

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-220-02-08</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/16/2002</i>	
1. FROM (Agency or establishment) US Commission for the Preservation of America's Heritage Abroad		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jeffrey Farrow <i>Katrina Kreszenzick</i> <i>or Joel Bessies</i>	5. TELEPHONE NUMBER 202-254-3824	DATE <i>5-23-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>3</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 <i>1/15/2</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey C Farrow</i>		TITLE <i>Executive Director</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		
<i>cc: Agency nwmw, nwmw</i>			

U.S. Commission For The Preservation of America's Heritage Abroad, 1985 -

1) Commission's Files:

a. Correspondence: Records related to agreements or treaties the Commissioner has signed with other countries. Original correspondence to and from the Commissioners regarding official business, including letters, interoffice memoranda, press releases, comments and printed electronic mail messages which contain substantive information regarding the Preservation of America's Heritage Abroad.

Disposition: Permanent. Cut off files at the end of each calendar year. Retire to Washington National Records Center (WNRC) 2 years after cut off. Transfer to the National Archives and Records Administration (NARA) 10 years after cut off.

b. Commission Member Files: Copies of travel authorizations, presidential appointments, nomination information, financial disclosure statements. (The White House Office of Presidential Appointments has the original documents).

Disposition: Temporary. Cut off files at the end of each member's term. Destroy 2 years after cut off.

c. Correspondence to and from the general public with routine inquiries and answers.

Disposition: Temporary. Cut off files at the end of the calendar year in which the file was closed. Destroy 2 years after cut off.

2) Commission Meeting Minutes and Testimony Files: Contains Commission history and preliminary organization meetings minutes. Records also include transcript of Commission meeting minutes including agenda, draft topic reports with supporting documents and/or publications, and report comments. Also includes transcripts from site visits, and Commission member-only meetings as well as transcripts of budget hearings and testimonies before Congressional committees.

Disposition: Permanent. Cut off files at the end of each calendar year. Retire to the Federal Records Center 2 years after cut off. Transfer to NARA 10 years after cut off.

3) Program Files:

a. Country files, including survey files of cemetery locations and maps, copies of diplomatic laws, subject files, trip reports, and survey working papers.

Disposition: Permanent. Cut off files at the end of the calendar year in which the file was closed. Retire to the Federal Records Center 2 years after cut off. Transfer to NARA 10 years after cut off.

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b. Country agreements

Disposition: Permanent. Cutoff files upon dissolution of the Commission or cancellation of the agreement. Retire to the Federal Records Center upon cut off. Transfer to NARA 10 years after cut off

c. Staff files, consist of agreements, and other data such as purchase orders related to consultants, contractors, and financial beneficiaries that the Commission has conducted official business with.

Disposition: Temporary Cut off files at the end of the calendar year in which the file was closed. Destroy 2 years after cut off.

4) Reports and Projects:

a. Congressional reports, budget hearing reports, final reports of surveys of cemeteries, monuments, and historic buildings, fact sheets, research projects, staff reports, annual reports and any other publications prepared by the Commission.

Disposition: Permanent. Cut off files at the end of the calendar year in which the file was closed. Retire to the Federal Records Center 2 years after cut off. Transfer to NARA 10 years after cut off.

b. Working Papers and Research Materials: Working papers, research materials, drafts, and background information used to develop final reports and projects.

Disposition: Temporary. Destroy one year after completion of the final report or project.

c. All other copies of final reports and publications:

Disposition: Temporary. Destroy when no longer needed for reference or dissemination.

5) General Administration Files: Copies of routine procurement and financial reports, general travel and transportation files including travel orders and vouchers processed and paid by GSA and where GSA maintains the official recordkeeping copy.

Disposition: Temporary. Destroy 2 years after final payment.

6) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems to generate a recordkeeping copy of records.

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Disposition: Temporary. Delete after recordkeeping copy has been produced.

7) Web Page Records

- a. Web site snapshot. Electronic snapshot of the committee's web pages, including associated documentation.

Disposition: PERMANENT. Transfer immediately to the National Archives and Records Administration a web snapshot of web pages in accordance with NWM 05.2001.

- b. Web site. Contains information about the activities of the Commission and its members. Included are web site policy and planning files, records created during the implementation of the web site, electronic copies as inputs to the site, web site page content files and code, electronic images that the end user of the site sees (outputs), web site use and control reports, web site screen printouts (archives), system documentation, web design records, web site change control records, web site migration records, and system configuration software.

Disposition: TEMPORARY. Delete one year after termination of the Commission.