

Request for Records Disposition Authority

(See Instructions on reverse)

**To: National Archives and Records Administration (NIR)
Washington, DC 20408**

1. From: (Agency or establishment)

United States Commission on International Religious Freedom

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer

John G. Malcolm, General Counsel

5. Telephone (include area code)

202-523-3250

Leave Blank (NARA Use Only)

Job Number

148
N1-~~320~~-12-1

Date Received

11/10/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

Archivist of the United States

6 NOV 2012

6. Agency CertificationI 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 2 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:☒ is not required☐ is attached☐ has been requested

Signature of Agency Representative

Title

General Counsel, USCIRF

Date (mm/dd/yyyy)

11/9/2011

7. Item
Number

8. Description of Item and Proposed Disposition

9. GRS or
Superseded Job
Citation10. Action taken
(NARA Use Only)

See attached.

INACTIVE - ALL ITEMS SUPERSEDED

United States Commission on International Religious Freedom (USCIRF)

1. **Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including, but not limited to, records such as:**

Superseded by:

N1-148-15-2 / 1-10

DATE (MM/DD/YYYY):

12/17/2015

Original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components.

- Agendas, testimony, outcome notes, and transcripts of meetings and hearings.
- Reports, studies, news releases, and commissioners' speeches.
- Correspondence (paper and electronic), subject and other files maintained by key commission staff, such as all of the commissioners, the executive director, director of policy and research, director of communications, and general counsel, documenting the functions of the commission.
- Substantive records relating to research studies and other projects.
- Correspondence (paper and electronic), briefing books, hearing documents, agendas, appropriations reports and other records relating to substantive interactions with Congress and the Administration.
- Still photographs and slides of Commission members and staff, meetings, hearings, and other events.
- Final reports and recommendations presented to the President, the Congress, the Secretary of State, and other Federal and State officials.

PERMANENT: Transfer to the National Archives on termination of the Commission.

2. **Web site records:** electronic version of web site

PERMANENT: Transfer immediately to the University of North Texas affiliated archive upon termination of the Commission.

3. **Web site design, management, and technical operation records**

TEMPORARY: Destroy/delete when no longer needed.

4. **Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value:**

- Correspondence, reference, administrative, routine or working files of Commission staff (excluding files covered by Item 1).

#2 Superseded by:

N1-148-15-2 / 13

DATE (MM/DD/YYYY):

12/17/2015

#3 Superseded by:

N1-148-15-2 / 14

DATE (MM/DD/YYYY):

12/17/2015

#4 Superseded by:

N1-148-15-2 / 12

DATE (MM/DD/YYYY):

12/17/2015

INACTIVE - ALL ITEMS SUPERSEDED

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- ~~Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.~~

~~TEMPORARY: Destroy/delete when no longer needed.~~

5. ~~Audiovisual records of Commission meetings and hearings~~

- ~~Recordings of meetings made exclusively for note-taking or transcription.~~

~~TEMPORARY: Destroy immediately after use. (GRS 21, item 22)~~

INACTIVE - ALL ITEMS SUPERSEDED