

**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)  
**Commission of Fine Arts**

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

**Sue Kohler**

5 TEL EXT

**566-1066**

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JOB NO <b>NCL-66-83-1</b>	
DATE RECEIVED <b>9-12-83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9/26/83</i> Date	<i>[Signature]</i> Archivist of the United States

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 2 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>[Signature]</i> <b>Charles H. Atherton</b>	E TITLE <b>Secretary of the Commission</b>
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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
1.	Shipstead-Luce Act. Cases submitted to the CFA through the District of Columbia Permit Branch under provisions of the Shipstead-Luce Act, PL 231 (71st Congress), involving private construction or alteration within a particular geographic portion of the District. Arranged in chronological order by fiscal year in accordance with case numbers assigned by the District government.  DISPOSITION: PERMANENT. Transfer to WNRC when 5 years old. Offer to NARS when 10 years old in 5 year blocks.	<b>NCL-66-79-1</b> 9b	1.0 ft/yr
2.	Old Georgetown Act. Cases submitted to the CFA through the District of Columbia Permit Branch, similar to Shipstead-Luce Act, under provisions of the Old Georgetown Act, PL 808 (81st Congress), involving private construction, alteration or demolition within the designated Georgetown Historic District. Arranged in chronological order by fiscal year in accordance with case numbers assigned by the District government.  DISPOSITION: PERMANENT. Transfer to WNRC when 5 years old. Offer to NARS when 10 years old in 5 year blocks.	9c	2.0 ft/yr  5 items

115-107

*sent to agency on 9/28/83 - JFB*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

**MASS DATA CHANGE SHEET ATTACHED**

*NMF sent 10-13-83 by DMW. (1/11) sent 10-21-83 by DMW.*

Request for Records Disposition Authority - Continuation		JOB NO NCL-66-83-1	PAGE OF 2 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>Case files on submissions from the Department of Housing and Community Development. Cases submitted relating to the subdivision of real property in Shipstead-Luce Act and Old Georgetown areas. Cases relate strictly to lot lines and usually involve proposed projects reviewed by CFA. Arranged in chronological order by fiscal year in accordance with case numbers assigned by the District government.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRG when 5 years old. Offer to NARS when 10 years old in 5 year blocks.</p>	NCL-66-79-1 9d	2.0 in/yr
4.	<p>Minutes taken formally and approved by members for all CFA meetings, and constantly used for research and reference. Arranged chronologically and bound in leather volumes.</p> <p>a. Original bound minutes.</p> <p>DISPOSITION: TEMPORARY. Destroy when all reference needs have ended.</p> <p>b. Microfilm copies.</p> <p>DISPOSITION: PERMANENT. Offer to NARS upon verification of film quality. The microfilm will be prepared in accordance with standards set forth in 41 CFR 101-11.506. Since the film will be offered soon after its preparation, no inspections under FPMR 101-11.507-2 are required.</p>	11	0.25 rolls/yr