

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-220-02-27</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>SEP 24 2002</b>	
1. FROM (Agency or establishment) US National Commission on Libraries and Information Science (NCLIS) 1110 Vermont Avenue, Suite 820 Washington, DC 20005-3552		<b>NOTIFICATION TO AGENCY</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 NCLIS Library Statistics Program			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kim Miller	5. TELEPHONE NUMBER 202-606-9200	DATE <b>3-6-03</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <u>1</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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>7/5/02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Special Assistant - technical</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Program materials for the NCLIS Library Statistics Cooperative Program State Library Agency Survey (1988-2001)  One copy each of meeting correspondence, meeting materials, agendas, steering committee meeting minutes, and general program material. Inventory attached.  Volume .75 cubic feet  <u>PERMANENT</u> . Transfer to the National Archives upon approval of this schedule.		
2.	<i>See next page</i>		

cc: to Agency, NWCTC, NARA, *del 3/12/03*

**Program materials for the NCLIS Library Statistics Cooperative Program State Library Agency (StLA) Survey (1988-2001)**

Chronological

Box 1

1. General survey information 1988
2. State Library Agency (StLA) Survey meeting 12/18/92
3. General survey information 1993
4. General survey information 1994
5. State Library Agency (StLA) Survey meeting 9/17/96
6. State Library Agency (StLA) Survey meeting 9/10-11/97
7. State Library Agency (StLA) Survey meeting 2/19-20/98
8. State Library Agency (StLA) Survey meeting 9/23-24/98
9. State Library Agency (StLA) Survey meeting 3/24-25/99
10. State Library Agency (StLA) Survey meeting 9/22-23/99
11. State Library Agency (StLA) Survey meeting 3/25/00
12. State Library Agency (StLA) Survey meeting 12/6-7/00
13. State Library Agency (StLA) Survey meeting 3/28/01
14. State Library Agency (StLA) Survey meeting 12/5-6/01

**2. Electronic Mail and Word Processing Records**

- 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.

DELETE within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DELETE when dissemination, revision, or updating is complete.