

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NI-220-87-4	
DATE RECEIVED	
2-6-87	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-22-87	<i>Frank A. Burke</i> Archivist of the United States
Date	

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

1 FROM (AGENCY OR ESTABLISHMENT) Architectural and Transportation Barriers Compliance Board

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER Joanna Beatty

5 TEL EXT 472-3237

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 3 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	E TITLE	7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2/6/87	<i>Joanna Beatty</i>	<i>Management analyst</i>				
			1	<p><u>General Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>a. Records of the Architectural and Transportation Barriers Compliance Board.</p> <p>1). Minutes and transcripts of Board Meetings, published annual reports, procedures manual, transcripts of national hearings, reports to Congress or the President, and documents pertaining to the establishment of the Board.</p> <p><i>Cutoff annually.</i></p> <p>PERMANENT: Transfer to FRC when 10 years old; offer to NARA when 20 years old in 5 year blocks. ←</p> <p>2). Other Materials: Apply disposal instructions of items 1-c and 1-d. Total cubic feet: <u>28</u>. Annual accumulation: <u>3</u> cubic feet.</p> <p>b. Records of the National Advisory Committee on an Accessible Environment.</p> <p><i>Copies to agency, NCF, NNF 7-30-87</i></p>	NCF-439-77-2 1	11 Years

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS - Page 2

- 1) Minutes and transcripts of Committee Meetings, annual and special reports, and documents pertaining to the establishment of the Committee.

PERMANENT: Transfer to FRC when 10 years old; offer to NARA when 20 years old. ~~in 5 year blocks.~~

- 2) Other Materials (includes all records not specifically mentioned in 1):
Apply disposal instructions of items 1-c & 1-d. Committee is now dissolved. Total cubic feet accumulated: 1

- c. Balance of general subject file, excluding routine nonrecord material.

Cutoff file every 2 years and transfer remaining material to records center when segment is 5 years old. Destroy when 10 years old.

- d. Routine, nonrecord materials may be disposed of as provided in items 2 and 5 of this schedule.

2. Nonrecord Reference Materials (Resource Files)

Reading files (Chronological files), information copies, working papers, and publications received for reference use.

Authorized Disposition

Cutoff files at end of year. Destroy ~~of~~ when 1 year old or when no longer needed for reference.

3. Grants and Contracts File

Case files for grants and contracts for research, demonstrations and development projects. The Office of Administration and Management, OAM, is the Office of record.

Authorized Disposition

Cutoff on close of file or final disposition of findings.

- a.) Official Grant File: ~~Transfer~~ transfer to Federal Records Center 1 year after close-out. Destroy 6 years and 3 months after close-out. (2) If a grant is audited and findings indicate adjustment, such grant file shall be transferred to the Federal Records Center 1 year after final disposition of findings and destroyed 6 years and 3 months after final disposition of findings.

- b.) Working File: Destroy 3 years after final close-out.

~~c). Official Contract File: Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years. Destroy of 6 years and 3 months after final payment.~~

GRS 3/4

d.) Working File: Destroy 3 years after final close-out.

GRS 3/4

4. Compliance Complaints and Waivers Files

Correspondence dealing with complaints received concerning lack of accessibility in buildings and facilities covered under the Architectural Barriers Act of 1968 (P.L. 90-480). This includes all materials pertinent to administrative and judicial proceedings regarding such complaints.

Authorized Disposition

Cutoff on close of case.

A Transfer to Federal Records Center within 5 years after close of case. Destroy 10 years after close of calendar year in which case was completed, earlier disposition is authorized.

5. Routine Correspondence

Letters, including copies of replies referred from the offices of the White House, Congress, and government agencies or received directly from persons requesting general information. Correspondence concerning matters of minor administrative character which contains no information or significance not elsewhere recorded such as giving general information; referring inquiries elsewhere; making routine arrangements for speeches, meetings, of travel for editing, printing, and distribution of publications; forwarding or acknowledging letters and publications, and similar subjects.

Authorized Disposition

Cut off files at end of each year. Destroy when 1 year old.

1. Administrative Officer, ATBCB
2. Executive Director, ATBCB
3. Records Officer, ATBCB
4. _____
5. _____