REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			LEAVE BLA	NK (NARA	use only)
		JUL	N1-2	220-96- 7)
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DA	TE RÉCEIVED	15/96	
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY			
National Women's Business Council 2. MAJOR SUBDIVISION			In accordance v	with the prov	visions of 44
3. MINOR SUBDIVISION			U.S.C. 3303a tincluding amend for items that man not approved" or	he dispositi Iments, is app ay be marked	on request, proved except disposition
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DA			E UNITED STATES
Amy J. Millman	(202) 205-3850		10-96 0	Anw	! Cal
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for and that the records proposed for disposal or of this agency or will not be needed after the the General Accounting Office, under the proposed is not required; I is not required; DATE SIGNATURE OF AGENCY REPR	the attached 5 page retention periods spectrovisions of Title 8 of the ttached; or	e(s) a ified e G <i>A</i>	are not now n ; and that wr	needed for itten concu or Guidano	the business arrence from
7	7 10		9. GRS	OR OR	10. ACTION
7. ITEM 8. DESCRIPTION OF ITEM AND PAGE	POSED DISPOSITION		SUPERS JOB CITA	EDED	TAKEN (NARA USE ONLY)
National Women's Business Co	ouncil				
The National Women's Business Counce the Women's Business Ownership Act of to review the status of women business barriers facing them and make annual r the President and to Congress for const change. The Council is ongoing.	of 1988 (P.L. 100-533) owners, to identify the ecommendations to				
Meeting Transcripts					
Transcripts of Council meetings. Arra. Volume on hand: c. 2 cubic feet.	nged chronologically.				
PERMANENT. Cut off annually. Transcrives in 5 year blocks when newest or when the Council terminates, which	record is 2 years old,				

115-109

1.

NSN 7540-00-334-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

36 CF

	ALIEUT DE DECORDO DIODOGISTA ALIEUTO DISTA ALIEUTO DI CALIFICIA ALIEUTO		JOB NUMBER	PAGE
REC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATIO	N	N1-220-96- 7	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 GRS OR SUPERSEDED JOB CITATION	10.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.			
	. ,			

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	ON JOB NUMBER N1-220-96- 7	PAGE
7 1		9. GRS OR	3 _{OF} 6
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
6.	Press Conferences and Releases		
	Press releases and related records. Arranged chronologically. Volume on hand: .25 cubic feet.		
ļ	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.		
7.	State and Local Programs		
	a. State and Local Program Directories		
	State and local profiles including programs, services, contacts, mission, and history. Arranged by state. Volume on hand: 2 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.		
	b. State Files		
	Printed material, correspondence, lists, and memoranda providing background information for State and Local Program Directories. Arranged by state. Volume on hand: 1 cubic foot.		
	TEMPORARY. Review annually. Destroy inactive material.		
8.	Data Collection		
	a. Questionnaires		
	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.		
	PERMANENT. Transfer to the National Archives in 1996.		
			1

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	ON JOB NUMBER N1-220-96- 7	PAGE 4 OF 6
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	b. Pilot Study on Women Owned Businesses		
	1). Accepted Proposal and Final Report		
	PERMANENT. Transfer to the National Archives in 1996.		
	2). Rejected Proposals		
	TEMPORARY. Destroy when 3 years old.		
9.	Access to Capital		
	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.		
	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.		
10.	International Trade		
	Reports, brochures, correspondence and memoranda on financing options for women owned businesses and Economic Summit. Arranged by subject. Volume on hand: 1 cubic foot.		
	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.		
11.	Procurement		
	Reports, brochures, correspondence and memoranda on procurement options for women owned businesses and Procurement Roundtable. Arranged by subject. Volume on hand: 1 cubic foot.		
	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.		

DE	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATIO	JOB NUMBER	PAGE
<u> </u>	——————————————————————————————————————	141-220-90-	5 OF 6
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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		
115-2	······································	STANDARD FORM 1	15-A (REV. 3-91)

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	JOB NUMBER N1-220-96- 7	PAGE 6 OF 6
7.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA
NO.	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.	JOB CITATION	USE ONLY)
16.	Photographs		
	Captioned black & white or color still photographs and accompanying negatives of Council members and activities. Arranged chronologically. Volume on hand: 3 inches.		
	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.		
17.	Resource Book		
	Compilation of Women Business Advocates and Demonstration Projects. Arranged by region. Volume on hand: less than .25 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.		
	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.		