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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-508-14-1 | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>12/17/2013</i> | |
| 1. FROM (Agency or establishment) Christopher Columbus Fellowship Foundation | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION | | In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Ruth Holmes | 5. TELEPHONE NUMBER (315) 258-0090 | DATE <i>12/17/2013</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>5</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE RUTH HOLMES <small>Digitally signed by RUTH HOLMES DN: cn=US, o=U.S. Government, ou=Christopher Columbus Fellowship Foundation, cn=RUTH HOLMES, 0.9.2342.19200300.100.1.1=76351001030602 Date: 2013.12.17 13:33:31 -0500</small> | TITLE Staff Assistant | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | CHRISTOPHER COLUMBUS FELLOWSHIP FOUNDATION Congress established the Christopher Columbus Fellowship Foundation in 1992 through Public Law 102-281 to "encourage and support research, study, and labor designed to produce new discoveries in all fields of endeavor for the benefit of mankind." The Foundation seeks to nurture and recognize pioneering individuals and programs which reflect the visionary spirit and pioneering heritage of Christopher Columbus. The Foundation is authorized to award fellowships to outstanding individuals to encourage discovery. Recipients are known as "Columbus Scholars." | | |

1.

Board of Trustees Files.

Records relating to Board of Trustees activities. The files include biographies of board members, meeting minutes, program reports, policy statements, board committees, Congressional meetings, speeches, and correspondence.

Disposition: PERMANENT. Cut-off at the end of the fiscal year, and retire to the Federal Records Center (FRC). Transfer to the National Archives in 5-year blocks when the oldest record is 20 years old.

2.

Correspondence of the Executive Director.

The files include correspondence with the Board of Trustees, members of Congress, the White House, other government agencies, as well as colleges and universities, and organizations. The records relate to such subjects as development of policies and procedures of the Foundation, nominations of individuals for fellowships, appointment of reviewers and trustees, and administration of programs/ events.

Disposition: PERMANENT. Cut-off at the end of the fiscal year, and retire to the Federal Records Center (FRC). Transfer to the National Archives in 5-year blocks when the oldest record is 20 years old.

3.

Publications Files.

- a. Master set of publications produced by the Foundation. The file consists of a single copy of informational bulletins, brochures, pamphlets, newsletters, annual reports, and other publications.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives when the oldest publication in the block is 15 years old.

- b. Printed Posters.

Disposition: PERMANENT. Transfer two copies to the National Archives upon printing.

4.

News Releases.

Files containing news releases issued by the Foundation. The files consist of the master copies of all press statements or announcements issued by the Foundation that were prepared primarily for distribution to the news media regarding significant events. Such events include, but not limited to, the announcement of shifts in policy, changes in the makeup of the Board of Trustees, award ceremonies, etc.

Disposition. PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives in 5-year blocks when the oldest news release is 15 years old.

5.

Video Recordings.

Video recordings created by the Foundation documenting Foundation-sponsored events. Events include, but not limited to, Fellowship recipient awards, speeches, conversations, panels, and interviews participated in by various dignitaries.

Disposition. PERMANENT. Cut-off at the end of the fiscal year in which the recording was produced. Transfer to the National Archives in 5-year sets when the most recent recording is 5 years old, Records must be transferred in accordance with requirements stated in 36 CFR 1228 and the NARA standards in place at the time of transfer.

6.

Compliance Reports.

Files of all compliance reports submitted by the Foundation. The files consist of reports to the Office of Management and Budget (OMB), the General Accounting Office (GAO), and other Federal agencies concerning Foundation compliance with regulations mandated by those offices under various laws and regulations.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year in which the report was submitted. Destroy 3 years after cut-off.

7. **General Program Correspondence.**

Files consist of general correspondence created regarding routine program issues such as forms, general letters to the public, award applicants and recipients, memoranda, and confirmation notifications.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year, Destroy 3 years after cutoff.

8. **Recipient Files.**

Files of fellowship award recipients. Case Files are arranged by year and type of award, and thereunder by name of recipient. File consists of applications, nominations, correspondence, payment requests, and other documentation. Recipient files contain information covered under the Privacy Act of 1974.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year in which the final payment to the recipient was completed. Destroy 6 years and 3 months after cut-off.

9. **Non-Winner Applications for Fellowships.**

Files of non-recipients of fellowship awards. Files consist of applications, nominations, correspondence, and other documentation. Non-Winner files contain information covered by the Privacy Act of 1974.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year in which the application was submitted. Destroy 3 years after cut-off.

10. **Recipient Financial Records.**

Files of financial records relating to recipients of fellowship awards. Contents consist of electronic financial transfer (EFT) information and other payment data submitted by the recipient and/or maintained on the recipient by the Foundation for payment and auditing purposes. Recipient financial case files contain information covered by the Privacy Act of 1974.

Disposition. TEMPORARY. Cut-off at the end of

the fiscal year in which the final payment to the recipient was completed. Destroy/delete 6 years and 3 months after cut-off.

11. Still Photographs and Images.

Still photographs and images created, commissioned, or acquired by the Foundation documenting special events, formal speeches and presentations, conferences, and fellowship award recipients participating in the various programs of the Foundation and their interaction with Congressional members at receptions, Congressional offices, et cetera. The negatives, photographs, transparencies, and other images are captioned with the names of individuals, type of fellowship recipient, and the date taken.

- a. Captioned black and white and color analog photographs.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule in accordance with the requirements stated in 36 CFR 1228 and the NARA standards in place at the time of transfer.

- b. Color Transparencies and Slides.

Disposition Permanent. Transfer to the National Archives immediately upon approval of the schedule in accordance with the requirements stated in 36 CFR 1228 and the NARA standards in place at the time of transfer.

- c. Digital Photographs.

Disposition: Permanent. Cut-off annually. Transfer to the National Archives in 3-year blocks immediately after the end of the last year in the block in accordance with the requirements stated in 36 CFR 1228 and the NARA standards in place at the time of transfer (e.g. 2010 to 2012 transferred at the end of 2012).

d. Routine and uncaptioned photographs.

Still photographs that are (1) uncaptioned, (2) document routine or internal events having short-term value that do not warrant long-term retention, or (3) created for the purpose of selecting the best quality images(s) necessary to document the subject but not selected as a record copy under items 11a, 11b, or 11c above.

Disposition: Temporary. Destroy when no longer needed for agency business.

Note: An earlier transfer date should be considered for permanent electronic records.