

REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-GRS-82-1	
DATE RECEIVED April 29, 1982	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-8-82 Date	<i>Robert M. May</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
 General Services Administration

2 MAJOR SUBDIVISION
 National Archives and Records Service

3 MINOR SUBDIVISION
 Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER
 Ronald L. Heise, NCD

5 TEL EXT
 724-9279

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 4/29/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Morley</i>	E. TITLE Director Records Disposition Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	GENERAL RECORDS SCHEDULE NO. 24 Temporary Commissions, Committees, and Boards Records.		

Closed out: 6-30-82: K.T.D.

24 items

GENERAL RECORDS SCHEDULE 24

Temporary Commissions, Committees, and Boards Records

This schedule relates to records that are most often created by a temporary commission, committee, board, conference, task force, or similar organization. These organizations are usually established by an Act of Congress or Executive order for a period of two years or less to study specific problems and report their findings to Congress and/or the President. Since most of these organizations are attached to other Federal agencies to handle their administrative records, such as those relating to personnel, payroll, and fiscal matters, this schedule relates mainly to the program records of the organizations. Program records are those records created or received and maintained by an agency in the conduct of the substantive functions for which it was created. This includes records produced by contractors and consultants for the agency. Program records may consist of textual (manuscript) and/or non-textual (machine-readable and audiovisual) records.

Records which are required to be offered to the National Archives are indicated under the disposition authority as "Submit SF 258." This form, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States, should be submitted at least 60 days prior to the termination of the organization.

For convenience, the term "Commission" is used in this schedule to cover all types of temporary organizations.

1. Commission Meetings Files.

The meetings files of a Commission, including those held in executive session, generally consist of the agenda, minutes of meetings and briefing materials for the Commissioners.

Submit SF 258, Request to Transfer Approval, and Receipt of Records to National Archives of the United States, 60 days prior to the termination date of the Commission.

2. Public Hearings Files.

The public hearings files generally consist of the edited and unedited transcripts of the hearings.

Submit SF 258.

3. General Correspondence Files.

General correspondence files consist of letters received and copies of letters sent concerning the overall mission of the Commission.

Submit SF 258.

4. Publication Files.

Publication files consist of one copy of each published report, study, pamphlet, booklet, poster, and other publications produced by or for the Commission.

Submit SF 258.

5. News Release Files.

News release files consist of one copy
of each release issued by the Commission.

Submit SF 258.

6. Speech Files.

Speech files consist of one copy of each
speech by Commission executives relating
to the mission of the Commission.

Submit SF 258.

7. Press Conference Files.

Press conference files consist of the
transcripts of each press conference held
by the Commission.

Submit SF 258.

8. Organizational Files.

Organizational files consist of records
relating to the overall organization of
the Commission and any changes to it.
Includes organizational charts, functional
statements, budget records, biographical
information on Commissioners, directives
or memorandums to the staff concerning their
missions, and related materials.

Submit SF 258.

9. Unpublished Studies Files.

Unpublished studies files consist of the final version of each unpublished study or report prepared by the Commission staff or by an individual or organization under contract.

Submit SF 258.

10. Project Subject Files.

Project subject files consist of all records relating to a specific project from inception to completion. Includes correspondence with other Federal agencies, State and local governments, private companies, organizations, and institutions, and private individuals; questionnaires; memorandums; staff and contractor studies and reports; and related records.

Submit SF 258

11. Audiovisual Files.

Audiovisual files consist of still pictures, motion picture films, sound recordings, video records, and related documentation produced by or for the Commission.

Submit SF 258
See General Records Schedule
No. 21, Audiovisual Records,
for guidelines.

12. Chronological Files.

Chronological or reading files maintained at the Commissioners level or for the entire Commission, excluding files maintained by individual staff members or project offices.

Submit SF 258.

16. Machine-Readable Files

Machine-readable files consist of records which require processing and decoding for conversion to human-readable information and are usually stored on media, such as computer tape or random access computer disc, which make them easy to store, modify, and update. The major kinds of machine-readable records may include:

- a. Mission Oriented Master Files -- which are the definitive state of a data file in a system at a given time. The principal types of mission oriented master files contain statistical information including economic, social, natural resources, political or judicial data; national security or international relations information; and scientific information including environmental, oceanographic, atmospheric and medical data.
 - 1) when created or received by the commission in pursuance of Federal law or in connection with the transaction of public business Submit SF 258
 - 2) when created under contract and are in the possession of the contractor Submit SF 258
- b. Machine-Readable Indices or information retrieval files which are used to facilitate access to textual or non-textual records Submit on the SF 258 for the related records
- c. Housekeeping Master Files which contain information documenting the routine administrative processes such as fiscal accountability, supply management, and payroll administration See General Records Schedule 20, Part I, Items 27, 28, 29
- d. Mission and Housekeeping Processing Files include input, work, and valid transaction files which comprise the life cycle of computerized records prior to the production of a given master file See General Records Schedule 20, Part II
- e. Documentation consists of those records required for servicing machine-readable records. They include file specifications, users guides, output specifications, codebook, input form, record layouts, editing procedures, and reports See General Records Schedule 20, Part III

17 - 19 Reserved.

20. All Records Not Covered Elsewhere in this Schedule or in the other General Records Schedules. Submit SF 258.

21. Staff Reference Files.

Staff reference files include drafts of correspondence, reports and studies; copies of materials retained under other items of this schedule; and publications from other government agencies, or private organizations and institutions.

Destroy when obsolete, superseded, or on termination.

22. Mailing Lists.

Lists of individuals and organizations that are to receive copies of the Commission reports.

Destroy when obsolete, superseded, or on termination.

23. General Administrative Files.

General administrative files are those pertaining to the internal operation of the Commission, Includes personnel, payroll, and fiscal records. The agency to which the Commission is attached for administrative maintains the official files.

- (a) Transfer to the administrative agency any records needed to complete their files.
- (b) Destroy remaining files on termination.

24. Transitory Correspondence.

Correspondence requiring no substantive reply such as requests for publications and general information.

Destroy when request is completed or on termination.

25. Rejected Offers.

Records offered to the National Archives but appraised as lacking sufficient research or other value to warrant permanent retention.

Destroy Immediately.