

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of Education

2. MAJOR SUBDIVISION  
 President's Commission on Foreign Language and

3. MINOR SUBDIVISION  
 International Studies

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-12-95-2

DATE RECEIVED  
 9-25-95

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES  
 2-12-96 *John W. Carl*

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/18/95	<i>Chiquita A. Thomas</i>	Records Administrator / ED

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PLEASE SEE ATTACHED		

President's Commission on Foreign Language and International Studies  
Attachment SF115, Job No. N1-12-95-2P  
Accession Number at WNRC 012-80-0055.

In 1975, the final act of the Helsinki Accords obligated all signatories, which included the United States, to "encourage the study of foreign languages and civilizations...". In response, the U.S. Commission on Security and Cooperation in Europe adopted a resolution that the President of the United States appoint a commission to make recommendations on how to strengthen and improve language and area studies in the United States. On April 21, 1978, President Carter signed the Commission into existence, assigning its responsibility to the Commissioner of Education in the Department of Health, Education and Welfare. The Commission was made up of twenty-five members comprising representatives from the Federal government, Congress, academia, trade unions, business, and the media. The Commission met for over a year and published its final report in November of 1979. The Commission was terminated approximately one month later.

Item 1. Background Files, 1977 - 1978

one cubic foot. Arranged by subject (Box #1)

These records consist of preliminary administrative files used to establish the Commission (i.e. arrangements for space, funding, personnel appropriations, selection of Commission members).

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule.

Item 2. Travel Vouchers, 1978 - 1979

.5 cubic feet. Arranged by name of Commission member or employee (Box #2)

These records consist of travel vouchers submitted by employees of the Commission and Commission members.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule per GRS 23-1.

Item 3. Commission Follow-Up Documents, 1979

.05 cubic feet. Arranged by subject (Box #2)

These records consist of a variety of documents regarding plans (such as future seminars and conferences sponsored by other organizations) on dealing with issues raised by the Commission after its disestablishment.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule.

Item 4. Office Administrative Files, 1978 - 1979

.45 cubic feet. Arranged by subject (Box #2)

These records consist of routine internal administrative files regarding the management of the Commission. Documents include notices of administrative deadlines, copies of memos regarding changes to administrative structure, and requests for office supplies.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule per GRS 23-1.

Item 5. Correspondence

a. Correspondence with the General Public, 1978 - 1979

1 cubic foot. Arranged by subject (Box #3)

These records consist of letters sent to the Commission voicing support for the Commission and/or concerns/opinions regarding foreign language and international studies.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule.

b. Office Correspondence, 11/1978 - 10/1979

.5 cubic foot. Arranged chronologically (Box #3)

These records consist of correspondence in folders labelled "Miscellaneous" as well as routine correspondence with Commission members and control documents. The documents are duplicate copies of letters written to the public, educational institutions, and government officials.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule.

c. Reading Files, 1978 - 1979

.40 cubic feet. Arranged chronologically (Box #5)

These records consist of files dubbed "Reading Files" and are duplicate copies of correspondence sent out to the general public and people involved in the field of foreign language and international studies.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule.

d. Perkins Correspondence, 1978 - 1979

.05 cubic feet. Arranged by subject (Box #5)

These records consist of personal notes written to and from the Chairman of the Commission, James Perkins. These notes do not contain relevant information to the mission of the Commission. Discussions and decisions made by the Commission pertaining to its mission may be found in the Meeting Files.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of schedule.

Item 6. Publicity Materials, 1978 - 1979

.3 cubic feet. Arranged by subject (Box #4)

These records consist of publicity clippings (loose and in red binder), lists, a "publicity index", and copies of news releases.

**DISPOSITION: PERMANENT** Transfer immediately to NARA upon approval of schedule.

Item 7. Publications

a. Final Report, 11/1979

.05 cubic feet. (Box #4)

This volume was published in November 1979 and contains the conclusions and recommendations of the Commission.

**DISPOSITION: PERMANENT.** Transfer immediately to NARA upon approval of schedule.

b. Background Papers and Studies, 11/1979

.05 cubic feet (Box #4)

This volume was published in November 1979 and contains the background papers and studies used by the Commission in drawing up their final report.

**DISPOSITION: PERMANENT.** Transfer immediately to NARA upon approval of schedule.

c. Bulletins of the President's Commission on Foreign Languages and International Studies, 04/1979 and 08/1979

.1 cubic feet. Arranged chronologically. (Box #4)

These records consist of several copies of Bulletin 1 and Bulletin 2 published by the Commission as updates on their progress.

**DISPOSITION: PERMANENT.** Transfer immediately to NARA upon approval of schedule (disposal of duplicate copies of the bulletins should be carried out after transfer to NARA).

Item 8. Meeting Files

a. Transcripts of Commission Meetings, 1978 - 1979

.8 cubic feet. Arranged chronologically. (Box #6)

These records consist of transcripts of Commission meetings held in Washington DC and other cities.

**DISPOSITION: PERMANENT.** Transfer immediately to NARA upon approval of schedule.

b. Meeting Agendas and Summaries, 1978 - 1979

.25 cubic feet. Arranged by meeting. (Boxes 5, 6, & 8)

These records consist of Commission meeting agendas and summaries (also included within individual folders is non-permanent material relating to RSVPs to Hotels, meal prices, etc. which should be disposed of after transfer to NARA).

**DISPOSITION: PERMANENT.** Transfer immediately to NARA upon approval of schedule.

Item 9. Public Hearing Files

a. Transcripts of Public Hearings, 1978 - 1979

1.75 cubic feet. Arranged by hearing site. (Boxes 7 and 8)

Records consist of documents relating to individual hearings on foreign language and international studies held across the country. Included are summaries of hearings, papers presented, and remarks made by participants.

**DISPOSITION: PERMANENT.** Transfer immediately to NARA upon approval of schedule.

b. Four audio reels, 1978

.25 cubic feet.

Reel to reel recordings of a hearing held at Amherst College,  
Amherst, MA.

**DISPOSITION: PERMANENT.** Transfer immediately upon approval of  
schedule to NNSM.

Item 10. Commission Reference Files, 1978 - 1979  
4 cubic feet. Arranged by subject. (Boxes 4, 9, 10, 11, and 12)  
Records consist of background papers, studies, and recommendations  
completed by Commission members, outside experts, and consulting  
companies (Rand study in Box 4) regarding foreign language and  
international studies.

**DISPOSITION: TEMPORARY.** Destroy immediately upon approval of  
schedule.