

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-220-04-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/3/04</i>	
1. FROM (Agency or establishment) US National Commission on Libraries and Information Science		NOTIFICATION TO AGENCY	
1110 Vermont Ave. # 820, Washington, DC 20005		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Budget and Finance			
3. MINOR SUBDIVISION			
NAME OF PERSON WITH WHOM TO CONFER Kim Miller		2. TELEPHONE NUMBER 202-606-9200	DATE <i>12-8-04</i>
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
4. 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>2</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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/29/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>km</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p align="center">NCLIS Budget Files</p> <p>1. <u>NCLIS Annual Budget</u>. Includes correspondence, copies of emails, faxes, Congressional and OMB correspondence. Also includes subject files documenting budget policy, approvals, copies of legislation, budget markups, presentations by Executive Directors and Commission Chairs, appeals, letters of support, working notes, and procedures that reflect Commission policy decisions affecting programs and expenditures. Budget estimates and justifications. Arranged by House, Senate, OMB and additional folders for appeals and letters of support. (1982 - 1999) Cubic Feet: 5</p> <p>PERMANENT. Cut off at the end of the fiscal year. Transfer to NARA in 5 year blocks.</p>		

SA 10/15/04 copies sent to agency, 11/12/04

2. Budget Reports Files. Includes reports produced internally within NCLIS and by the Department of Education, under an administrative agreement.

TEMPORARY. GRS. 5.3

Periodic reports on the status of appropriation accounts and apportionment.

- a. Annual report. Cut off at end of fiscal year. Delete/Destroy 5 years after cut off.
- b. All other reports. Cut off at end of fiscal year. Delete/Destroy 3 years after cut off.

3. Budget Apportionment and Allotment Files. Includes apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation; correspondence; and working notes.

TEMPORARY. Cut off at end of fiscal year. Delete/Destroy 2 years after Cut off. GRS 5.4

4. 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.

TEMPORARY. GRS 5.5

- 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.

Destroy/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.

Destroy/delete when dissemination, revision, or updating is completed.

- c. Copies used for reference and development of agency history.

Destroy/delete when no longer needed for reference.

5. Electronic Spreadsheet Data. Electronic copies of records that are created on spreadsheets and used solely for the recordkeeping copy to track information created by other record items in this schedule. Reports generated by these databases are printed and included in other items of this schedule.

TEMPORARY. Cut off at end of fiscal year. Destroy/delete 2 years after cut off.

JUSTIFICATION FOR PERMANENT RETENTION

For over 30 years, NCLIS has been and is an independent Commission that provides advice to the President, Congress and other entities regarding the library and information needs of the American public. NCLIS conducts analyses, studies, surveys, holds hearings, appraises adequacies and deficiencies, issues publications, tracks and responds to related legislation. The Librarian of Congress and Director of IMLS are both members along with 14 others. Until the United States recently rejoined UNESCO, NCLIS was also the main conduit for representing the United States at international library activities. As an example of

topics covered by the Commission for Congress and the White House, NCLIS has managed two White House conferences on libraries, held hearings and developed reports on children and the internet, access by American Natives, seniors, people living in rural areas, and people with disabilities; global literacy, assessments of information dissemination; potential closure of NTIS, and most recently a briefing on the public library in communicating to citizens about disasters. NCLIS also provided input to the reauthorization of the Library Services and Technology Act and manages the Network for Collection of Educational Statistics. As a result, we believe that our budget files, listed in Item 1 of this schedule, which contain funding proposals, legislative proposals, presentations to Congress and OMB, and support by various national and international personages, the public and interested groups, represent an overview of the government's funding, emphasis, and efforts in national library management and therefore should be preserved.