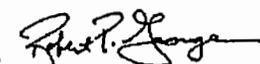


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|--|--|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br>N1-148-15-2  |   |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received  |   |
| 1 FROM (Agency or establishment)<br>U.S. Commission on International Religious Freedom   |  | NOTIFICATION TO AGENCY   |   |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |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<br>Thomas Kraemer  | 5. TELEPHONE NUMBER<br>202-523-3240  | DATE<br>17 Dec 15  | ARCHIVIST OF THE UNITED STATES<br> |
| 6. AGENCY CERTIFICATION<br>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>5</u> page(s) are not needed now for the business for 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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |   |
| DATE   | SIGNATURE OF AGENCY REPRESENTATIVE<br>Robert P. George   | TITLE<br>Chairman  |   |
| 7 ITEM NO.   | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)  |
|  | <b>RECORDS OF THE UNITED STATES COMMISSION ON INTERNATIONAL RELIGIOUS FREEDOM (USCIRF)</b><br><br>The United States Commission on International Religious Freedom is an independent bipartisan Federal government commission created by the International Religious Freedom Act of 1998. USCIRF commissioners are appointed by the President and the leadership of both political parties in the Senate and the House of Representatives. USCIRF's principal responsibilities are to review the facts and circumstances of violations of religious freedom internationally and to make policy recommendations to the President, the Secretary of State, and the Congress.<br><br>(see attached sheets) |  |   |

|    |  |               |  |
|----|--|---------------|--|
| 1. | <p><b>Files documenting the commission's establishment, membership, policy, organization, including the original charter, renewal and amended charters, organization charts, functional statements, directives and memorandums.</b></p> <p>Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.</p>  | N1-148-12-1/1 |  |
| 2. | <p><b>Records of the Chairman and Commissioners</b></p> <p>a. Official correspondence (paper and electronic) of the chairman and commission members with members of Congress, the White House, other Federal agencies, foreign and religious leaders.</p> <p>Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.</p> <p>b. Written copies of testimony before Congress by the chairman.</p> <p>Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.</p> <p>c. Speeches delivered by the chairman relating to commission activities, policies, actions, and decisions.</p> <p>Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.</p> | N1-148-12-1/1 |  |
| 3. | <p><b>Records of the Executive Director</b></p> <p>Official correspondence (paper and electronic) of the Executive Director with Congress, the White House, the State Department, the chairman, and commission members pertaining to commission</p>  | N1-148-12-1/1 |  |

activities, policies, decisions, trip reports, reauthorization, et cetera.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.

**4. Reports to Congress**

N1-148-12-1/1

Annual Reports to Congress and any additional reports produced at the request of Congress.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.

**5. Records of the Congressional Liaison**

N1-148-12-1/1

Correspondence (paper and electronic) between the Congressional Liaison and members of Congress on various issues.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.

**6. Meeting Files of the Commission**

N1-148-12-1/1

The files include transcripts of proceedings, briefing papers, and agendas.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.

**7. Records related to public meetings and forums with Congressional committees, religious organizations, et cetera**

N1-148-12-1/1

Final versions of meeting agendas, issue briefs, presentation slides, and transcripts.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives

immediately upon termination of the commission.

**8. Official Publications.**

Master set of publications produced by USCIRF. The files consist of a single copy of informational brochures, pamphlets, factsheets, special reports, perspectives, human rights documents, and other publications.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.

**9. News Releases**

N1-148-12-1/1

Files containing news releases issued by USCIRF. The files consist of master copies of all press statements or announcements issued by USCIRF that were prepared primarily for distribution to the news media.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives immediately upon termination of the commission.

**10. Still Photographs and Images.**

N1-148-12-1/1

Still photographs and images created, commissioned/acquired by USCIRF documenting events, formal speeches, and presentations.

a. Captioned analog photographic prints and negatives.

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of the schedule in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer.

b. Captioned color transparencies and slides.

Disposition: PERMANENT. Transfer to the

National Archives immediately upon approval of the schedule in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer.

c. Digital photographs

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of the schedule in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer.

Note: Any and all image-related metadata (e.g. captioning, indexing, assignment logs, electronic or hard copy form) should be transferred to the National Archives along with corresponding block of digital photographs.

d. Routine and uncaptioned photographs.

Still photographs that are (1) uncaptioned (2) document routine or internal events having short-term value, or (3) created for the purpose of selecting the best quality images necessary to document the subject but not selected as a record copy under Items 10a, 10b, or 10c above.

Disposition: TEMPORARY. Destroy when no longer needed for commission business.

**11. Counsel to the Commission**

- a. Routine internal correspondence, reports, notations, authorizations, and other records of an administrative nature.

Disposition: TEMPORARY. Destroy when no longer needed for commission business.

- b. Historically-significant litigation case files and legal opinions related to cases that:  
(1) established an important legal precedent, (2) involved high public interest and/or media attention, (3) resulted in court decisions that significantly interpret statutes and

regulations, (4) involved large classes of people, and (5) resulted in Congressional inquiry.

Disposition: PERMANENT. Transfer to the National Archives immediately upon termination of the commission.

**12. General Program Correspondence** N1-148-12-1/4

Files consist of general correspondence created or received regarding routine program issues such as letters to the public.

Disposition: TEMPORARY. Destroy when 3 years old or when no longer needed for reference or administrative use, whichever comes sooner.

**13. USCIRF Website** N1-148-12-1/2

Electronic version of website.

Disposition: PERMANENT. Transfer immediately to the University of North Texas affiliated archives immediately upon approval of the commission.

**14. Website design, management, and technical operation records** N1-148-12-1/3

Disposition: TEMPORARY. Destroy/Delete when no longer needed.