

REQUEST FOR RECORDS DISPOSITION AUTHORITY <small>(See Instructions on reverse)</small>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-220-95-14</i>	
1. FROM (Agency or establishment) <i>National Institute for Literacy</i>		DATE RECEIVED <i>12-28-95</i>	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Sharyn M. Abbott</i>	5. TELEPHONE <i>202-632-1503</i>	DATE <i>3-27-96</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>8</u> 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 <i>12-13-95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharyn M. Abbott</i>	TITLE <i>Executive Officer, NIFL</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PLEASE SEE ATTACHED		

The National Institute for Literacy  
Attachment to SF 115, Job No. N1-220-95-14

The National Institute for Literacy was established by Public Law 102-73 of July 25, 1991, to help eliminate illiteracy in the United States by the year 2000 through improvements in research, development, and information dissemination about illiteracy. The Institute acts as a national center for coordinating information about literacy issues. The Institute is authorized to conduct and commission research about illiteracy, assist Federal agencies with their plans to reduce illiteracy, and collect and disseminate information to Federal, State, and local entities. The Institute also provides grants, training, and program and technical assistance to literacy organizations throughout the nation. Fellowships are awarded to individuals engaged in research, education, training, technical assistance, or other activities related to improving literacy levels.

The Institute is administered under the terms of an interagency agreement by an Interagency Group composed of the Secretaries of the Departments of Education, Labor, and Health and Human Services. This Interagency Group is advised by the National Institute for Literacy Advisory Board whose ten members are appointed by the President with the advice and consent of the Senate. The Board makes recommendations about the hiring of Institute staff, provides advice about the Institute's operations, and consults with the Board about Fellowship appointments.

The National Institute for Literacy is a temporary Commission, and it is mandated by law to maintain offices separate from any agency or department involved in the operation of the Institute.

**Files of the National Institute for Literacy Advisory Board**

1. **Correspondence.** Routine correspondence from the Institute to Board members about Board meeting times and places.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 3 years after cut off.

2. **Board Member Files:**

- a. **Meeting Files.** Agendas, typed transcripts, and minutes of meetings. Arranged by date of meeting. Annual accumulation is 1.5 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire to Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

- b. **Board Updates.** Memoranda to Board members providing new information and updates about items discussed at Board meetings. Arranged chronologically. Annual accumulation is .3 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire to Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

c. **List of Board Members.** Names and addresses of Board members.

Disposition: **TEMPORARY.** Destroy three years after creation of new member list.

d. **Board Nominations.** Nominations of new Board members by the Interagency Group.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative use.

e. **Charter.** A copy of the Charter denoting the authority, purpose, function, and structure of Institute.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative use.

#### **Director's Files**

3. **Correspondence.** Incoming and outgoing letters between the Director and members of the Advisory Board, the Interagency Group, literacy organizations, other institutions, and individuals. Arranged chronologically. Annual accumulation is .5 cubic feet.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire to Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

#### **Central Files of the National Institute for Literacy**

4. **Budget Files.** Budget correspondence, budget submissions, spending plans, FTE allotments, and other related financial information.

Disposition: **TEMPORARY.** Destroy when 2 years old, or when no longer needed for administrative use, whichever is sooner. (GRS 23, item 1)

5. **Annual Workplan.** Plans submitted by the Director to the Department of Education outlining the mission and goals of the Institute and its strategy for achieving their objectives. Also discusses the national political and social context in which the Institute is operating. Arranged chronologically. Annual accumulation is .1 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire to Institute's Historical File. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

6. **Interagency Group Files:**

- a. **Correspondence File.** Routine correspondence regarding meeting times and places.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 3 years after cut off.

- b. **Roster of Group Members.** List of Interagency Group members.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative use.

- c. **Meetings File.** Agendas and minutes for Interagency Group meetings. Arranged chronologically by date of meeting. Annual accumulation is .2 cubic feet.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire to Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

- d. **Interagency Agreement.** A copy of the agreement made among the Departments of Education, Labor, and Health and Human Services regarding the oversight of the National Institute for Literacy.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative use.

7. **Administrative Correspondence and Memoranda:**

- a. **General Correspondence.** Incoming correspondence, mostly from the Department of Education, regarding routine matters such as computer equipment operation, travel voucher procedures, and meeting schedules.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy when 2 years old, or when no longer needed for administrative use, whichever is sooner. (GRS 23, item 1)

b. **Memoranda.** Memoranda related to office procedures including the operation of the phone and computer systems, visitor arrival times, and staff meeting agendas and schedules.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative use. (GRS 23, item 1)

c. **Controlled Correspondence.** Routine requests from citizens and literacy organizations for information about literacy programs and copies of the Institute's newsletter.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy one year after cut off.

d. **Outgoing Correspondence.** Correspondence about routine matters including descriptions of training classes, invitations to speak at events, and authorization for maintenance staff access to offices.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 2 years after cut off.

e. **Administrative Correspondence:** Includes routine correspondence about such administrative matters as computer and telephone equipment operation and installation.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 2 years after cut off.

8. **Press Releases.** Press releases announcing Institute events and programs. Arranged chronologically. Annual accumulation is .3 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire to Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

9. **Project- and Grant-Related Files:**

a. **Correspondence.** Routine incoming and outgoing correspondence with public and private organizations regarding grant application procedures.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 2 years after cut off.

**b. Information and Communication Network Files.** Draft proposals and memoranda regarding the establishment and maintenance of an Internet bulletin board listing sources of information about literacy issues.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 2 years after cut off or when no longer needed for administrative use, whichever is sooner.

**c. Project and Grant Subject Files.** Newsletters, brochures, correspondence, announcements, and other information about many of the projects and grants implemented or funded by the Institute. Arranged by grant or project. Annual accumulation is 1 cf.

Disposition: **PERMANENT.** Cutoff when no longer needed for administrative use. Retire to Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

10. **Interagency and Intra-agency Agreements.** Copies of agreements made with Federal agencies such as the Departments of Education, Defense, and Labor regarding the provision of technical and other services.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 3 years after final payment.

11. **Publications:**

**a. Correspondence.** Routine requests for publications from citizens and literacy groups.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy one year after cut off.

**b. Publications of the Institute.** One copy each of all Institute-produced or commissioned newsletters, brochures, journals, year-in-review publications, and grant books. Arranged alphabetically. Annual accumulation is 1 cf.

Disposition: **PERMANENT.** Cutoff after publication. Transfer to the National Archives five years after cut off or upon termination of the Institute, whichever is sooner.

**c. Reference Publications.** Reference publications used by Institute staff and walk-in researchers.

Disposition: **NON-RECORD. TEMPORARY.** Destroy upon termination of the Institute.

12. **Policy and Legislation Files:**

a. **General Correspondence.** Incoming and outgoing correspondence of Board members and Institute staff regarding Congressional legislation and its impact on the Institute and literacy initiatives. Arranged chronologically. Annual accumulation is .1 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Retire of Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

b. **Policy File.** Reports of Institute-sponsored forums regarding issues that affect literacy rates. Arranged by subject. Annual accumulation is .1 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

c. **Enabling Legislation.** Copies of authorizing and reauthorizing legislation.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative use.

13. **Personnel Files:** Copies of job announcements, leave policies, staff resumes, inquiries from job seekers, and ethics handbooks.

Disposition: **TEMPORARY.** Destroy when 3 years old. (GRS 1, item 3)

14. **General Counsel Opinions:** Copies of opinions from the Department of Education regarding internal Institute policies such as employee grievance filing procedures, leave time, and collective bargaining agreements. Also contains opinions about guidelines for Fellowship applications and grant appropriations.

Disposition: **TEMPORARY.** Destroy when cancelled, revoked or superseded.

15. **Organizational History File:** Includes an in-house history, a "fact sheet" about the Institute, copies of authorizing legislation, the Board's charter, the Interagency agreement, and the Interagency Delegation of Authority. Arranged by subject. Annual accumulation is .5 cf.

Disposition: **PERMANENT.** Transfer to the National Archives upon termination of the Institute.

16. **Speech File:** Copies of speeches made by Institute Staff to municipal agencies and literacy organizations regarding illiteracy. Arranged by subject. Annual accumulation is .5 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year and transfer to the Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

17. **Congressional Testimony File:** Copies of testimonies made before Congress by members of the Board and the Director and Deputy Director of the Institute regarding illiteracy. Arranged chronologically. Annual accumulation is .5 cf.

Disposition: **PERMANENT.** Cutoff at the end of the calendar year and transfer to the Institute's Historical Files. Transfer to the National Archives five years after cut off or upon the termination of the Institute, whichever is sooner.

18. **Grant Case Files:**

a. **Special Grant Case Files.** Successful grant applications, application reviews, budget breakdowns, refunding applications, progress and/or final reports, correspondence, and staff rosters. Arranged by numbers assigned to grant recipients. Annual accumulation is 1.5 cf.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 7 years after cut off.

b. **State Capacity Building Grants.** Successful grant applications, application reviews, budget breakdowns, refunding applications, progress and/or final reports, correspondence, and staff rosters. Arranged by type of grant and thereunder alphabetically by state. Annual accumulation is 3 cf.

Disposition: **TEMPORARY.** Cutoff at the end of the calendar year. Destroy 7 years after cut off.

c. **Unfunded Proposals.** Correspondence and applications from projects rejected for funding.

Disposition: **TEMPORARY.** Destroy 3 years after rejection or withdrawal.  
(GRS 3, item 13)



19. **Audiovisual Materials:**

a. **Videotape of the Board's Swearing-in Ceremony.** One second generation color VHS tape of the first Advisory Board's swearing-in ceremony.

Disposition: **PERMANENT.** Transfer to the National Archives when 5 years old, or upon termination of the Institute, whichever is sooner.

b. **Reference Videotapes.** Videotapes produced by other entities regarding literacy programs, literacy training, and other related areas. Used by Institute staff and walk-in researchers for reference purposes.

Disposition: **NON-RECORD. TEMPORARY.** Destroy upon termination of the Institute.

c. **Audiocassette Recordings of Board Meetings.** Audiocassette tapes of Board meetings.

Disposition: **TEMPORARY.** Destroy when transcript of meeting has been verified against the audio-recording.