

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

LEAVE BLANK	
JOB NO <b>NC1-439-77-5</b>	
DATE RECEIVED <b>8 JUL 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>9-26-77</b> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of Health, Education, and Welfare**

2 MAJOR SUBDIVISION  
**Office of Human Development**

3 MINOR SUBDIVISION  
**President's Committee on Mental Retardation**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Martin Bouhan**

5 TEL EXT  
**245-9563**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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 4 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 <b>6/28/77</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene J. Reed, Jr.</i>	E TITLE <i>Acting</i> Dept. Records Mgt. Off.
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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><u>Organization and Responsibilities</u></p> <p>The President's Committee on Mental Retardation was established by Executive Order in 1966 to foster and create a better national understanding of the needs of mentally retarded persons. It is composed of 21 citizen members appointed by the President for three year terms with the Secretary of Health Education and Welfare as Chairman. A member of the Committee is chosen as Vice Chairperson. Serving as ex-official members are the Attorney General, the Secretaries of HUD, Labor, Director of Community Services Administration and the Director of Action. Committee meetings are usually held quarterly or as necessary. Notice of such meetings published in the Federal Register. They are called by the Vice Chairperson and approved by the Chairman with the concurrence of the Committee.</p> <p>PCMR submits an Annual Report and other recommendations to the President through the Chairman who is the Secretary of HEW. It advises the President on the adequacy of the current effort to combat mental retardation, and is the lead Agency that coordinates with all departments and agencies throughout the Federal government. The Committee also works with state and private agencies and concentrates on developing a continuing information program leading to the prevention or amelioration of mental retardation.</p>		<p><b>9/20/77.</b> <i>Changes with approval of M. Bouhan (PL)</i></p>

Office of Human Development  
President's Committee on Mental Retardation

I. Annual PCMR Report to the President, and Other Reports *Special*

- A. Permanent. Narrative mandated Report to the President. Report required each fiscal year evaluating the national effort to combat mental retardation. It also makes recommendations for further national action. Also included are transcripts and summaries of other PCMR Committee activity such as forums, meetings, conferences, etc., as well as clearances comments, transmitting memoranda, final drafts, and other background material.

Authorized Disposition

- a. Permanent. Official Record Copy. Cut off file after 5 years, hold onsite an additional 5 years. Transfer to FRC when 10 years old. Offer to NARS when 20 years old.
- b. Working File. Destroy clearance, comments, transmitting memoranda, drafts, and other background material after 5 years.

II. Operations Planning Files - (Submitted through OHD by PCMR)

- A. Permanent. These are files containing statements of and actions taken during a given fiscal year to implement ongoing PCMR objectives and goals. Included are periodic reports on the progress which has been made towards achieving these, including the means and resources required and the responsibilities of the various Agencies involved in achieving the goals and objectives.
- a. Place in an inactive file at the close of the fiscal year or when goals are met or project is completed. Cut off inactive file after 5 years and transfer to an FRC. Offer to the National Archives 10 years there after.

III. Project Files

- A. Primarily contracts for specialized research and reports. The Division of Grants and Contract Management, OHD, is the office of record. Most intended for dissemination to professional groups or the general public. Some contracts stipulate the retention of basic research material by PCMR. Other contracts authorize the arranging and conducting of conferences and submission of summary material.

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Authorized Disposition

Official Contract Copy File. Place in inactive file on final payment, transfer fiscal year block to Federal Records Center *2 years after final payment.* Destroy 6 years after final payment. *(Official copy at OHR)*

IV. General Subject File - Including Committee Records

Files broken down alphabetically by subject, and arranged according to subject numeric system. These reference materials consist of correspondence, memoranda, PCMR publications, *(excluding reports of Case I-A)*, etc. May include also an alphabetical name file.

Authorized Disposition

Except for routine and non-record materials covered in items V, VI, and VII of this schedule, break files every 2 years and transfer to Federal Records Center when segment is 4 years old. Destroy when ten years old.

V. Public Inquiry Name Files

Letters, together with copies of replies referred from the office of the White House, Congress, and Government agencies, or received directly from persons requesting general information on PCMR programs.

Authorized Disposition

- a. Break files at end of each year
- b. Destroy when 3 years old.

VI. Nonrecord Reference Materials (Resource File)

A. Reading files (also known as chronological "chrono" files and day files), extra copies of correspondence and other records whether relating to program or administrative activities; information copies, drafts, working papers, and publications received for reference use. File non-record materials separate from official records.

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Authorized Disposition

- a. Destroy within 1 year or when no longer needed for reference.

VII. Routine Correspondence

Correspondence that may exist in any file concerning matters of minor administrative character which contain no information of significance not elsewhere recorded, such as giving general information; referring inquires elsewhere; making routine arrangements for speeches, meetings, and travel; and for editing, printing, and distribution of publications; forwarding or acknowledging letters and publications, and similar subjects.

Authorized Disposition

Break file at end of each year. Destroy when 1 year old.

VIII. Research Reports and Statistical Records

- A. Research reports, position papers, and statistical compilations prepared for only PCMR.
- B. Feeder reports received from agencies and educational institutions, and other sources; used to compile reports and statistics.

Authorized Disposition

Destroy 5 years after receipt or when no longer needed for reference.

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
IX	<p><u>Audiovisual Records</u></p> <p>a. Motion picture films distributed for informational and educational purposes--consisting of the original negative or color original plus optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print for each film.</p> <p>PERMANENT. Offer to NARS when withdrawn from distribution or when 10 years old.</p> <p>Annual Accumulation: Less than .3 cubic feet.</p> <p>b. TV spots used to describe, explain, or promote programs and activities--consisting of the original video recording, or kinescope of the recording, or, if the spot is on motion picture film, the elements specified in (1) above from which a representative selection of one spot will be made annually by the Commission.</p> <p>PERMANENT. Offer five year accumulations of selected spots to NARS every five years.</p> <p>Annual Accumulation: .1 cubic feet.</p> <p>c. TV spots not selected under (2) above --</p> <p>Destroy when no longer needed for administrative use.</p>		