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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1 - 220 - 94 - <u>2</u> | |
| 1. FROM (Agency or establishment) Interagency Council on the Homeless | | DATE RECEIVED <u>10-25-93</u> | |
| 2. MAJOR SUBDIVISION | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER George A. Ferguson | | 5. TELEPHONE (202) 708-1480 | DATE <u>3-11-94</u> |
| | | | ARCHIVIST OF THE UNITED STATES <i>Andy Thackamp</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 _____ 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, 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 10-15-93 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Marsha A. Martin</i> | | TITLE Executive Director |

| ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|-----------------------------------|----------------------------------|
| | Record description and requested disposition instructions are contained in the attached list. | | |
| <div style="position: absolute; bottom: 10px; left: 10px; font-size: 1.2em;"> Copies sent to Agency, NCE, NSW, NNT, NSX, NL, NIA @ 3/17/94 </div> | | | |

INTERAGENCY COUNCIL ON THE HOMELESS
Attachment to Standard Form 115

The Interagency Council on the Homeless was established in 1987 by the Stewart B. McKinney Homeless Assistance Act to provide Federal leadership for activities to assist homeless families and individuals. The Council is comprised of the heads of 17 Federal agencies that have programs or authorities that can be used to assist homeless people.

The Council's major activities include : (1) planning and coordinating the Federal government's actions and programs to assist homeless people; (2) monitoring and evaluating assistance to homeless persons provided by all levels of government and the private sector; (3) ensuring that technical assistance is provided to help local organizations effectively assist homeless persons; and (4) disseminating information on Federal resources available to assist the homeless population. The Council reports on its activities in an annual report to the President and Congress.

1. Council Meetings, 1987-1993.

a. Full Council Meetings.

Briefing packets, attendance lists, transcripts, and meeting summaries. Arranged chronologically.

Vol.: 1 cubic foot

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

b. Policy Group meetings.

Briefing materials, attendance lists, memoranda, correspondence, and meeting summaries. Arranged chronologically.

Vol.: 1.5 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

c. Special Meetings.

Agendas, correspondence, memoranda and meeting summaries. Arranged chronologically.

Vol.: .75 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

d. **State Contact Meetings.**

Briefing packets, attendance lists, memoranda, and meeting summaries. Arranged chronologically.

Vol.: .5 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

2. **Correspondence Files, 1987-1993.** Reading files of correspondence to and from the Executive Director, Council members and senior staff. Arranged Chronologically.

Vol: 8 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

3. **Regional Coordinators' Files, 1987-1993.**

a. **Weekly Activity Reports.**

Correspondence, memoranda and reports. Arranged chronologically.

Vol.: 6 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

b. **Annual Reports of Regional Activities.**

Correspondence, memoranda and reports. Arranged chronologically.

Vol.: 1 cubic foot.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

c. **Site Visit Reports.**

Correspondence, memoranda and reports. Arranged chronologically.

Vol.: 1 cubic foot.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

d. **Regional Interagency Council Meetings.**

Correspondence, memoranda and reports. Arranged chronologically.

Vol.: 1 cubic foot.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

e. **Special Meetings.**

Correspondence, memoranda and reports. Arranged chronologically.

Vol.: .5 cubic foot.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

4. **Regional Workshops, 1987-1993.** Invitations, agendas, briefing packets, speakers lists, evaluation forms, and follow-up correspondence. Arranged Chronologically.

Vol: 2 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

5. **Publications, 1987-1993.** One copy each of publications and informational materials developed, published, or distributed by the Council, including brochures, newsletters, and annual reports.

Vol: .75 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

6. **Subject Files, 1987-1993.** News releases, biographical information on the Council's Executive Directors, enabling legislation, budget, awards, work plans, and organization chart. Arranged alphabetically.

Vol: 2 cubic feet.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

7. Electronic Records, 1987-1993.

a. Database of McKinney Grant Awards.

PERMANENT: Transfer immediately to the National Archives.

b. Documentation.

PERMANENT: Transfer immediately to the National Archives.

c. Hard copy printout.

Vol: 3 cubic inches.

PERMANENT: Transfer immediately to the Washington National Records Center. Transfer to the National Archives in February 1995.

Records already appraised as disposable under the General Records Schedule, as well as duplicate, unidentifiable, unrelated and non-archival material may be destroyed during archival processing.