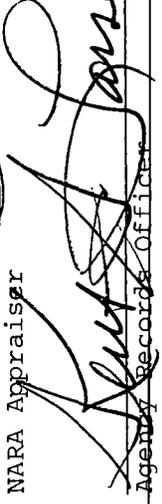


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-220-92-1	DATE RECEIVED 1-9-92
1 FROM (Agency or establishment) Commission on the Bicentennial of the United States Constitution		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Kent S. Larsen, Archivist	5 TELEPHONE 202-653-7448	DATE 7/28/92	ARCHIVIST OF THE UNITED STATES 

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 1/8/92	SIGNATURE OF AGENCY REPRESENTATIVE  Kent S. Larsen	TITLE Commission Archivist
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The COMMISSION ON THE BICENTENNIAL OF THE UNITED STATES CONSTITUTION, created by Public Law 98-101, was chaired by Chief Justice (ret.) of the United States Warren E. Burger. President Ronald Reagan appointed 23 members who were sworn in by Vice President George Bush on July 30, 1985. Charged with coordinating Bicentennial programs and activities, the Commission embarked on a five-year plan of education, information, and commemoration. Chairman Burger called on Americans of all ages to make this Bicentennial a "history and civics lesson" for all and to help Americans learn about the history of the Constitution, the people who wrote it, and their rights and responsibilities under the Constitution.</p> <p>The Commission's filing system was set up in a category format. The following categories are listed on the attached pages:</p> <p>A - Chairman's files (includes the Supreme Court, Commissioners, Chairman's agenda, etc.) (Category A) Arranged by date. Volume: _____ cubic feet.</p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>	<p>All changes to this schedule have been approved by:</p> <p> NARA Appraiser Date 30 June 92</p> <p> Agency Records Officer Date 6-30-92</p>	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NO.

11-220-92-1

PAGE

2 OF 3

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)
	<p>B - Staff Director 's files (includes Deputy Staff Director, Commission Meeting Books, reports, etc.) (Category B) Arranged by date and individual. Volume: _____ cubic feet. <u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>C - Statutes (includes General Counsel files) (Category C) Arranged by date. Volume: _____ cubic feet. <u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>D - Education (map and writing contests and other educational projects). Arranged by program and date. <u>Disposition:</u> 1) Rejected College-Community Forum Proposals: Destroy 3 years after rejection. 2) All other projects: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>DG- Educational Grant Awards. Arranged by consecutive grant number. <u>Disposition:</u> Destroy 5 years after close of grant. 1) Briefing Books for Educational Grant Awards. <u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>E - Government Programs (includes federal, state, and local programs and events, plus files of Designated Bicentennial Communities and Designated Bicentennial Defense Communities) (Category E) Arranged by program, state or community, and date. Volume: _____ cubic feet. <u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>F - Private Sector Programs. These include marketing, special events, logo licenses, theatre projects and organizational files. Arranged by program and date. <u>Disposition:</u> 1) Logo Licensing Files: Destroy 3 years after termination of agency. 2) All others: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>G - Communications, including media, public affairs, publications, and international. Arranged by program and date. <u>Disposition:</u> 1) Staff member and country files: Destroy 3 years after termination of agency. 2) All others: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		

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TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	
1 FROM (Agency or establishment)		DATE RECEIVED	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR 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	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>H - Administration (housekeeping files) (Category H) Arranged by subject and date. Volume: ___ cubic feet. Disposition: TEMPORARY. Transfer to General Services Administration for appropriate disposition.</p> <p>I - Videotapes (includes films, slides, and photographs)(Category I) Arranged by general categories and chronological receipt. Volume: ___ cubic feet. Disposition: PERMANENT. Transfer to National Archives upon approval of this schedule.</p> <p>J - Routine and facilitative material interspersed in the permanent series described above. Disposition: TEMPORARY. destroy during archival processing. <i>MS 4-7-92</i></p>		