

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-07-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/02/06</i>	
1. FROM (Agency or establishment) National Commission on Libraries and Information Science 1800 M St. #350 North Tower Washington, DC 20036		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Executive Director			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Madeleine McCain	5. TELEPHONE NUMBER 202-606-9200	DATE <i>11/5/07</i>	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 9 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>9/27/2006</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>Madeleine C. McCain</b>		TITLE <b>Director of Operations</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	NCLIS Audiovisual Files  SEE ATTACHED SHEET(S)		
<i>11/6/07 copies sent to Agency, NWD, NWCS, NWM</i>			

**Records Schedule**  
**National Commission on Libraries and Information Science**

**Audiovisual Records**

~~1. Digital and analog photographs of routine award ceremonies, social events, and activities not related to the mission of the agency. **TEMPORARY**. Destroy/delete when 1 year old. (GRS 21.1)~~

2. Digital and analog photographs documenting routine daily activities related to the mission of the Agency, such as photographs of presentations by agency staff, photographs taken at retreats for agency management, group photographs of commissioners, etc., which are not covered by other scheduled items. **TEMPORARY**. Cut off one month after related activity and distribution to involved parties. Destroy/delete 3 years after cutoff.

3. Photographs documenting historically significant activities related to the mission of the agency but not covered in other schedules, such as meetings with state agencies, international meetings, forums that originated from major conferences, Congressional presentations, and official photos of Presidentially-appointed commissioners.

a. Printed black and white and color copies, and contact sheets. (Volume: approximately 3 cubic feet. Date range: 1972 to 2007. **PERMANENT**. Cut off at the end of event. Transfer to NARA immediately.

b. Digital copies, with any accompanying system documentation and any electronic finding aid for digital images. **PERMANENT**. Transfer to NARA before agency ceases to exist in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer.

~~4. Routine Artwork for Handbills, Flyers, Posters, Letterhead, and other Graphics. **TEMPORARY**. Media: Digital. Erase/destroy when no longer needed for publication or reprinting (GRS 21.6)~~

~~5. Recordings of Meetings Made Exclusively for Note Taking or Transcription, but not involving the Direct Mission of NCLIS. Examples are notes from NCES, COSLA and other joint meetings **TEMPORARY**. Cut off after transcription is approved and distributed. Destroy immediately after use. (GRS 21.22)~~

6. Recordings of Commission Meetings Made Exclusively for Transcription, and involving the Direct Mission of NCLIS. Examples include periodic commission meetings and meetings associated with hearings. **TEMPORARY**. Cut off after transcription is approved and paper version is distributed. Destroy immediately after use.

7. Posters. Copy of official posters related to anniversaries and special conferences. Volume: 2 posters. **PERMANENT**. Cut off when no longer needed for publication. Transfer two copies of each poster to NARA immediately.