

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-220-00-7</i>
1. FROM (Agency or establishment)		DATE RECEIVED	<i>9/13/00</i>
National Drought Policy Commission		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 "withdraw" in column 10.	
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	<i>4-17-01</i>	<i>John W. Paul</i>
Leona Dittus	(202)720-3168		

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 3 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; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>9/7/00</i>	<i>Leona Dittus</i>	Executive Director

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The National Drought Policy Commission was established by the National Drought Policy Act of 1998 (Public Law 105-199), by the 105th Congress of the United States, to provide advice and recommendations on the creation of an integrated, coordinated Federal policy designed to prepare for and respond to serious drought emergencies. The Commission conducted a thorough study of all Federal, State, local, tribal and regional drought laws and programs to determine what needs exist during drought, what assistance is available and what needs are unmet. Nine meetings and seven public hearings were held across the country to obtain public comments. The Commission submitted a report of findings, conclusions and recommendations to the President and Congress on May 16, 2000. The Commission terminates on August 14, 2000.		

8/14/01 sent to [unclear]

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Meeting and Hearing Files.</p> <p>a. Site Meeting Files. Agenda, minutes, invited speakers, transcript of testimony, written public comments, handouts, record copy of audiovisual presentations, and reports of public meetings and closed sessions held by the Commission. Arranged chronologically by meeting and hearing. Volume: 10 cubic feet. Permanent. Transfer to the National Archives and Records Administration upon termination of the Commission.</p> <p>b. Briefing Books. Binder notebooks of briefing material and other information transmitted to members prior to meetings. Arranged chronologically by meeting. Volume: 2 cubic feet. Permanent. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		
2.	<p>Correspondence Files. Incoming and outgoing correspondence. Arranged chronologically. Volume: 2 cubic feet. Permanent. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		
3.	<p>Subject Files.</p> <p>a. National Drought Policy Act of 1998, National Drought Policy Commission charter, internal operating rules and biographies of Commission members. Arranged alphabetically by subject. Volume: 3 cubic feet. Permanent. Transfer to the National Archives and Records Administration upon termination of the Commission.</p> <p>b. Reference material and other records not used by the Commission in decision making process. Temporary. Destroy upon termination of the Commission.</p>		
4.	<p>Subcommittee Files. Agendas, minutes, audiotapes, transcripts, handouts, reports and related information of Subcommittee public session meetings held by the Commission. Arranged alphabetically by name of subcommittee and then chronologically. Volume: 4 cubic feet. Permanent. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5.	<p>Publications. One copy each of final report, research reports, staff reports, press releases, fact sheet, comments and any other publications prepared by the Commission. Arranged alphabetically by subject and then chronologically. Volume: 4 cubic feet. Permanent. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		
6.	<p>Staff Files. Background information, reference materials non-aggregate reference data and related records not transmitted to Commissioners for decision making purposes. Temporary. Destroy upon termination of the Commission.</p>		
7.	<p>Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Temporary. Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Temporary. Destroy/delete when dissemination, revision, or updating is completed.</p>		