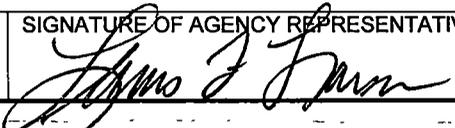


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-508-15-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) James Madison Memorial Fellowship Foundation		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Jason McCray	5 TELEPHONE NUMBER 202-653-8700	DATE 8 April 15	ARCHIVIST OF THE UNITED STATES 
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Jan 21, 2015	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE President	
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center"><b>JAMES MADISON MEMORIAL FELLOWSHIP FOUNDATION</b></p> <p>The James Madison Memorial Fellowship Foundation was established by Congress in 1986 for the purpose of improving teaching about the United States Constitution in secondary schools. The Foundation is an independent agency of the Executive Branch. Funding for the Foundation comes from Congress and contributions from individuals, foundations, and corporations. The Foundation has a Board of Trustees and its daily operations are directed by a president and a small staff.</p> <p>The James Madison fellowships were created to honor Madison's legacy and principles by providing support for graduate study that focuses on the Constitution, its history and contemporary relevance to the practices and policies of democratic government.</p>		

1.

**Records of the Board of Trustees.**

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- a. Meeting minutes, briefing books, selection committee reports, policy statements, Congressional testimony, speeches, and correspondence.

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

- b. Biographies of board members, program reports.

Disposition: TEMPORARY. Destroy when no longer needed for foundation business.

2.

**Correspondence of the President.**

The files include correspondence with the Board of Trustees, members of Congress, the White House, other government agencies, as well as secondary schools, colleges and universities, and educational organizations. The records relate to such topics as development of policies and procedures of the Foundation, fellowship nominations, appointment of reviewers and trustees, and administration of programs and events.

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

3.

**Publications.**

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

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

b. **Printed Posters.**

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

Note: For posters existing only in electronic form, apply the disposition instruction for item 6c, Digital Photographs.

4. **News releases.**

Files containing news releases issued by the Foundation. The files consist of master copies of all press statements or announcements issued by the Foundation that were prepared primarily for distribution to the news media regarding significant programs and events. Topics include announcement of shifts in policy, changes in the makeup of the Board of Trustees, award ceremonies, et cetera.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest record 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, 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. **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 date taken.

- a. Captioned black and white and color analog photographic prints and negatives.

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 1237 and the NARA standards in place at the time of transfer.

- b. Captioned color Transparencies and Slides.

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 1237 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 1237 and the NARA standards in place at the time of transfer.

Note: Any and all image-related metadata (e.g., captioning, indexing, assignment logs, whether in electronic or hard-copy form) should be transferred to the National Archives along with corresponding block of digital photographs.

- 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 necessary to document the subject but not selected as a record copy under Items 6a, 6b, or 6c above.

Disposition: TEMPORARY. Destroy when no longer needed for Foundation business.

7. **Compliance Reports.**

Files of all compliance reports submitted by the Foundation. The files consist of reports to the Office of Management and Budget (OMB), 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.

8. **Approved Fellowship Application Files.**

Files of fellowship award recipients. Files consist of applications, nominations, correspondence, 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 after completion of the fellowship. Destroy 6 years later.

9. **Unsuccessful Fellowship Application Files.**

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.

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<p>10.</p>	<p><b>Fellowship Administrative Files.</b></p> <p>Files consist of general correspondence created regarding routine program issues such as forms, general letters to and from the public, award applicants and recipients, memoranda, and confirmation letters.</p> <p>Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Destroy 3 years later.</p>	<p>N1-220-06-2/4</p>	
<p>11.</p>	<p><b>Recipient Financial Records</b></p> <p>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.</p> <p>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 after cut-off.</p>		
<p>12.</p>	<p><b>Foundation Website</b></p> <p>Web content consists of Foundation web pages containing duplicate information maintained in records scheduled separately under items 1 through 11 above.</p> <p>Disposition: TEMPORARY. Delete these pages as they are superseded and are no longer needed for reference purposes.</p>		