

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-220-04-7</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 White House Conference on Libraries and Information Services (WHCLIS II)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kim Miller	5. TELEPHONE NUMBER 202-606-9200	DATE <i>12-8-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5. 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>4</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>[Signature]</i>		TITLE <i>Special Assistant - Technical</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <i>[Handwritten mark]</i> White House Conference on Libraries and Information Sciences George H. W. Bush Administration 1989-1992 SEE ATTACHED SHEET(S)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

2nd 12/15/04 copy of 202-606-9200

**US National Commission on Libraries and Information Science (NCLIS)
Second White House Conference on Libraries
and Information Services (WHCLIS II)
George H. W. Bush Administration
1989-1992**

NCLIS was responsible for formulating and orchestrating a second conference to follow on from the first White House conference held in 1979. This conference involved all states and territories and various federal agencies and associations. From the first conference came 64 recommendations, of which 55 had been implemented by 1989. Thus a second conference was developed to evaluate progress and to identify new themes and actions needed to enhance American libraries, literacy, education and the library services for Native Americans.

1. Subject Files. Contains administrative and program materials relating to planning and presentation of WHCLIS II. Arranged alphabetically by subject. 1989-1992

a. Administrative Files. Includes documents relating to budget and finance, general administrative matters, travel, contracts, donations, GAO and outside audit reports, meeting arrangements, administrative guidelines, mailing lists, printing, and general correspondence. Includes subsequent conference audit from 1995.

(1) Recordkeeping Copy

TEMPORARY. Cut off at end of conference. Delete/destroy 7 years after cut off and approval of all audits, whichever is later.

(2) Fax and Word Processing Records.

TEMPORARY. Delete/destroy after printout and filing in recordkeeping copy.

b. Program Files. Includes documents relating to the planning and conduct of the conference, themes and topics, such as conference charter, discussion papers, timelines, task forces, committee reports, advisory committees, agenda, correspondence, state guidelines, state conferences, Presidential statement, NCLIS Executive Director Reports, speeches, guidelines, agency reports, motions and resolutions, press releases, working papers, legal opinions, state programs, legislation, pre-conference advisory committees, Native Americans, final report, letters of appreciation, information packets, interagency task force.. Vol. 6 cubic feet.

(1) Recordkeeping Copy (paper)

PERMANENT. Transfer to the National Archives upon approval of this schedule.

(2) Fax and Word Processing Records.

TEMPORARY. Delete/destroy after printout and filing in recordkeeping copy.

- 2. Delegate Information Material (briefing materials copied to microfiche).** This is a duplicate of some materials held in Program File.

TEMPORARY. Offer to Univ. of Michigan, Harlan Hatcher Memorial Library upon approval of this schedule.

- 3. Audio Tapes of meetings and teleconferences related to conference planning.** Cassettes of conference including keynoters, opening ceremony, dinner, closing banquet, Great Debate, Marilyn Quayle, luncheon, Newt Gingrich, Lamar Alexander, William Esrey, Deborah Katz, Paul Simon and others:

- a. WHCLIS (12 audio cassettes), 7/9-13/91

PERMANENT. Transfer to the National Archives upon approval of this schedule..

- 4. Video Tapes (VHS format):** Videos of and related to NCLIS programs, program promotion, and conferences. Formats include VHS, Beta, and OS cassette. Titles/subjects include:

- a. *"To Read; To Think; To Grow"* produced for WHCLIS II by the American Library Association, ND.
- b. WHCLIS, ND, 2 VHS (59:48 and 99:05)
- c. WHCLIS Show, ND, credits or music. Beta.
- d. *Meeting tapes* (2 tapes totaling 3 hours, 23 minutes), ND
- e. "Bringing Information to the People," Nov 1979.
- f. "Building Partnerships for our Future", August 12, 1985, University of Pennsylvania version #2, 4 VHS
- g. *"Library and Information Services for the 21st Century"* (1991) produced by NCLIS.
- h. "Library Essay" MacNeil/Lehrer News Hour, July 1, 1991.
- i. WHCLIS, 1991, Dec 10, 1991, College of Dupage TV Services 2:30.00, 2 VHS.

PERMANENT. Transfer to the National Archives upon approval of this schedule.

5 State Plans. Includes a copy of proposals and presentations relating to how each state manages its libraries, including 5 year plans and budgets.

TEMPORARY. Cut off after conclusion of conference. Delete/destroy 5 years cut off or when state plan is updated, whichever comes first.

6. Poster. WHCLIS II conference poster and photo negative.

PERMANENT. Transfer 1 copy and negative of the poster to the National Archives upon approval of this schedule.

7. Photos. Includes various 3 x 5" and 5 x 7" b/w and color photos and contact sheets of state advisory committees, conference attendees, joint congressional hearing, and photos of First Lady Barbara Bush and President George H. W. Bush.

a. Representative collection of photos.

PERMANENT. In cooperation with NARA select a group of photos that are representative of the conference and transfer to the National Archives upon approval of this schedule. Vol.. approximately 100.

b. Other photos.

TEMPORARY. When no longer needed for reference, transfer remainder of photos to the Univ. of Michigan, Harlan Hatcher Memorial Library.

8. Joint Congressional Hearing. Includes working file and copy of Education and Labor Serial No. 102-59 on the Joint Committee Hearing, 1991 relating to the conference.

PERMANENT. Transfer to National Archives upon approval of this schedule. Vol. <1
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9. Post Conference Open Forum Files. Includes documents related to conference planning, papers presented at the Forum, and policies and positions for implementation of agreed to activities from the Conference, itself.

PERMANENT. Transfer to National Archives upon approval of this schedule. Volume: 1 cubic. Ft.

10. 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.