

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-220-96-13	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>8/7/97</b>	
1. FROM (Agency or establishment)  President's Committee on the Arts and the Humanities		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Mr. Kevin Casey	5. TELEPHONE  202-682-5409	DATE <b>8-25-97</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> 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, <div style="margin-top: 10px;"> <input type="checkbox"/> is not required;               <input type="checkbox"/> is attached; or               <input type="checkbox"/> has been requested.         </div>			
DATE <i>May 23, 1997</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Malcolm Richardson</i>	TITLE <i>Deputy Director</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	[Schedule Attached]		

SEP 10

MHR Copy to: Agency, NL  
NWDD  
NWDA

## PRESIDENT'S COMMITTEE ON THE ARTS AND HUMANITIES

The President's Committee on the Arts and Humanities (PCAH) was established by President Ronald Reagan with Executive Order 12367 of June 15, 1982, in accordance with the provisions of the Federal Advisory Committee Act (5 USC App.I). PCAH serves as an advisory committee to recommend ways of increasing public awareness in the arts and humanities and stimulate increased private sector giving to the arts and the humanities.

Committee membership consists of 13 ex-officio members and 30 or more private sector members appointed by the President including one member designated by the Majority Leader of the Senate and another by the Speaker of the House of Representatives. The President designates the Committee Chair from among the private sector members. All members serve concurrently with the President's term of office. PCAH receives administrative support and some funding from the National Endowment of the Arts (NEA) and the National Endowment of the Humanities (NEH), as well as from private sector sources.

1. **Predecessor Files.** President's Task Force on the Arts and Humanities, 1981. Contains lists of Task Force members and biographies; summaries of meetings held; transcript of August 16, 1981 meeting in Los Angeles; copy of the press release of the executive order creating the Task Force; memorandum of understanding concerning folk culture between Library of Congress, NEA, NEH, and Smithsonian Institution. Also includes chron correspondence files of the members. Arranged alphabetically by subject. Volume: .66 cubic feet.

Disposition: **Permanent.** Transfer to the National Archives upon approval of this schedule.

2. **Plenary Meeting Records.**

- 2.a. **Plenary Meeting Textual Records.** Contains transcripts of meetings, speeches, talking points, agenda, Chairman's Report to Members, summary of meetings, and correspondence. Arranged chronologically, there may be some gaps. Dates: 1982-present. Volume: 1.5 cubic feet. Annual accumulation: about 1.5 inches per year.

Disposition: **Permanent.** Cut off at end of calendar year following the Plenary Meeting. Transfer to the National Archives immediately after the end of the President's Administration or upon termination of PCAH, whichever is sooner.

**2.b. Plenary Meeting Audio Records.** Commercial quality audio cassette recordings of Plenary Meetings. Transcripts are kept with the textual records.

Disposition: **Temporary.** Cut off at end of calendar year following receipt of Plenary transcript. Destroy or delete upon verification of audio recording against verbatim transcript. (NOTE: Audio cassettes of Plenary meetings without transcripts are not authorized for destruction under this schedule item.)

**2.c. Color Photographs of Plenary Meetings.** Color photographs of Committee members attending Plenary meetings. They are kept in a non-archival photo album with no captions and are not identified in any way. The contractor has the rights to the negatives.

Disposition: **Temporary.** Cut off at end of calendar year in which the Plenary was held. Destroy at the end of the President's Administration or upon the termination of PCAH, whichever is sooner.

**2.d. Plenary Meeting Planning Files.** Contains copies of meeting materials mailed to members prior to the Plenary, agenda, copies of speeches and articles, background materials, PCAH staff memos, and drafts relating to organizing and preparing for Plenary meetings.

Disposition: **Temporary.** Cut off at end of calendar year following the Plenary Meeting. Destroy at the end of the President's Administration or upon termination of PCAH, whichever is sooner.

**3. Speech File.** Speeches and talking points of the PCAH Chair and Executive Director concerning PCAH and the status of the Arts and Humanities to art groups, businesses, and other organizations. May have gaps as not all Chairs or Directors make speeches. Arranged chronologically. Dates: 1994-Present. Volume: approximately 9 inches. Accumulation Rate: approximately 2 inches.

Disposition: **Permanent.** Cut off at end of calendar year in which the speech was made. Transfer to the National Archives at the end of the President's Administration or when no longer needed, whichever is sooner.

4. **Records of Working Groups and Task Forces.** Includes all project files concerning arts education, conservation forum, community arts council initiative, Fund for New American Plays Organization (joint project of the Kennedy Center and PCAH), Great Performances in the Library, L.A. Forum: National Committee to Save America's Cultural Collections, and Arts Economic Impact Reports in New Jersey. Contains files from Interagency Task Forces such as the National Information Infrastructure (NII) Task Force and participation in the President's Task Force (Council) on Private Sector Initiatives. Also PCAH Working Groups such as the Ad Hoc Working Group of the PCAH Status Reports, Cultural Tourism Working Group, New Philanthropy Working Group and the At Risk Youth Working Group.

- 4.a. **Working Papers.** Contains background materials, notes, forms, form letters, drafts of reports, reference publications or articles from volunteer programs and other private sector sources, outgoing thank you correspondence, and NEA and NEH reference materials.

Disposition: **Temporary.** Cut off at end of calendar year in which final report is completed. Destroy one year after cutoff or upon termination of PCAH, whichever is sooner.

- 4.b. **Record Copy Final Reports and Publications.** Contains record copy reports and studies, whether published or unpublished, such as "Intellectual Property Rights" (7/94), "Humanities and the Arts in the Information Highway" (9/94), "Private Funding of the Arts and Humanities: Summary of Statistics," "Effects of the Art Market on Institutions," "The Value of the Humanities," "Reflections on a Multicultural Society," "The Language of Civilization: The Vital Role of the Arts in Education," "Art for the Nation," "The Annual Report to the President," "Committee reports to the First Lady, and other publications, reports, guides, and brochures. These reports may be created within PCAH by staff members or by contractors with expertise in the subject area. The reports and publications contain recommendations for the Plenary to consider or explore a subject area in depth. Arranged chronologically. Dates: 1982-present. Volume: about .33 cubic feet. Accumulation rate: about .25 inches per year.

Disposition: **Permanent.** Cut off at end of calendar year in which the report or publication is finalized. Transfer to the National Archives immediately after cutoff. (NOTE: All record copy reports intermingled with the Working Papers must be separated from the temporary records.)

5. **International Cultural Forum of 1991 Files.** Subject files containing records of PCAH's International Cultural Program including record copies of PCAH sponsored conference materials including agendas, speakers list, and biographies; records of the International Cultural Advisory Group including a final report, meeting minutes, and budget; reports; correspondence; and funding files. Arranged alphabetically. Dates: 1990 to 1991. Volume: 3 cubic feet.

Disposition: **Permanent.** Transfer to the National Archives upon approval of this schedule.

6. **Correspondence.**

- 6.a. **Executive Director's Correspondence.** Contains incoming and outgoing correspondence such as letters, memos, and facsimile transmittals for Ellen Lovell (Executive Director, 1994 to 1997), Malcolm L. Richardson (Acting Executive Director, 1992-1993, 1997), and possibly for Diane Paton (Executive Director 1991-1992). Topics include proposals for projects by organizations, suggestions to Committee members, memos to Jane Alexander (NEA Chair) on issues central for PCAH to explore and for its continued existence, as well as some personal notes, resumes, and copies of local articles. Arranged chronologically.

Disposition: **Permanent.** Cut off at end of calendar year. Transfer to the National Archives at the end of the President's Administration or upon termination of PCAH, whichever is sooner.

- 6.b. **White House Correspondence.** Contains correspondence concerning the resignation and nomination of Committee members or potential members; recommendations for Committee membership; correspondence from the First Lady's Chief of Staff to PCAH; thank you letters; copies of proposed speeches to be made by the President; and reports to the First Lady by the Committee. Arranged chronologically. Dates: 1982-1992. Volume: .33 cubic feet.

Disposition: **Permanent.** Cut off at end of calendar year. Transfer to the National Archives at end of the President's Administration or upon the termination of PCAH, whichever is sooner.

**6.c. Deputy Executive Director's Correspondence Files.** Mr. Malcolm L. Richardson was Deputy Director of PCAH from 1991 to 1992 and became Acting Executive Director in 1993. This series contains his Working Papers. Contains copies of memos to the Executive Director (Diane Paton) summarizing the National Council on the Arts meeting and other matters; copy of testimony submitted to the Independent Commission Reviewing the NEA by Mr. Richard Mitterthal of the Conservation Company of New York, New York; copies of articles; summary of the American Council of Learned Societies meeting; copies of outgoing correspondence--thank you letters, to theater organizations, and requests for speakers, and a request to college to write a summary about the affect of the Christopher Columbus.

Disposition: **Temporary.** Cut off at end of calendar year. Destroy at the end of the President's Administration or upon the termination of PCAH, whichever is sooner.

**7. Members Files.** Contains press releases announcing White House nominations; some photographs of the members--mostly black and white and uncaptioned; contains correspondence dealing with administrative matters such as setting up meetings, copies of letters to and from PCAH members, and copies of official announcements to prominent corporations and foundations; member's biographical information; and copies of speeches. Arranged alphabetically by name. Dates: 1982 to present. Volume: about 3 cubic feet. Accumulation rate: about 2.5 inches per year.

Disposition: **Permanent.** Cut off at end of calendar year in which the President's Administration ends. Transfer to the National Archives immediately after cutoff or upon termination of PCAH, whichever is sooner.

**8. Administrative Files.**

**8.a. Organization Files.** A subject file arranged alphabetically containing unsolicited information about companies, corporation, and foundations in connection with their general involvement in the arts. Included are correspondence and copies of organizations' publications and articles.

Disposition: **Nonrecord Reference Material.** Review annually and destroy when no longer needed.

**8.b. Electronic Mail Messages.** Electronic mail messages of substantive content are printed into hardcopy and filed with the appropriate textual files.

Disposition: **Temporary.** Delete from the electronic mail system after copying to a recordkeeping system.

Duplicative, fragmentary, non-record materials, and records covered by the General Records Schedule may be disposed without further permission from the President's Committee on the Arts and the Humanities.