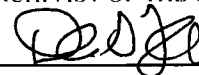



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-048-09-14</b>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <b>9/15/09</b>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Southwestern Pennsylvania Heritage Preservation Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Lois L. Breon, Financial Assistant	4 TELEPHONE NUMBER 814-695-2212	DATE <b>9/15/09</b>	ARCHIVIST OF THE UNITED STATES 
5 AGENCY INFORMATION 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 <u>2</u> page(s) are not needed now 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE September 15, 2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	2903 Records of the Southwestern Pennsylvania Heritage Preservation Commission  2903 1 Executive Director Subject Files 2903 2 Grant Files 2903 3 Project Files 2903 4 Minutes 2903 5 Policy and Bylaws 2903 6 Reports 2903 7 Publications 2903 8 Commission Member Nominations <del>and Appointments</del> <b>LAMC 12/1/2009</b> 2903 9 Meeting Correspondence 2903 10 Executive Committee Records 2903 11 Other Committee Meeting Files 2903 12 Survey and Field Notes 2903 13 Photographs  [See Attached List of Records Descriptions and Requested Disposition Authority ]	N/A	

# SF 115 Supplementary Cover Sheet

## Summary:

This action revises and updates the records disposition schedule previously submitted for the Southwestern Pennsylvania Heritage Preservation Commission (SPHPC), predominantly by adding 5 items:

2903.9 Meeting Correspondence  
2903.10 Executive Committee Records  
2903.11 Other Committee Records  
2903.12 Survey and Field Notes  
2903.13 Photographs

The contact for this disposition schedule is:

Lois L. Breon  
Financial Assistant  
814-695-2212  
lbreon@westsylvania.org

## Reason for submission:

- (1) This action provides for the disposition of records produced and used by the Southwestern Pennsylvania Heritage Preservation Commission, an entity which has sunset as of November 18, 2008.
- (2) This action supersedes the two previous SF115 submissions for Records of the SPHPC (N1-048-09-07)
- (3) This action also incorporates the schedule and its items into the numbering pattern of the Office of the Secretary's new records schedule.

**2903 – Records of the Southwestern Pennsylvania Heritage Preservation Commission (SPHPC).** These records concern the SPHPC, which existed from 1988-2008. The Commission sunset on November 18, 2008

**2903.1 Executive Director Subject Files.** Correspondence, program subject, meetings, and other files maintained by the Executive Director documenting his activities.

Disposition: Temporary. Cut off at termination of Commission. Destroy 6 years after cut-off.

**2903.2 Grant Files.** Official record of grants issued by Commission, including application, project description and studies, economic impact statements, correspondence, photos, drawings and description of building restorations, and documentation of payments. Includes State Grant Files, which were jointly funded by State of Pennsylvania and the Commission

Disposition: Temporary. Cut off at final payment of grant. Destroy 7 years after cut-off

**2903.3 Project Files.** Working papers of the project managers at SPHPC, documenting oversight of projects run by or funded by the Commission. Includes proposals and descriptions of projects, correspondence, meeting records, cost and progress reports, newspaper clippings and similar materials necessary to manage projects. Some contain copies of final products.

Disposition: Temporary. Cut off at completion of project. Destroy 10 years after cut-off.

**2903.4 Minutes.** Official record of recurring Commission meetings.

Disposition Permanent. Cut off at termination of Commission. Transfer to National Archives immediately after cut-off.

**2903.5 Policy and Bylaws.** Directives, policy statements and memoranda approved by SPHPC that documents the organization and functions of its components

Disposition Permanent. Cut off at termination of Commission. Transfer to National Archives immediately after cut-off

**2903.6 Reports.** Reports and studies produced by or for the Commission

Disposition: Permanent. Cut off at termination of Commission. Transfer to National Archives immediately after cut-off

**2903.7 Publications.** Books, pamphlets, posters, news releases, and other publications produced by or for the Commission

Disposition: Permanent. Cut off at termination of Commission. Transfer to National Archives immediately after cut-off.

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**2903.8 Commission Member Nominations and Appointments.** Records of nominations and appointments of members of the commission, including membership rosters, appointment documents, and financial disclosure documents

Disposition. Temporary. Cut off at termination of Commission. Destroy 6 years after cut-off.

**2903.9 Meeting Correspondence.** Correspondence between SPHPC members pertaining to commission meetings and actions.

Disposition. Permanent. Cut off at termination of Commission. Transfer to National Archives immediately upon cut-off

**2903.10 Executive Committee Records.** Minutes of meetings, reports, and correspondence of members of standing and special committees

Disposition: Permanent. Cut off at termination of Commission. Transfer to National Archives immediately upon cut-off

**2903.11 Other Committee Meeting Files.** Correspondence, agendas, meeting notes, travel arrangements and expenses and other records of committees or organizations on which the Commission was represented but did not sponsor.

Disposition: Temporary. Cut off at termination of Commission. Destroy 6 years after cut-off

**2903.12 Survey and Field Notes.** Interviews, sometimes recorded and sometimes transcribed, notes of meetings, public events and historical research gathered during cultural surveys for publications about geographic, industrial/economic, social and ethnic life in Southwest Pennsylvania. The cultural surveys resulted in a series of publications about significant aspects of Southwest Pennsylvania heritage

Disposition: Temporary. Cut off at completion of survey. Destroy 10 years after publication

**2903.13 Photographs.** Formal photographs of meetings and special events sponsored by the Commission.

Disposition. Permanent. Cut off at termination of the Commission. Transfer to the National Archives immediately after cut-off