

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-220-04-13</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/8/04</i>	
1. FROM (Agency or establishment) National Commission on Libraries and Information Science 1110 Vermont Avenue. #820 Washington, DC 20005		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Programs			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kathleen M. Lannon	5. TELEPHONE NUMBER 202-606-9200	DATE <i>3/27/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 9 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/1/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>		TITLE <i>Admin. Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	NCLIS Program Records SEE ATTACHED SHEET(S)		

SA 3/31/05 *Copies sent to Agency, Admin, NARA*

**US National Commission on Libraries and Information Science
(NCLIS)
Program Records**

1. Information Documents (ID's).

Includes copies of informational documents maintained by NCLIS to disseminate public information to commissioners. File consists of a transmittal sheet, press releases, newspaper articles, and informational publications of NCLIS and other related organizations distributed by the Executive Director to Commissioners. Arranged in chronological and sequential order.

a. Record copy. TEMPORARY. Cut off at end of calendar year Transfer to University of Michigan 10 years after cut off.

b. Other copies. TEMPORARY. Delete/destroy other copies when no longer needed for reference.

c. Electronic copy: Transmittal Sheet Word Processing copy.

TEMPORARY. Print out copy and file with appropriate ID record copy in 1a above. Delete/destroy electronic copy 180 days after transmittal.

2. Commission Documents (CD's).

Includes copies of documents on a variety of topics dealing with professional meetings, resolutions, draft agenda for upcoming commission meetings, meeting minutes. File includes a transmittal sheet. Arranged in chronological and sequential order.

a. Record copy. TEMPORARY. Cut off files at end of calendar year Delete/Destroy 10 years after cutoff.

b. Other copies. TEMPORARY. Delete/ destroy when no longer needed for information purposes.

c. Transmittal Sheet Word Processing copy. TEMPORARY. Print out copy and file with appropriate CD record copy in 2a above. Delete/destroy electronic copy 180 days after transmittal.

3. Biographies File.

Includes the biographic resumes of the Chairmen, Commissioners, and other key agency personnel. Also may include duplicates of Presidential appointment notice, Federal Register notice, speeches and published papers, newspaper and other published articles on NCLIS and American libraries, and correspondence. (est. volume = 4 cubic feet)

a. Record copy. TEMPORARY. Cut off file after termination of commissioner's tenure. Transfer to University of Michigan 10 years after cutoff.

b. Other copies. TEMPORARY. Delete/destroy when no longer needed for information or publication purposes.

c. Word Processing copy. TEMPORARY. Delete/destroy when no longer needed for information or publication purposes.

4. Calendars.

Consists of calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of Federal employees while serving in an official capacity. There are 3 categories of such records.

a. Records of the Chair containing substantive information relating to official activities, the substance of which has not been incorporated into other records included in the official files. (est. volume < 1 cubic foot)

TEMPORARY. Cut off annually. Hold in official files or with person until termination of appointment. Destroy/delete 5 years after cut off or when no longer needed for reference, whichever is later.

b. Records of commissioners and other executives containing substantive information relating to official activities, the substance of which has not been incorporated into official files.

TEMPORARY. Cut off annually. Delete/destroy when no longer needed for reference.

c. Routine materials containing no substantive information regarding the daily activities of any agency employees or records containing substantive information, the substance of which has been incorporated into official files.

TEMPORARY. Cut off annually. Delete/destroy when no longer needed for reference.

5. Commission Meeting Workbooks.

Includes agenda and copies of documents for review and action presented to commissioners for each formal meeting.

a. Record copy. TEMPORARY. Cut off annually. . Retain in office until no longer required for reference but no longer than 5 years,

b. Other copies. TEMPORARY. Delete/destroy when no longer needed for reference.

c. Word Processing copy. TEMPORARY. Print out and file in 5a above.
Delete/destroy 180 days after commission meeting.

6. Commission Meeting Minutes.

NCLIS Minutes contain the official record of the Commission meetings. The file consists of printed summary transcripts and/or court reporter notes from which the transcripts were developed. Attached are the agenda, specific handouts for the meeting; resolutions; motions; formal presentations; administrative and budget presentations. Meetings from 1971 to present. Note that transcripts up to 1998 were summaries and beginning in 1999 transcripts are verbatim. (est. volume < 2 cubic ft.)

a. Verbatim or Summary Transcripts.

1) **Record copy. PERMANENT.** Cut off file at the end of the calendar year. annually. Transfer to NARA when no longer required for reference or 30 years after cut off, whichever is sooner..

2) **Other copies. TEMPORARY.** Delete/destroy when no longer needed for reference

b. Word Processing copy developed by court reporter. TEMPORARY.
Delete/destroy 180 days after transmittal of minutes to commissioners and validation of transcript.

7. Commission Meeting Arrangements.

Includes correspondence and email, agenda, extra copies of materials, accommodations, authority to attend, acceptance and regrets, and hospitality arrangements.

a. Recordkeeping copy. TEMPORARY. Cut off annually and delete/destroy 2 years after cutoff.

b. Word processing and email copies. TEMPORARY. Print out and file in 7a above. Delete/destroy 180 days after filing.

8. Commission Meeting Follow Up File.

Includes action items, copies of documents, correspondence, and notes.

a. Record copy. TEMPORARY. Cut off annually and delete/destroy 2 years after cut off.

b. Word processing and email copies. TEMPORARY. Print out and file in 8a above. Delete/destroy 180 days after filing.

9. Chair Correspondence.

Includes copy of letters, memoranda, and emails relating to Commission policy, programs, and operations. Correspondence is with Congress, White House, OMB, federal agencies, foreign governments, professional associations, universities, libraries and information professionals, commissioners and commission staff. Files are arranged by subject matter and chronologically, and are filed within agency subject files. Emails are maintained both on agency LAN and on Chair's computer. Personal files are maintained separately by Chair.

a. Record copy. PERMANENT. Cut off at termination of Chair's appointment. Separate from other Chair's correspondence. Transfer to NARA 5 years after cutoff. (est. volume < 4 cubic feet)

b. Word processing and email copies. TEMPORARY. Print out and file in NCLIS both 9a and 9b above, and delete/destroy 180 days after print out.

10. Commissioner Correspondence.

Includes copy of letters, memoranda, and emails relating to Commission programs and committees maintained by Commissioners or their designee separately and/or included in NCLIS subject files. Correspondence is with Chairman, commission staff, universities, governments and library and information professionals. Files are arranged by subject and chronologically, and are filed within agency subject files and within commissioner's files. Emails may also be maintained on commissioner's computers.

a. Record copy. Official copy is maintained in NCLIS subject files. See schedule 20 below.

b. Other copies. TEMPORARY. Delete/Destroy when no longer needed for reference.

c. Word processing and email copies. TEMPORARY. Print out, file in NCLIS subject files, and delete/destroy 180 days after print out.

11. Commissioner Subject Files.

Includes copies of correspondence, documents, notes, agendas, meeting documents, speeches, travel, and other informational items.

a. Record copy. Cut off upon termination of commissioner's appointment. Delete/destroy duplicate documents and transfer remaining documents to NCLIS Subject Files. See Schedule 20 below.

b. Other copies. TEMPORARY. Delete/destroy when no longer needed for reference.

c. Word processing and email copies. TEMPORARY. Print out, file in 11a above, and delete/destroy 180 days after print out.

12. Commission Registers.

Includes names, addresses, phone numbers, and email addresses for the Chairman and Commissioners. 1984 to present.

a. Record copy. TEMPORARY. Cut off after each update.. Delete/destroy 5 years after cutoff.

b. Other copies. TEMPORARY. Destroy when no longer needed for reference.

c. Word processing copy. NON-RECORD. Maintain as template; update as needed.

13. Executive Director Report.

Report to the Chair and commission members of activities and progress on projects occurring between each commission meeting and discussion of plans for the following years. 1982 to 2003. (est. volume <2 cubic feet)

a. Record copy. PERMANENT. Cut off annually. Transfer to NARA 10 years after cutoff

b. Other copies. TEMPORARY. Delete/destroy when no longer needed for reference.

c. Word processing copy. TEMPORARY. Print out and file in 13 a above. Delete/destroy when superseded by subsequent report.

14. Executive Director and Deputy Director Subject Files.

Includes duplicates of project related documents, correspondence, travel plans, professional and official meetings, program management, personnel, and other administrative materials.

a. Record copy. Cut off upon termination of Executive Director's or Deputy Executive Director's appointment. Destroy duplicate documents and transfer remaining documents to NCLIS Subject Files. See Schedule 20 below.

b. Other copies. TEMPORARY. Delete/destroy when no longer needed for reference.

c. Word Processing and email copies. TEMPORARY. Print out and file in 14a above. Delete/destroy after filing.

15. Meetings and Conference Files.

Includes plans, agendas, copies of papers, speeches, handouts from government and professional meetings where NCLIS was represented.

a. Record copy. Cut off annually. Screen for extraneous and duplicate materials, and file speeches and papers within NCLIS Subject Files, See schedule 20 below.

b. Word Processing and email copies. TEMPORARY. Print out and file in 15a above. Delete/destroy after filing.

16. Legislative Files.

Includes documents and data relating to legislation formulated and/or supported by NCLIS and by government agencies and executive units and circulated within NCLIS for evaluation and comment relating to library, archives, and information science. Examples include the Library Science Technology Act. Records consist of OMB requests for comments, draft bills, letters, forwarding draft to House or Senate, extracts from Congressional Record, comments and evaluations, NCLIS statements and comments, acts, clips from Congressional Record, other news clips, bill comparisons, copies of related and companion bills, committee reports, international and other federal or state agency or public organization notes, legislative summaries, email, faxes and memos.

a. Legislative Background Files. TEMPORARY. Cut off at end of legislative year. Delete/destroy 5 years after bill that is tracked by NCLIS is either passed or failed.

b. Specific NCLIS Legislation). PERMANENT. Cut off when bill is either passed or failed. Transfer to NARA 5 years after cut off. (est. volume: 3 cubic feet)

c. Word Processing and email copies. TEMPORARY. Print out and file in either 16a or b above as appropriate. Delete/destroy after filing.

17. NCLIS Administrative Manual.

Includes official policies and procedures for administrative operations, relating to the Commissioner's travel, personnel, etc. and related laws and procedures.

a. Record copy. TEMPORARY. Cut off when manual is superceded or discontinued. Delete/destroy 5 years after cutoff.

b. Other copies: TEMPORARY. Delete/destroy when updated or superceded.

c. Case file. TEMPORARY. Cut off with each revision of the manual. Delete/destroy 10 years after cut off.

d. Word Processing copy. Print out and file in either 18 b above as appropriate. Delete/destroy 180 days after filing.

18. Press Releases.

- a. **Record copy: PERMANENT.** Cut off at the end of the calendar year. Transfer to NARA 5 years after cut off. (est. volume: 2 cubic feet)
- b. **Other copies: TEMPORARY.** Delete/destroy when no longer needed for reference.
- c. **Word Processing copy:** Print out and file in either 19a above. Delete/destroy 180 days after filing.
- d. **Master List of NCLIS Press Releases. PERMANENT.** Cut off file at end of calendar year. Transfer with 19a) above to NARA 5 years after cut off.

19. Reading Files.

Contains copies of incoming and outgoing and internal correspondence by the Chairman, commissioners and Commission staff. This file also includes duplicates of ID's, copies of articles and publications. These relate to management decisions, actions, authorities, general information. Files are arranged chronologically. NOTE: Reading files discontinued in 2000.

Record copy. TEMPORARY: Cut off annually. Delete/destroy 10 years after cut off.

20. Subject Files.

Includes incoming and outgoing correspondence, copies of publications, forms, reports, speeches, public affairs documents, newspaper articles, studies, forums, meeting notes, resolutions, and materials relating to and other documents representing the full range of NCLIS program and administrative operations. Arranged by major category: Programs, Administration, Budget, Personnel, Legislation, Federal Agency, Non-Federal Agency/Organization, and International. This schedule relates only to the Program, Administration, Federal and non Federal Agency portions of the subject files. See other schedules for specific instructions on Budget, Personnel, Legislation, etc. 1972 to Present.

- a. **Record Copy: PERMANENT.** Cut off when subject no longer needed for daily operations. Hold in office for 10 years and screen file for superceded, duplicated materials. Transfer to NARA 10 years after cut off. (Est. volume.7 cubic feet.)
- b. **Word Processing and email copies: TEMPORARY.** Print out and file in the appropriate subject in 21a above. Delete/destroy 180 days after filing.

21. Projects, Task Forces, and Hearings Files.

Includes documents covering background on subject and creation of project, task force or hearing, agendas, meeting arrangements, statement of work (if contracted), deliverables, draft proposals for future actions including proposed legislation, follow up, correspondence, copies of data, various photos, video and audio from meetings and associated transcripts, and copy of the final report. As examples, recent projects have included a review of the impact of closing the

National Technical Information Service (NTIS) requested by both Sen. McCain and Sen. Lieberman; Native American Library and Information Services; Kids and the Internet; and an Assessment of Government Electronic Information Products. NOTE: Publications resulting from these projects are covered by N1-220-00-6. (Est. volume: 20 cubic ft.) [Mid 1970's to 2002]

a. Project and Task Force Files:

- 1) **Project/Task Force File. PERMANENT.** Cut off file at end of project and publication of report. Transfer to NARA 5 years after cut off.
- 2) **Audio files. PERMANENT.** Close file at end of project and acceptance of verbatim transcripts. Transfer to NARA 5 years after cut off. .
- 3) **Word Processing and email copies: TEMPORARY.** Print out and file in the appropriate subject in 21a 1) above. Delete/destroy 180 days after filing.

b. Hearing Files.

- 1) **Hearing Case File. PERMANENT.** Close file after completion of any follow up actions. Transfer to NARA 2 years after cut off.
- 2) **Audio files. PERMANENT.** Close file at end of project and acceptance of verbatim transcripts. Transfer to NARA 5 years after cut off.
- 3) **Word Processing and email copies: TEMPORARY.** Print out and file in the appropriate subject in 21b1) above. Delete/destroy 180 days after filing

22. Clipping Service Files.

Includes copies of news paper and other publication articles on NCLIS, NCLIS programs, commissioners and staff. Volume: 3 cubic feet.

TEMPORARY. Cut off annually. Transfer to I University of Michigan n 10 year blocks.

23. International Program Files.

Includes records relating to international visitors, participation in international conferences and seminars as the US representative; UNESCO observatory; copies of speeches and papers, and projects with various federal agencies. Also includes the review, approval and disbursement of funds from the Dept. of State for library, archival, and information sciences programs (also known as ICSECA and ICSOC). Date range: 1980 to present. Vol. 5 cubic feet. NOTE: any records relating to future ICSECA funds given to NCLIS from the Dept of State and/or UNESCO will be covered under NCLIS financial records schedules and the work will be covered under a specific project file.

a. International Program Subject Files. PERMANENT. Cut off annually. Transfer to NARA 5 years after cut off.

b. ICSECA and ICSOC Files. Program ran from FY 1985 to FY 2003, and was cancelled with the rejoining of the US into UNESCO. **PERMANENT.** Transfer to NARA with the approval of this schedule.

c. Word Processing and email copies: TEMPORARY. Print out and file in the appropriate subject in 24 a or b above. Delete/destroy 180 days after filing

24. Reference File. Known as the "Vertical File" it contains copies of publications and articles on a variety of topics involving the major subject areas in NCLIS programs, such as privacy, internet, literacy, etc.

NON-Record. Destroy when no longer needed for reference.