspondence with Indian organizations relating to their various Bicentennial programs as conducted throughout the nation. Folder titles consist of either the name of the particular project (Chief Joseph Commemorative) or sponsor of the project (Blackfeet Tribe, Rocky Bay Indian Reservation). Some printed material is included.

PERMANENT. Offer to NARS on July 1, 1977.

142. Program Records, 1975-76, 4 inches.

Arranged alphabetically by subject.

Correspondence with members of the ARBA policy board, National Park Service, Bureau of Indian Affairs and Congressmen concerning Indian participation in the Bicentennial. Newsclippings and some periodic reports are included. This series also includes a narrative report on the whole Native American Program dated August 31, 1976.

PERMANENT. Offer to NARS on July 1, 1977.

143. Correspondence with State Bicentennial Commissions, 1974-76, 3 inches.

Arranged alphabetically by states.

Correspondence with State Commissions concerning their relationship to Indian projects in their respective states.

PERMANENT. Offer to NARS on July 1, 1977.

144. Correspondence with ARBA Regional Offices, 1975-76, 1 inch.

Arranged by region.

Correspondence with regional offices concerning the relationship between their office and the Native American program. One major topic included grants for Indian projects.

PERMANENT. Offer to NARS on July 1, 1977.

145. Day File, July, 1974 - September, 1976, 6 inches.

Arranged chronologically.

Carbon copies of letters sent with some electrostatic copies interfiled. Letters concern all phases of the Native American program.

DESTROY immediately upon approval of this schedule.

146. Miscellaneous Correspondence of the Religious Program Liaison Projects, 1975-76, 4 inches.

Arranged chronologically.

Correspondence with individuals having various religious affiliations relating to their involvement in the Bicentennial celebration.

PERMANENT. Offer to NARS on July 1, 1977.

147. General Correspondence of the Religious Program Liaison Project, 1974-1976, 2 feet.

Arranged alphabetically by religious organization or project name.

General correspondence with various religious organizations concerning their involvement in the Bicentennial celebration. Also included are subject folders on bibliography, National Bicentennial Symbol, National Day of Prayer, Project Forward '76 and the final report of "Project Forward '76" - the coordinating group for religious programs nationwide.

PERMANENT. Offer to NARS on July 1, 1977.

148. Horizons on Display Project Records, 1973-76, 1 foot.

Arranged alphabetically by subject.

Correspondence, status reports, news releases, and penciled notes concerning a program jointly sponsored by ARBA and HUD. The program involved the designation of 200 sites which illustrated progress in confronting common urban problems such as housing, transportation, health, and recreation.

PERMANENT. Offer to NARS on July 1, 1977.

149. Correspondence Concerning the Women's Program, 1972-75, 3 feet.

Arranged alphabetically by subject or correspondent.

Correspondence including some printed material with private individuals, Congresswomen, and various women's organizations concerning ARBA's efforts to get more women involved in the Bicentennial. Subjects include Bibliography, Blacks, Grants, Federally Employed Women, Girl Scouts of USA, Child Care '76 and Emerging Woman Films.

PERMANENT. Offer to NARS on July 1, 1977.

150. Records of the Meetinghouse Project, 2 feet.

Arranged alphabetically by State.

Proposals submitted by each of the 50 states outlining plans for the meetinghouse program under which each state designated a site to serve as a focal point. The program was never funded by the Federal government. The idea for the program was generated in ARBA with some input from the National Trust for Historic Preservation. Some photographs are included.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

151. Program Records of the American Jazz Celebration, 1971-77, 1 foot.

Arranged by subject.

Correspondence, internal memoranda, and reports concerning the various phases of the American Jazz celebration. This program was conducted in conjunction with Jazzmobile, Inc., with the support of private business (Pan American Airlines) and Federal agencies (Library of Congress, USIA, and State Department). Correspondence is with private individuals, business firms, cultural institutions, and Federal agencies. The program included a concert series, educational programs, traveling exhibit, and jazz archival projects.

PERMANENT. Offer to NARS on July 1, 1977.

152. Working Files on the American Jazz Program, 1971-77, 3 feet.

Unarranged.

Copies of correspondence, day files, drafts, duplicate copies of reports, penciled notes, and other background material relating to the American Jazz Program. Note: This program may be continued by another Federal agency. Hence, these working files should not be destroyed immediately.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

RECORDS OF THE BICENTENNIAL ALLIANCE PROGRAMS

153. General Correspondence Files of the National Bicentennial Business Alliance, 11/1975 - 7/1976, 4 inches.

Arranged alphabetically by name of member.

General correspondence with members of the NBBA concerning the involvement of various business organizations in the Bicentennial celebration. Included are a folder of miscellaneous correspondence and a folder on the organization of the NBBA.

PERMANENT. Offer to NARS on July 1, 1977.

154. General Correspondence Files of the National Bicentennial Service Alliance, 10/1975 - 6/1976, 9 inches.

Arranged alphabetically by name of members.

General correspondence with members of the NBSA concerning the involvement of various service organizations in the Bicentennial celebration. Included are a folder of miscellaneous correspondence and a folder on the organization of the NBSA. Organizations include Boy Scouts of America, American Ceramic Society, Disabled American Veterans, National Grange, and others.

PERMANENT. Offer to NARS on July 1, 1977.

155. General Correspondence Files of the National Bicentennial Sports Alliance, 6/1975 - 8/1976, 1 foot.

Arranged alphabetically by name of member:

General correspondence with members of the NBSA concerning the involvement of various sports organizations in the Bicentennial celebration. Included are a folder of miscellaneous correspondence and a folder on the organization of the NBSA.

PERMANENT. Offer to NARS on July 1, 1977.

156. Correspondence of the National Bicentennial Sports Alliance with Non-Member Organizations, 9/1974 - 7/1976, 4 inches.

Arranged alphabetically by name of sports organization.

Correspondence between NBSA and non-member organization concerning the Bicentennial game program. This program attempted to involve all major sporting events in the Bicentennial celebration.

DESTROY immediately upon approval of this schedule.

157. Background Reference Files of the National Bicentennial Business, Ethnic-Racial, Hospitality, Service and Sports Alliances, 1975-76, 1.5 feet.

Arranged by subject.

Reference files including lists of members, program material sent to ARBA by members, duplicate copies of correspondence, and folders on the Hugh O'Brian Youth Foundation Seminar.

DESTROY immediately upon approval of this schedule.

RECORDS OF THE HERITAGE PROGRAM

158. General Program Records, 1971-75, 4 inches.

Arranged by subject.

Correspondence, memoranda and publications concerning guidelines for the celebration of the Bicentennial, general information, and development of the Heritage Program and Theme (Unity with Diversity). Included are briefing materials prepared for Administrator Warner, and some biographies of individuals serving on advisory committees. Publications found in this series were done under the ARBC.

PERMANENT. Offer to NARS on July 1, 1977.

159. General Correspondence, 1971-75, 7 feet.

Arranged alphabetically by subject, project or correspondent.

Correspondence, internal memoranda, reports, printed material and notes concerning all phases of the Heritage program. Correspondence is with scholars, universities, private organizations and individuals, local Bicentennial groups and public officials. The majority of folders are topical: Annotated Bibliographies, College & University Programs, Oral History, Theater, and Youth Participation. Interspersed are some files on specific organizations (Valley Forge Historical Society) and projects (Smithsonian Family History Program).

PERMANENT. Offer to NARS on July 1, 1977.

160. Correspondence concerning Federal Agency Heritage Programs, 1971-75, 3 inches.

Arranged alphabetically by federal agency.

Correspondence with federal agencies concerning their Heritage programs. Agencies represented include Census, Commerce, Justice, Library of Congress, National Endowment for the Humanities, Smithsonian, and State Department.

PERMANENT. Offer to NARS on July 1, 1977.

161. Correspondence on State Heritage Programs, 1972-75, 1 inch.

Arranged by subject.

Correspondence with State Bicentennial Commissions concerning their Heritage programs with special emphasis on ethnic and minority participation and bibliography projects.

PERMANENT. Offer to NARS on July 1, 1977.

162. Records of the Heritage Program Committee, 1971-75, 4 inches.

Arranged by subject.

Correspondence and memoranda concerning the early planning for the Heritage Program made under the ARBC. The Committee consisted of private individuals representing numerous cultural and historical institutions and associations. The correspondence was conducted among ARBC, the Committee and Congress. Some statements made to Congressional Committees are included.

PERMANENT. Offer to NARS on July 1, 1977.

163. Correspondence on the Coins and Medals Program, 1972-76, 4 inches.

Arranged alphabetically by subject.

Correspondence with the general public, coin and stamp organizations, private business concerns involved in the design and production of medals and stamps, and Members of Congress relevant to the design, production and distribution of various commemorative stamps and coins. Subject headings include Coin Design, Stamp and Medal controversy, Citizen Stamp Advisory Committee, and Congressional Testimony. Included is correspondence with the Director of the U.S. Mint dealing with the issuance of the commemorative Bicentennial coin currency.

PERMANENT. Offer to NARS on July 1, 1977.

164. Records of the Advisory Panel on Coins and Medals, June, 1971-February, 1974, 2 inches.

Arranged chronologically.

Correspondence, agenda, summaries of meetings, and other materials related to the various meetings held by the Advisory Panel on Coins and Medals. The Panel was comprised of private experts who advised ARBA on coin and stamp matters.

PERMANENT. Offer to NARS on July 1, 1977.

165. Design Drawings for Coins and Medals, 4 inches.

Unarranged.

A collection of pencil and ink drawings of designs proposed for various ARBA coin or medal issuances. The drawings were done on heavy construction board and range in size from 8" X 8" to 14" X 18".

DESTROY immediately upon approval of this schedule.

166. Special Project Program Records, 1975-76, 1 foot.

Arranged by special project.

Correspondence with special project sponsors, internal memoranda, and printed material concerning ARBA's recognition and support for various projects. Included are folders on the Paint-A-Plug for America, National Bicentennial Service Alliance and Freedom Beacon Programs.

PERMANENT. Offer to NARS on July 1, 1977.

167. Program Records on Special Projects, 1975-76, 1 inch.

Arranged by subject.

Includes weekly status reports, funding letters, a report to Congress, letters referring requests for information to State Bicentennial Commissions, and administrative memoranda.

PERMANENT. Offer to NARS on July 1, 1977.

168. General Correspondence on Special Projects, 1975-76, 6 inches.

Arranged chronologically.

Correspondence with public and private individuals and organizations making suggestions and requesting information concerning special projects with national or international scope. Included is a separate folder of Congressional correspondence consisting mainly of referrals of constituent's letters.

PERMANENT. Offer to NARS on July 1, 1977.

RECORDS OF THE FESTIVAL PROGRAM

169. General Program Records, 1972-76, 1 foot.

Arranged by subject.

Correspondence, internal memoranda, and reports relating to the organization, policy, and planning of the Festival program. Correspondence is with the general public, Festival advisory panels and consultants, and cultural and art institutions. Subjects include art grants, designation of official Bicentennial Works of Art, Fellowships, Commissions and Endowments, and Suggestions from the public on Bicentennial themes. Included is a copy of A Festival of Freedom, an outline of Bicentennial events for the 12 months up to July 4, 1976.

PERMANENT. Offer to NARS on July 1, 1977.

170. Proposal Correspondence, 1971-75, 3 feet.

Arranged alphabetically by subject.

Mainly correspondence, but including printed material, studies, news clippings, and grant applications concerning various projects proposed under the Festival theme. Much of the correspondence is with cultural institutions and concerns subjects such as theater, dance, literature, and ethnic studies. Folder headings are both specific (Liberty Bell, Sunrise '76) and general (Exhibits, License Plates, Television).

PERMANENT. Offer to NARS on July 1, 1977.

171. Correspondence with Organizations, 1971-76, 16 in.

Arranged alphabetically by organization.

Correspondence with cultural, professional and business organizations concerning their interests in the Festival program. Subjects center on the arts and travel. Correspondence with Boston 200 and the Bicentennial Council of the Thirteen Original Colonies is included.

PERMANENT. Offer to NARS on July 1, 1977.

172. General Correspondence

Arranged alphabetically by city or state.

Correspondence including some proposals with private individuals, universities, historical societies, Congressmen, and business concerns relevant to their plans for Festival activities.

- a. City Correspondence, 1973-75, 5 inches.
- b. State Correspondence, 1971-76, 16 inches.

PERMANENT. Offer to NARS on July 1, 1977.

173. Correspondence of the Festival Program Officer, 1973-76, 2 inches.

Arranged alphabetically by subject.

Correspondence with some formal proposals attached concerning contract matters in the following areas: Black Photographers, Black Composers, Folk Festival Handbook, Plans for a Festival of Indian Dance, Indian Art Inventory, and Painting and Sculpture by Black Artists.

PERMANENT. Offer to NARS on July 1, 1977.

174. Correspondence concerning Plays, Poems and Songs.

Arranged Alphabetically by Author.

Submissions from the general public of plays, poems, and songs written to commemorate the Bicentennial. ARBA's usual response informs the author that the Administration neither designates as official nor publishes such items.

- a. Correspondence on Plays, 1973-76, 6 inches.
- b. Correspondence on Poems, 1975-76, 10 inches.
- c. Correspondence on Songs, 1975-76, 2 feet.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

175. Correspondence with Performers, 1975-76, 4 inches.

Arranged alphabetically by performer.

Requests from various performers for ARBA sponsorship or recognition of their Bicentennial performances.

DESTROY immediately upon approval of this schedule.

176. Records on Travel and Tourism, 1973-76, 2 feet.

Arranged alphabetically by subject.

Correspondence, lists of low cost accommodations, proposals for encouraging travel, and other materials concerning the subjects of travel and tourism. Included is a study of how the Bicentennial would affect trends in travel within the United States.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

177. Regional Correspondence, 1974-76, 2 inches.

Arranged by region.

Correspondence with ARBA regional directors concerning administrative matters.

DESTROY immediately upon approval of this schedule.

RECORDS OF THE HORIZON PROGRAM

178. General Program Records, 1971-76, 10 feet.

Arranged alphabetically by subject.

Correspondence, internal memoranda, printed material, reports, news releases and other material relating to all phases of the Horizon Program. Correspondence is with private individuals, Federal agencies, cultural and historical institutions and associations, and Members of Congress. The files are both specified (Urban Homesteading, Bicentennial Theme Reports) and general (ARBA contracts, Trees, Brochures). Many files are devoted solely to correspondence with particular organizations or institutions.

PERMANENT. Offer to NARS on July 1, 1977.

179. Administrative Records, 1971-76, 2 feet.

Arranged by subject.

Correspondence, internal memoranda, and contract reports concerning various minor programs and miscellaneous administrative matters including trip reports and regional issues.

..... DESTROY immediately upon approval of this schedule.

180. Records of the Horizons Advisory Group, 1971-73, 4 inches.

Arranged by subject.

Correspondence, internal memoranda, and reports concerning meetings held by the Advisory Group and the development of the Horizons theme. The Advisory Group functioned under the ARBC and consisted of private citizens.

PERMANENT. Offer to NARS on July 1, 1977.

181. Records of Horizons Committee Meetings, 1972-73, 4 inches.

Arranged chronologically by meeting.

Correspondence, minutes, reports, and internal memoranda concerning the development and application of the Horizons theme. The Horizons Committee was a subgroup of the ARBC formed to plan programs concerning this theme.

PERMANENT. Offer to NARS on July 1, 1977.

182. Call for Achievement Project Records, 1970-75, 1 foot.

Arranged by subject.

Correspondence, internal memoranda, sociological reports, drafts, and some printed material concerning the call for Achievement Program conducted under the ARBC. This project was designed to encourage local involvement in establishing local goals through the democratic process of citizen participation. Also included are printed reports prepared by ARBA relating to the program.

PERMANENT. Offer to NARS on July 1, 1977.

183. Reference Materials on Conferences, 1971-74, 6 inches.

Arranged by conference.

Copies of reports and correspondence concerning various conferences in which members of the Horizons committee participated. The conferences included the Rural Bicentennial Planning Conference, Amerind Conference, and Midwestern America Conference, but were not organized by the ARBC.

DESTROY immediately upon approval of this schedule.

I. RECORDS OF THE INTERNATIONAL DIVISION

This division coordinated the Bicentennial participation of other governments. Liaison with the Department of State and with Embassies is documented by extensive correspondence.

184. General Program Records, 1970-76, 8 inches.

Arranged by subject.

Correspondence, internal memoranda, and printed material related to all phases of the work of the International Division. Subjects include Cultural Presentations, International Activities 1970-76, International Calendar, Relations with the Department of State, and responses to ARBA's Invitations to the World to get involved in the American Bicentennial celebration.

PERMANENT. Offer to NARS on July 1, 1977.

185. Project Records, 1970-76, 3 inches.

Arranged by Project.

Correspondence and internal memoranda, relating to the following five projects: Project Sail, Tele-Festival (international telecast of Bicentennial activities), the recovery of the Ansel Gibbs (a vessel sunk in Hudson Bay), a history of the Great Seal to be prepared by the State Department, and the Franklin & Jefferson Exhibit.

PERMANENT. Offer to NARS on July 1, 1977.

186. Correspondence Concerning Foreign Nations, 1970-76, 5 feet.

Arranged alphabetically by country. All nations on the African continent are arranged alphabetically under the Africa heading. Because of their volume (1 foot each) files on England and France are not in alphabetical sequence.

Correspondence, press releases, telegrams, internal memoranda and printed material documenting ARBA's concern with the Bicentennial celebration as conducted in foreign lands. Correspondence is with members of the American diplomatic service in overseas posts and with foreign representatives in Washington, DC. Subjects include planned activities in foreign nations, tours of American art groups, and exhibitions, especially the Franklin & Jefferson Exhibit.

PERMANENT. Offer to NARS on July 1, 1977.

187. Correspondence with Organizations, 1970-76, 10 inches.

Arranged alphabetically by organization.

Correspondence with cultural institutions and groups concerning their sponsorship of internationally related Bicentennial activities. Separate folders are available for the Afro-Americans Bicentennial Corporation, American Issues Forum, the Jonas Salk Proposal, Kennedy Center, and the U.S. World Trade Exposition. Some printed material is included.

PERMANENT. Offer to NARS on July 1, 1977.

188. Correspondence with Federal Agencies, 1970-76, 8 inches.

Arranged alphabetically by agency.

Correspondence with a variety of Federal agencies concerning their Bicentennial programs having international dimensions. Folders are available for the National Endowment for the Humanities, Library of Congress, Department of the Interior, National Science Foundation and Smithsonian Institution. One large folder is related to SITES, Smithsonian Institution Traveling Exhibition Service.

PERMANENT. Offer to NARS on July 1, 1977.

189. Correspondence with State and Local Bicentennial Groups, 1973-76, 16 inches.

Arranged alphabetically by state.

Correspondence with private cultural institutions, universities and colleges, State Bicentennial Commissions and local Bicentennial groups concerning internationally oriented subjects such as the use of the official logo by traveling cultural groups, proposed international Bicentennial activities, and visits made by international dignitaries. Some newspaper clippings, printed material, and internal memoranda are included. A separate folder is available for the Bicentennial Council of the 13 original states.

DESTROY immediately upon approval of this schedule.

190. Correspondence concerning International Conferences, 1973-76, 1 inch.

Arranged by subject.

Correspondence concerning proposed international conferences in which ARBA had an interest. A list of planned conferences is included. This brief series contains no substantive information.

DESTROY immediately upon approval of this schedule.

191. Administrative Reference Records, 1970-76, 1 foot.

Arranged by subject.

Copies of correspondence, internal memoranda, reports, articles, and news releases concerning subjects which were not of primary concern to the International Division. Subjects include BINET, Exhibits, Heritage, Horizon and Festival themes, Bicentennial Flags and Logo, and Conferences.

DESTROY immediately upon approval of this schedule.

192. General Records on Philadelphia's International Bicentennial Exposition, 1968-73, 3 feet.

Arranged by subject.

Correspondence, reports, internal memoranda, and other assorted materials concerning plans made for an international exposition to be held in Philadelphia to commemorate the Bicentennial. Much of the correspondence is with the State Department and the Bureau of International Expositions in Paris, France. The Exposition was never held.

TRANSFER TO WNRC in July, 1977. DESTROY in January, 1990.

J. RECORDS OF THE REGIONAL OFFICES

The regional structure of the American Revolution Bicentennial Administration was initiated in 1971 by the Commission and eventually grew to include 10 regions with headquarters in Atlanta, Boston, Chicago, Dallas, Denver, Kansas City, New York, Philadelphia, San Francisco, and Seattle. The regional mission was essentially the same as the national mission: to stimulate and encourage the Bicentennial celebration. The director and his staff established the necessary liaison between ARBA headquarters and state and local Bicentennial groups representing both the private and public sectors. A great deal of this coordinating work was done with the officially recognized state Bicentennial commissions. Applications made for grants and for official recognition of local programs were made to the state commission and forwarded through the regional office to ARBA headquarters. The regional director travelled extensively, representing ARBA at a wide variety of ceremonial functions. Many of these involved the presentation of the official Bicentennial flag to local communities. The records generated in the field offices consist mainly of correspondence documenting these regional liaison activities.

Atlanta Regional Records

193. General Correspondence, 1973-76, 3 inches.

Arranged by state and thereunder alphabetically by surname of correspondent.

Correspondence mainly with state and local Bicentennial groups, public and private institutions, and others concerning all phases of the Atlanta Regional office program.

PERMANENT. Offer to NARS on July 1, 1977.

194. Memoranda sent to ARBA Headquarters, 1972/76, 2 inches.

Arranged alphabetically by surname of addressee.

Carbon copies of memoranda sent to ARBA headquarters concerning subjects such as grants, regional meetings, and administrative matters.

PERMANENT. Offer to NARS on July 1, 1977.

195. Correspondence with Local Federal agencies, 1974-76, 1 inch.

Arranged alphabetically by agency.

Correspondence documenting the region's liaison with local offices of Federal agencies concerning joint meetings, regional Bicentennial activities, and programs sponsored by the various agencies.

PERMANENT. Offer to NARS on July 1, 1977.

196. Memoranda sent to State Officials, 1973-76, 1 inch.

Arranged alphabetically by subject.

Memoranda sent to state officials providing general information on subjects such as exhibits, grants, publications, and programs. No incoming correspondence is included.

PERMANENT. Offer to NARS on July 1, 1977.

197. Monthly Reports, 6/1972 - 1/1975, 2 inches.

Arranged chronologically.

Xerox copies of monthly reports sent to ARBA headquarters summarizing regional activities.

PERMANENT. Offer to NARS on July 1, 1977.

198. Status Report, November, 1974, 3 inches.

Arranged alphabetically by state.

A collection of information reports (one for each state) consisting of copies of state laws relating to the Bicentennial, lists of congressional representatives and state Bicentennial commission members, and grant data. The report was generated when ARBA was still a commission.

PERMANENT. Offer to NARS on July 1, 1977.

Boston Regional Records

199. General Correspondence, 5/1972 - 11/1976, 2 feet.

Arranged alphabetically by subject.

Correspondence with Federal and local government agencies, Bicentennial organizations, institutions, and private individuals concerning all phases of the Boston regional office program. Subjects include black history, congressional relations, oral history, and news media.

PERMANENT. Offer to NARS on July 1, 1977.

200. Correspondence with State Bicentennial Commissions, 3/1972 - 9/1976, 1 foot.

Arranged alphabetically by state.

Correspondence with the officially designated State Bicentennial Commissions concerning all phases of the Boston regional office program.

PERMANENT. Offer to NARS on July 1, 1977.

201. Correspondence with Bicentennial Communities, 11/1973 - 6/1976, 1 inch.

Arranged alphabetically by state.

Correspondence with communities concerning their designation as official Bicentennial communities, their Bicentennial celebration program, and other related matters.

PERMANENT. Offer to NARS on July 1, 1977.

202. Correspondence on Flag Presentation Ceremonies, 9/1973 - 1/1976, 1 inch.

Arranged chronologically.

Correspondence concerning ceremonies at which regional officials presented official Bicentennial flags. Included are ceremonies conducted at the Adams and Minute Man National Historic Sites.

DESTROY immediately upon approval of this schedule.

Chicago Regional Records

203. General Correspondence, 1973/76, 3 feet.

Arranged by State.

Correspondence with state and local Bicentennial groups, public and private institutions, and others concerning all phases of the Chicago regional office program. For each state there is a separate folder of correspondence with regional deputy director Rae Moore who was responsible for the grant program.

PERMANENT. Offer to NARS on July 1, 1977.

204. Correspondence with Non-Regional States, 1972/75, 1 inch.

Arranged by state.

Correspondence documenting the exchange of information between the Chicago regional office and non-regional states. A folder for Ottawa is included.

PERMANENT. Offer to NARS on July 1, 1977.

205. Subject Reference File, 1974-76, 6 inches.

Arranged by subject.

Carbon copies of letters sent, a few original copies of staff memoranda, and printed material concerning a variety of topics including major city Bicentennial management. Generally consists of routine administrative records.

DESTROY immediately upon approval of this schedule.

206. Correspondence with ARBA Headquarters, 7/1975 - 2/1976, 1 inch.

Arranged chronologically.

Carbon copies of memoranda sent to ARBA headquarters and original letters received concerning regional programs.

PERMANENT. Offer to NARS on July 1, 1977.

207. Correspondence with Institutions in Washington, DC, 6/1973 - 11/1975, 1 inch.

Arranged chronologically.

Correspondence with both Federal and non-federal institutions located in Washington documenting their interest in various regional programs. Correspondence with the Smithsonian is included.

PERMANENT. Offer to NARS on July 1, 1977.

208. Correspondence with the General Public, 1974-76, 6 inches.

Arranged chronologically.

Correspondence providing a wide variety of information in response to requests from the public. Printed material and penciled notes are included.

PERMANENT. Offer to NARS on July 1, 1977.

209. International Correspondence, 1972-76, 2 inches.

Arranged by country.

Correspondence with public officials and private individuals requesting information on regional Bicentennial programs.

PERMANENT. Offer to NARS on July 1, 1977.

210. Monthly Reports, 1972-73, 1 inch.

Arranged by state.

One page monthly summaries of Bicentennial activities of states within the Chicago region.

PERMANENT. Offer to NARS on July 1, 1977.

211. Project Records, 1972-76, 7 inches.

Arranged by subject.

Correspondence, mailing lists, printed material, and penciled notes concerning regional Bicentennial programs such as the Bicentennial Olympic Park, St. Louis Symposium, and Michigan City Prison Project.

PERMANENT. Offer to NARS on July 1, 1977.

212. Records of the Bicentennial Ethnic-Racial Council Workshop, 10/1975 - 2/1976, 1 inch.

Arranged chronologically.

Correspondence, lists of participants, printed material, and penciled notes relating to the BEREC workshop held December 5, 1975.

PERMANENT. Offer to NARS on July 1, 1977.

213. Letters Received by Deputy Director Rae Moore, 1/1975 - 6/1976, 4 inches.

Arranged chronologically.

Original incoming correspondence concerning the regional grant program.

PERMANENT. Offer to NARS on July 1, 1977.

Dallas Regional Records

214. General Correspondence, 1972-75, 6 inches.

Arranged alphabetically by state.

Correspondence with State Bicentennial Commissions, public and private institutions, and private individuals concerning all phases of Dallas regional office program.

PERMANENT. Offer to NARS on July 1, 1977.

215. Program Correspondence 1972-76, 6 inches.

Arranged alphabetically by subject.

Correspondence and printed material concerning a wide variety of subjects including International Space Hall of Fame, U.S. Conference of Mayors, Regional Events Brochure, Community Designation Ceremonies, and Oklahoma Miscellaneous Programs.

PERMANENT. Offer to NARS on July 1, 1977.

216. Correspondence with Bicentennial Communities, 1974-76, 6 inches.

Arranged alphabetically by state.

Correspondence with communities concerning their designation as official Bicentennial Communities, their Bicentennial celebration program, and other related matters.

PERMANENT. Offer to NARS on July 1, 1977.

217. Reading File, 4/1974 - 10/1976, 6 inches.

Arranged chronologically.

Carbon copies of all letters sent by the Dallas regional office.

DESTROY immediately upon approval of this schedule.

Denver Regional Records

218. General Correspondence, 1973-76, 2 feet.

Arranged alphabetically by state and thereunder chronologically.

Correspondence with state and local Bicentennial groups, public and private institutions, and others concerning all phases of the Denver Regional office program.

PERMANENT. Offer to NARS on July 1, 1977.

219. Program Correspondence, 1973-76, 4 feet.

Arranged alphabetically by subject.

Correspondence with public and private institutions and individuals concerning a wide variety of subjects. Topics include projects, legislation, exhibits, and various institutions. Specific file headings include Smithsonian Institute, White House, National Endowment for the Arts and Humanities, Mt. McKinley Expedition, and Boy Scouts. Some printed material is present.

PERMANENT. Offer to NARS on July 1, 1977.

Kansas City Regional Records

220. General Correspondence, 1974-76, 1 foot.

Arranged alphabetically by state and thereunder chronologically.

Correspondence with state and local bicentennial groups, Public and private institutions, and others concerning all phases of the Kansas City regional office program.

PERMANENT. Offer to NARS on July 1, 1977.

New York Regional Records

221. General Correspondence, 1974-76, 1 foot.

Arranged by subject.

Correspondence with a wide variety of individuals concerning all phases of the New York regional office program. Subjects including Wagon Train, Foreign Participation, Black Participation, and Bicentennial Barge. Some administrative records are included and a considerable amount of printed material is present.

PERMANENT. Offer to NARS on July 1, 1977.

222. Correspondence with Bicentennial Communities, 1974-76, 1 foot.

Arranged alphabetically by state and thereunder by community.

Correspondence with communities concerning their designation as official Bicentennial Communities, their Bicentennial celebration program, and other related matters.

PERMANENT. Offer to NARS on July 1, 1977.

223. Reading File, 2/1974 - 7/1976, 1 foot.

Arranged alphabetically by surname of correspondent and thereunder chronologically.

Carbon copies of all letters sent by the New York regional office.

DESTROY immediately upon approval of this schedule.

Philadelphia Regional Records

224. Program Correspondence, 1974-76, 6 inches.

Arranged alphabetically by subject.

Mainly incoming correspondence with some carbon copies of letters sent concerning administration of the region, programs, public relations, organization, meetings, state and local Bicentennial groups, State arts councils, and other topics.

PERMANENT. Offer to NARS on July 1, 1977.

225. General Correspondence, 1974-76, 1 foot.

Arranged alphabetically by state and thereunder by subject.

Correspondence with state and local bicentennial groups, public and private institutions, and others concerning all phase of the Philadelphia regional office program. Subjects include general correspondence, finance, legislation, meetings, program, reports, official Bicentennial communities, grants of funds, and use of the official Bicentennial symbol.

PERMANENT. Offer to NARS on July 1, 1977.

226. Monthly Reports, 4/1974- 9/1975, 6 inches.

Arranged chronologically.

Monthly progress reports sent to ARBA headquarters consisting of a list of activities of the regional director, copies of meeting agenda, copies of programs in which he participated, and other similar material.

PERMANENT. Offer to NARS on July 1, 1977.

227. Reading File, 4/1974 - 10/1976, 6 inches.

Arranged chronologically.

Carbon copies of all letters sent by the Philadelphia regional office.

DESTROY immediately upon approval of this schedule.

228. "Philadelphia '76" Project Records, 1973-76, 4 inches.

Arranged by subject.

Mainly reference material, although some correspondence is present, concerning the programs held in the Philadelphia area and coordinated by "Philadelphia '76". Included are the minutes of the Board of Directors from June, 1973 to May, 1974.

PERMANENT. Offer to NARS on July 1, 1977.

San Francisco Regional Records

229. Correspondence with State and Local Bicentennial Commissions, 1973-76, 16 inches.

Arranged alphabetically by state and thereunder chronologically.

Correspondence with the officially designated state and local Bicentennial Commissions concerning topics such as grants, Bicentennial communities program, regional meetings, and general information. Correspondence also relates to specific programs as conducted in various states. Some printed material is present.

PERMANENT. Offer to NARS on July 1, 1977.

230. Correspondence with Bicentennial Communities, 1973-76, 4 feet.

Arranged alphabetically by state and thereunder alphabetically by community.

Correspondence with communities concerning their designation as official Bicentennial communities, their Bicentennial celebration problem, and other related matters. Information concerning universities and colleges may be found at the end of the series.

PERMANENT. Offer to NARS on July 1, 1977.

231. Correspondence with Federal Agencies, 1972-76, 5 inches.

Arranged alphabetically by name of agency.

Correspondence with local offices of Federal agencies, concerning the Bicentennial programs.

PERMANENT. Offer to NARS on July 1, 1977.

232. Correspondence with Associations and Firms, 1974-76, 8 inches.

Arranged alphabetically by name.

Correspondence with associations and business firms concerning their celebration programs and the manufacture of Bicentennial related items. File headings include American Association of State and Local History, California Arts Commission, National Grange, and Republican National Committee.

PERMANENT. Offer to NARS on July 1, 1977.

233. International Correspondence, 1975-76, 6 inches.

Arranged alphabetically by country.

Correspondence, telegrams, and printed material concerning Bicentennial celebrations held abroad, visits, and requests for information. Two large folders are devoted to the Australian-American Association.

PERMANENT. Offer to NARS on July 1, 1977.

234. Project Records, 1973-76, 2 feet.

Arranged alphabetically by project name.

Correspondence, printed material and memoranda related to various regional programs including some general subjects such as Minorities, Ethnic Programs, Bicentennial Commemoratives, and Travel Industry as well as more specific project folders.

PERMANENT. Offer to NARS on July 1, 1977.

235. Public Relations Records, 1973-76, 15 inches.

Arranged by subject.

Correspondence, xerox copies of newspaper clippings, press releases, printed materials, drafts, and penciled notes concerning speeches, exhibits, publications, and other news media related topics. Most correspondence consists of requests for information. A small file of congressional inquiries is included.

PERMANENT. Offer to NARS on July 1, 1977.

236. Records on Meetings, 1973-76, 4 inches.

Arranged by meeting.

Correspondence, agenda, lists of participants, and news releases concerning various meetings. Included are folders on 8 regional directors' meetings.

PERMANENT. Offer to NARS on July 1, 1977.

237. Program Records, 1973-76, 3 inches.

Arranged by subject.

Correspondence, memoranda, and printed material concerning ARBA Advisory Council, ARBC resolutions, organization, and policies and procedures for the San Francisco region. Half of the series is related to symbol licensing and flag policy.

PERMANENT. Offer to NARS on July 1, 1977.

Seattle Regional Records

238. Requests for Information, 1974-76, 2 inches.

Arranged chronologically.

Correspondence with the general public concerning information on the Bicentennial. Penciled notes are included.

DESTROY immediately upon approval of this schedule.

239. Yakima Trolley Car Project, March-September, 1974, 1 inch.

Arranged chronologically.

Letters received concerning a program to refurbish an historic Yakima trolley car.

DESTROY immediately upon approval of this schedule.