

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK	
JOB NO.  <i>NCI-95-81-2</i>	
DATE RECEIVED <i>February 24, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-6-81</i> Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) <i>US Department of Agriculture</i>	
2. MAJOR SUBDIVISION <i>Forest Service</i>	
3. MINOR SUBDIVISION <i>Fiscal and Accounting Management</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Sandy McGuinn</i>	5. TEL. EXT. <i>447-6101</i>

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 2 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 <i>2/20/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <i>Hoyt L. Abney</i>	E. TITLE <i>Records Management Officer</i>
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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
1	<p>This schedule covers records under file designation 1580. These records were included generally in NN-166-136 (item 58); however, it is necessary for clarity and uniformity to change the primary title from Cooperative Work to Grants and Agreements, and establish secondary file designations.</p> <p>These records pertain to grants and agreements the Forest Service is permitted to make and enter into by a large number of Federal laws. The application, development, execution, and administration of grants and agreements are subject to not only the requirements of the authorizing legislation, but also to requirements of various Office of Management and Budget Circulars, Federal Management Circulars, and USDA Administrative Regulations.</p> <p>1580 Grants and Agreements (Includes general correspondence on broad grant and agreement programs, including inter-agency agreements, memorandums of understanding, collection agreements, employment, training, and volunteer agreements, indirect cost negotiation agreements, and recommendations to external organizations on assistance program policies. Does not include correspondence which pertains to policy guidance, interpretations of law, or procedural instructions.)</p>		<i>3 items</i>

*Closed Out: 5-8-81: K.P.I.*  
*Copy to Agency, NNB, NNF*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>All Offices: Destroy when 10 years old.</p> <p>1580-1 Interpretations (Includes all correspondence on grants and agreements which provides direction, procedural instructions, or policy guidance.)</p> <p><i>Washington</i> a. All Offices: PERMANENT. Offer to NARS 10 years after the grant or agreement has been terminated. Estimated annual accum.: 2 inches. <i>Offer in 10 year blocks.</i></p> <p>b. <i>Other offices: Destroy when 10 years old.</i> <i>SC 3-5-81</i></p>		
3	<p>1580-2 Grants and Agreements Case files (Case folders filed alphabetically--to be used only for grants and agreements which are too broad in nature and scope to be classified under specific existing subjects such as 4040-1.)</p> <p>All Offices: Destroy 10 years after the grant or agreement has been terminated.</p>		