

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

N1-220-91-6

DATE RECEIVED

11-30-91

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION
President's Commission on Executive Exchange

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

11/26/91

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE

7/24/91

C SIGNATURE OF AGENCY REPRESENTATIVE

Muriel Jo Clear

D TITLE

Special Assistant to the Deputy Director, OPM

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
*(NARS USE
ONLY)*

See attached listing

Copies sent to NL, NN-W, NNS, NNT 12/5/91

to agency 12/24/91

1. **Executive Files.** Records maintained on individual participants in the exchange program. Files include the nomination form, biographical form, interview records and facilitative correspondence and memoranda. Volume is approximately 18 cubic feet; arrangement is by year(s), and alphabetical by name of individual thereunder. Dates are 1970 to the present.
Disposition: Temporary. Destroy when 7 years old.
2. **Rejections and withdrawals.** Files maintained on nominees for the program who were not accepted or who were subsequently unable to participate. Documentation is analogous to item 1. Volume is four cubic feet, arranged alphabetically within the year(s). Dates are 1980 to the present.
Disposition: Temporary. Destroy when 7 years old.
3. **Financial files.** Vouchers, contracts, invoices, purchase orders, requisitions, and related correspondence and memoranda for program and administrative functions of the agency. Volume is approximately 6 cubic feet; arrangement is by year, and roughly by subject thereunder. Dates are approximately 1985 to the present.
Disposition: Temporary. Destroy when 7 years old.
4. **Minutes of and briefing materials for Commissioners' meetings.**
Official transcripts of Commission meetings, program briefing materials prepared for the meetings, and a very small amount of correspondence. Volume is approximately 6.5 cubic feet; arrangement is roughly chronological. Dates are approximately 1969-88.
Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule.
5. **Commissioners' files.** Records maintained on individual commissioners, including the oath of office and facilitative correspondence and memoranda. Volume is approximately .5 cubic feet; arrangement is roughly alphabetical by individual. Dates are approximately 1969-80.
Disposition: Temporary. Destroy upon approval of this schedule.
6. **Manuals and reports.** Operating manuals, proposals for the program, and reports and evaluations. Volume is roughly .5 cubic feet, unarranged. Dates are approximately 1968-73.
Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule.
7. **Congressional material.** Records relating to congressional investigations concerning allegations of conflict of interest. Included are correspondence, memoranda, drafts and transcripts of statements and hearings, majority and

minority reports, news releases and other documentation. Volume is approximately 1.5 cubic feet, arranged roughly by subject. Dates are mid-1970s.

Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule. Routine, facilitative and duplicate material may be screened and destroyed during archival processing.

8. **International seminar files - staff binders.** Records (individual binders) maintained on overseas visits. Documentation includes guest lists, talking points, draft itineraries, background information on traveling and the sites to be visited, facilitative correspondence and memoranda, and evaluations. Volume is approximately 3 cubic feet, unarranged. Dates are approximately 1984 to the present.
Disposition: Temporary. Destroy when 7 years old.
9. **Orientation/public policy seminar files - participants' binders.** Documents provided to program participants for the initial program seminar (the name changed in the early 1980s). Information includes a list of the Commission members, biographical data on participants, the schedule, lists of speakers, and some description of the balance of the year-long program. Volume is approximately one cubic foot, arranged in rough chronological order. Dates are approximately 1975-87.
Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule.
10. **Public policy seminar files - staff binders.** Material accumulated by the responsible staff member in arranging the seminars. Documentation includes draft schedules and agendas, facilitative correspondence and memoranda (hotels, caterers, invitations and thank yous to speakers, etc.), background information and participant evaluations. Volume is approximately one cubic foot, unarranged. Dates are approximately 1984 to the present.
Disposition: Temporary. Destroy when 7 years old.
11. **Business/government seminar files - staff binders.** Material accumulated in arranging the business seminar held in conjunction with Harvard University. Documentation is analogous to item 10, with the addition of background material provided by the University. Volume is approximately one cubic foot, unarranged. Dates are approximately 1984 to the present.
Disposition: Temporary. Destroy when 7 years old.
12. **Year-end seminar files - staff binders.** Material accumulated in arranging the participants' final seminar. Documentation, arrangement, volume and dates are analogous to item 10.
Disposition: Temporary. Destroy when 7 years old.

13. **Speakers' files.** The Executive Exchange program included a weekly talk by a prominent individual. Documentation accumulated in arranging this program is similar to that in the seminar files; no transcripts of the talks are included. Volume is approximately one cubic foot, arranged chronologically. Dates are 1984-90.
Disposition: Temporary. Destroy when 7 years old.
14. **Agency files.** Facilitative correspondence soliciting participation, discussing potential or actual participants, providing information and documenting similar facilitative matters. Volume is 1.5 cubic feet; arrangement is alphabetical by name of Federal agency or component thereof. Dates are 1978 to the present.
Disposition: Temporary. Destroy when 7 years old.
15. **Company files.** Records analogous to item 14, maintained on private sector firms. Volume is 2.5 cubic feet, arranged alphabetically by name of company. Dates are 1978 to the present.
Disposition: Temporary. Destroy when 7 years old.
16. **Exchange program files.** Correspondence, memoranda, questionnaires, printouts and other records used to track individuals' paperwork and also to document placement, alumni evaluation, and other facilitative aspects of the program. Also includes biographical material on participants. Volume is approximately 4 cubic feet, unarranged. Dates are 1975 to the present.
Disposition: Temporary. Destroy when 7 years old.

AUDIOVISUAL RECORDS

17. **Videotapes.** Records created to publicize and promote the executive exchange program, and also to document a 1987 alumni meeting. Formats are (respectively) 1/2 and 3/4 inch VHS and BCT 20K Betacam. Volume is approximately 3 cubic feet.
Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule. Duplicate and non-record material may be screened and destroyed during archival processing.
18. **Audiotapes.** Sound recordings of official Commission meetings. Dates are 1970s; volume is negligible.
Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule. Duplicate and non-record material may be screened and destroyed during archival processing.
19. **Commission photographs.** One album of captioned and labeled black-and-white photographs of members of the Commission. Dates are early 1980s; volume is negligible.

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

20. **Additional photographic records.** Albums of color prints, envelopes of color prints and negatives, black-and-white contact sheets and negatives, and binders of color slides. No captions, other than generic labels on a binder (X trip or X luncheon), and very few dates. The majority of the slides are copyright. Volume is approximately 3 cubic feet.
Disposition: Temporary. Destroy upon approval of this schedule.

ELECTRONIC RECORDS

21. **Alumni database.** Name, address and agency to which the individual was assigned. Coverage is complete for the program.
Disposition: Temporary. Delete upon approval of this schedule.
22. **Agency database.** 1991 list of contacts (name, address, telephone number) at participating Federal agencies.
Disposition: Temporary. Delete upon approval of this schedule.
23. **Recruit database.** Private sector information equivalent to item 22.
Disposition: Temporary. Delete upon approval of this schedule.
24. **InfoRqst database.** 1991 list of individuals who contacted PCEE regarding the program (name, address, telephone number).
Disposition: Temporary. Delete upon approval of this schedule.
25. **PR (public affairs contacts) database.** 1990 list of individuals who handle publicity and promotion (name, address, telephone number).
Disposition: Temporary. Delete upon approval of this schedule.
26. **Speakers database.** List of speakers who have addressed the group or led seminars. (Includes current and previous participants; beginning date unknown.)
Disposition: Temporary. Delete upon approval of this schedule.
27. **FedNoms database.** 1990 Federal participants (name, telephone number, assignment).
Disposition: Temporary. Delete upon approval of this schedule.

28. **CorpNoms database.** 1990 corporate participants (name, telephone number, assignment).
Disposition: Temporary. Delete upon approval of this schedule.
29. **FedsOut database.** 1990 Federal nominees not placed.
Disposition: Temporary. Delete upon approval of this schedule.
30. **CorpOut database.** 1990 corporate nominees not placed.
Disposition: Temporary. Delete upon approval of this schedule.
31. **HotList database.** 1990 likely participants, by corporation.
Disposition: Temporary. Delete upon approval of this schedule.