

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-07-1	
To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 6-12-2007	
1 FROM (Agency or establishment) National Park Service		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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Grimes	5 TELEPHONE (202)354-1908	DATE 6/12/07	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION 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 2 pages 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 11-26-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael A. Grimes</i>	TITLE NPS Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Lowell Historic Preservation Commission

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| 1. | <u>Publications, Bulletins, Newsletters and Reports and Related Records.</u> 8 inches
Newsletters, activity and annual reports, brochures, bulletins, briefing papers, project reports and related records, issued variously from 1978-95, documenting Commission activities, its relation to the Park, and how it presented itself to the public and to higher authorities, including the transition of some of its work from Commission to the National Park Service.

<u>Permanent.</u> Transfer to NARA upon approval of this schedule. | | |
| 2. | <u>Minutes of Commission Meetings, 1978-95, ca. 4 cu. ft.</u>
Minutes and agendas of planning meetings, monthly meetings, committee meetings, special meetings, and the like, documenting ongoing activities of the Commission.

<u>Permanent.</u> Transfer to NARA upon approval of this schedule. | | |

Le 6/15/08 copies sent to agency, NR, NIDMW, & NIDMC

3. Planning Process Records and SOPs, 3 in. Records created at various points from 1978-95 outlining commission procedures and documenting the planning process for the preservation and development of the historic, cultural, and architectural resources of Lowell.
- Permanent. Transfer to NARA upon approval of this schedule.
4. Clipping Files, 1.5 cu. ft. Newspaper, magazine, and journal clippings, dating variously from 1978-95, documenting work of the LHPC as seen by local, state and national news media, as well as selected journals relating to historical preservation activities. Clippings show importance of LHPC work on local level, as well as its significance on the national level, where it was seen as a model for other cities.
- Permanent. Transfer to NARA upon approval of this schedule.
5. Grant Files, 1978-95, ca. 14 cu.ft. Documentation of LHPC cultural and preservation grants provided to both public and private sector activities to encourage the preservation, restoration, and development of the historic, cultural, and architectural resources of Lowell.
- Temporary. Cut off when no longer needed by NPS to respond to grantee, or the public, or for reference purposes. Destroy one year after cut-off.
6. Audiovisual Records, 1978 – 95, ca. 15 cu.ft. Photographs, slides, posters, and similar records documenting the activities of the Commission and the Park Service. Subjects include public and private sector building rehabilitation, canals, mills, public art, and related matters. Includes large number of historical photographs pre-dating existence of Commission. These non-electronic cultural resource materials records are used by for interpretative and educational activities.
- Permanent. Cut off when no longer needed for interpretative and educational activities. Transfer to NARA one year after cut-off.
7. Drawings, Maps, Plans and Related Records, 1978-95, ca. 25 cu.ft. Maps, drawings, specifications, plans, right-of-way maps, and the like, relating to NPS properties, private development projects, rehabilitation of private sector, canal surveys, trolley projects and other work. Included are materials relating to mills, canals, private structures, locks, roadways, trail signage, easements, and similar projects. These paper records have ongoing use by NPS to document and care for NPS structures and those within park boundaries, to maintain canals and locks, and to respond to needs of city, state, and private sector.
- Temporary. Cut off when no longer needed to document and care for NPS structures and those within park boundaries, to maintain canals and locks, or to respond to needs of city, state, and private sector. Destroy one year after cut-off.