

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-10-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/26/2010</i>	
1 FROM (Agency or establishment)  Abraham Lincoln Bicentennial 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Eileen Mackevich, Executive Director	5 TELEPHONE NUMBER  202-707-6998	DATE  <i>3 Sept 2010</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 ___ 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 <i>4/20/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Eileen R Mackevich</i>		TITLE <i>Executive Director</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please See Attached		

## **Abraham Lincoln Bicentennial Commission**

The Abraham Lincoln Bicentennial Commission (ALBC) was established by Congress in 2000 to plan the national observance of the 200th anniversary of Abraham Lincoln's birth in 2009. The fourteen members of the ALBC were appointed by the President, the Senate and the House of Representatives following the passage of the Abraham Lincoln Bicentennial Commission Act in 2000 (Public Law No: 106-173).

The Commission members were chosen based on their knowledge and study of President Lincoln and their dedication to educating others about Lincoln and that time in our history. The Commissioners focused on informing the public about the impact Abraham Lincoln had on the development of our nation and finding ways to honor his accomplishments. Through its own actions or those which it endorsed, the ALBC encouraged public participation and attendance at bicentennial activities across the country. The ALBC ceased operation on April 30, 2010. The Abraham Lincoln Bicentennial Commission Foundation will maintain and expand the ALBC website, develop educational materials and continue various outreach activities.

### **1. Commission Records**

Files include Commission member biographies, a photographic print of Commission members with President George W. Bush c. 2002-2003 and photographic prints of individual member portraits.

PERMANENT. Transfer to the National Archives on termination of the Commission.

### **2. Advisory Committee Records**

The Advisory Committee was composed of historians, film makers, civic leaders and individuals the ALBC felt would be beneficial to and have a stake in the project. The files are arranged alphabetically by advisors' last names and include letters of invite from the Commission to potential advisors, acceptance/denial replies, advisor biographies and related information. Also included are Committee meeting minutes and event pre-planning information.

PERMANENT. Transfer to the National Archives on termination of the Commission.

### **3. Executive Director Correspondence**

Includes incoming and outgoing correspondence between Executive Director, Commission members and other stakeholders. All correspondence is at the Executive Director level and consists of both paper and electronic files.

PERMANENT. Transfer to the National Archives on termination of the Commission.

#### **4. Background Research Materials**

These materials consist of information used in planning events. Also included are supporting materials from other sources and reference materials. The information in these files may be found elsewhere.

TEMPORARY. Destroy when 3 years old.

#### **5. Commission Meeting Minutes**

The Commission met quarterly in person and via phone. Commission files are arranged by date with separate binders for each meeting. The binders include the agenda, supporting materials, budget information, committee reports and endorsement applications. There is also a central binder inclusive of all meeting minutes.

PERMANENT. Transfer to the National Archives on termination of the Commission.

#### **6. Committee Meeting Minutes**

These files document the activities of the Education, Public Participation (later Public Programs), Public Awareness (later Communications Committee), Legacy committees. These committees developed, planned and endorsed events. Files include agendas, meeting minutes and committee handouts

PERMANENT. Transfer to the National Archives on termination of the Commission.

#### **7. Endorsements**

Records in these files include the applications submitted by organizations seeking ALBC endorsement for events as well as files documenting the actions taken by the ALBC on submitted applications and any supporting materials. The files are arranged alphabetically by organization and applications categorized as Endorsed, Not Endorsed or Inactive.

PERMANENT. Transfer to the National Archives on termination of the Commission.

#### **8. Financial Files**

These files cover appropriated funds and gift funds and include general housekeeping records and accounting reports.

TEMPORARY. Destroy when 7 years old.

#### **9. Fundraising Records**

Records include proposals, prospect lists and correspondence relating to the ALBC's fundraising efforts.

TEMPORARY. Destroy when 3 years old.

#### **10. Governors' Council Records**

The governor of each state was invited to appoint a state liaison to the Commission. The Governors' Council was comprised of these liaisons. These multimedia files are arranged alphabetically by state and include letters of invite, liaison biographies, meeting minutes and information on state planned events.

PERMANENT. Transfer to the National Archives on termination of the Commission.

#### **11. Licensing Records**

The ALBC granted permission for the use of their logo. These files consist of the legal contracts granting permission for use of the logo. No further permission for logo use will be given after Commission terminates.

TEMPORARY. Destroy when 3 years old.

#### **12. Program Files**

(a) These files document the following programs and their activities: Education, Public Programs and Communications. Each program is arranged separately. Program files include publications, press releases, posters, event invitations and other materials relating to the actual event. The Education program files include the records of the Education Commissioner as well.

PERMANENT. Transfer to the National Archives on termination of the Commission.

(b) Background records including reference materials and logistical information related to the event such as vendor contracts.

TEMPORARY. Destroy when 3 years old.

#### **13. Reports to Congress**

Interim Reports from 2004 and a final report due in 2010.

PERMANENT. Transfer to the National Archives on termination of the Commission.

#### **14. Website**

**(a)** Electronic version of web site.

PERMANENT. The website will be transferred to the University of North Texas (UNT) upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006 (<http://www.archives.gov/press/press-releases/2006/nr06-99.html>).

**(b)** Website design, management and operation records.

TEMPORARY. Destroy/delete on termination of commission or when no longer needed.

#### **15. Digital Photo and Video files**

The records consist of digital images and video recordings on DVDs organized by ALBC event that were taken between 2002 and 2010. Also included are digital portraits of commissioners.

PERMANENT. Transfer to the National Archives on termination of the Commission.