

FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-220-89-004

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:

Established on Executive Order 12503 signed January 28, 1985 as the Presidential Commission on Outdoor Recreation Resources Review, and renamed in Executive Order 12529 to President's Commission on Americans Outdoors. Dissolved September 30, 1987 in Executive Order 12610.

Date Reported: 06/22/2020

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO N1-220-89-4	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 11/17/88	
1 FROM (Agency or establishment) Commission on the American Outdoors		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION		3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER Sam Sanders	5 TELEPHONE EXT 343-6637	DATE 4/7/89	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE 11/9/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard C. Willis</i>	D TITLE Chief, Branch of Paperwork Management	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	Reports. Included are published copies of the commission's final report and report appendices, as well as annotated drafts. Copies of an outdoor literature review published by the commission are present, as are unpublished staff discussion and decision papers. Location: boxes 1-8. Disposition: Permanent. Transfer to the National Archives immediately.		
2	Administrative Housekeeping File. These records consist of travel vouchers, purchase orders, printing requisitions, payroll forms, time and attendance reports, job applications, and other routine administrative documents. The records are interfiled and have no consistent arrangement. Location: boxes 9-15. Disposition: send to FRC immediately. Destroy January 1, 1993.		

3 **Public Hearings Attendance File.** Present here are letters to and from the commission seeking individual testimony at hearings, as well as lists of hearing attendees. Location: boxes 16-19.

Disposition: send to FRC immediately. Destroy January 1, 1993.

4 **Staff Research.** This series contains bibliographies, summaries of significant issues, and statistical and narrative studies prepared by commission staff. While drafts are present, many of the documents are in final form. Location: boxes 20-27.

Disposition: Permanent. Transfer to the National Archives immediately.

5 **Public Hearings Statements.** These are typescript statements of testimony presented by speakers before public hearings sponsored by the commission. Also included are testimony schedules for each hearing. Location: boxes 28-29.

Disposition: send to FRC immediately. Destroy January 1, 1993.

6 **Public Hearings Transcripts.** This series consists of transcribed remarks made during public hearings sponsored by the commission. Included is formal testimony (see item 5), as well as informal statements made during the hearings. Location: boxes 36-37.

Disposition: Permanent. Transfer to the National Archives immediately.

- 7 **Subject Files.** These records include correspondence, policy documents, and written comments from various sources concerning commission policy. Most aspects of commission activity are covered. Also included are biographies and resumes of commission members and staff, along with information about members of the commission's advisory body. Location: boxes 30-34e

Disposition: Permanente Transfer to the National Archives immediately

- 8 **Floppy Disks.** These records consist of floppy disks (5 1/4 inch) containing the electronic working files of commission members and staff. Included are notes, drafts, summaries, and lists. Also present are hard copy printouts of disk directories listing file name, date, and size. Substantive information concerning commission activities is included in textual series scheduled for permanent retention. Location: box 35.

Disposition: send to FRC immediately. Destroy January 1, 1993.