

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATIONJOB NUMBER
N1-220-96- 7PAGE
2 OF 6

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	Hearing Files Agendas, briefing books, witness testimony, correspondence, hearing follow-up and other records of Council hearings. Arranged chronologically. Volume on hand: c. 1.5 cubic feet. PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 2 years old, or when the Council terminates, whichever is sooner.		
3.	Subject File Biographies of Council members, legal opinions, articles, papers and other records relating to the purpose and function of the Council. Arranged alphabetically by topic. Volume: c. 2 cubic feet. PERMANENT. Review annually to remove inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Council terminates, whichever is sooner.		
4.	Correspondence File Incoming and Outgoing correspondence of the Executive Director. Arranged chronologically. Volume on hand: .75 cubic feet. PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.		
5.	Council Mailings Mailings to Council members including agendas, articles, updates and reports. Arranged chronologically. Volume on hand: .5 cubic feet. PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATIONJOB NUMBER
N1-220-96-7PAGE
3 OF 6

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6.	<p>Press Conferences and Releases</p> <p>Press releases and related records. Arranged chronologically. Volume on hand: .25 cubic feet.</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p>		
7.	<p>State and Local Programs</p> <p>a. State and Local Program Directories</p> <p>State and local profiles including programs, services, contacts, mission, and history. Arranged by state. Volume on hand: 2 cubic feet.</p> <p>PERMANENT. Review annually and retire inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p> <p>b. State Files</p> <p>Printed material, correspondence, lists, and memoranda providing background information for State and Local Program Directories. Arranged by state. Volume on hand: 1 cubic foot.</p> <p>TEMPORARY. Review annually. Destroy inactive material.</p>		
8.	<p>Data Collection</p> <p>a. Questionnaires</p> <p>Questionnaires and related records completed by and received from businesses and women's organizations. Arranged alphabetically by name of business or organization. Volume: .5 cubic feet.</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-220-96-7PAGE
4 OF 6

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	<p>b. Pilot Study on Women Owned Businesses</p> <p>1). Accepted Proposal and Final Report</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p> <p>2). Rejected Proposals</p> <p>TEMPORARY. Destroy when 3 years old.</p>		
9.	<p>Access to Capital</p> <p>Reports, brochures, correspondence and memoranda on financing options for women owned businesses and Access to Capital Symposia. Arranged by subject. Volume on hand: 1 cubic foot.</p> <p>PERMANENT. Review annually and retire inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p>		
10.	<p>International Trade</p> <p>Reports, brochures, correspondence and memoranda on financing options for women owned businesses and Economic Summit. Arranged by subject. Volume on hand: 1 cubic foot.</p> <p>PERMANENT. Review annually and retire inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p>		
11.	<p>Procurement</p> <p>Reports, brochures, correspondence and memoranda on procurement options for women owned businesses and Procurement Roundtable. Arranged by subject. Volume on hand: 1 cubic foot.</p> <p>PERMANENT. Review annually and retire inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

 JOB NUMBER
 N1-220-96-7

 PAGE
 5 OF 6

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12.	Publications One copy each of annual reports, brochures, pamphlets, newsletters and any other published item produced by the Commission. Arranged chronologically. Volume on hand: .25 cubic feet. PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when the newest record is 2 years old.		
13.	National Association of Women's Business Advocates Correspondence, memoranda, printed material and other records related to the National Association of Women's Business Advocates. Arranged by subject. Volume on hand: .5 cubic feet. PERMANENT. Review annually and retire inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.		
14.	Women's Business Advocate of the Year Biographies, brochures, correspondence and memoranda related to the selection of the Women's Business Advocate of the Year Award. Arranged by subject. Volume on hand: .25 cubic foot. TEMPORARY. Review annually and destroy inactive files.		
15.	Videotapes a. Produced by NWBC Volume on hand: 4 video tapes. PERMANENT. Cut off annually. Transfer 1 professional quality copy and 1 reference copy of each video tape to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner. b. Produced by others Arranged chronologically. Volume on hand: 2 video tapes		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-220-96- 7PAGE
6 OF 6

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16.	<p>Photographs</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p> <p>Captioned black & white or color still photographs and accompanying negatives of Council members and activities. Arranged chronologically. Volume on hand: 3 inches.</p>		
17.	<p>Resource Book</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 10 years old, or when the Commission terminates, whichever is sooner.</p> <p>Compilation of Women Business Advocates and Demonstration Projects. Arranged by region. Volume on hand: less than .25 cubic feet.</p> <p>PERMANENT. Review annually and retire inactive files. Transfer inactive files to the National Archives in 5 year blocks when newest record is 2 years old, or when the Commission terminates, whichever is sooner.</p> <p>Note: Records already appraised as disposable under the General Records Schedules, as well as routine, fragmentary, nonarchival and nonrecord materials can be destroyed during archival processing.</p>		