

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-164-887

DATE RECEIVED

3-4-88

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

1 FROM (Agency or establishment)  
U. S. Department of Agriculture

2 MAJOR SUBDIVISION  
Cooperative State Research Service

3 MINOR SUBDIVISION  
Office of Grants and Program Systems

4 NAME OF PERSON WITH WHOM TO CONFER  
Melvin J. Schlattman

5 TELEPHONE EXT  
475-5058

DATE 11/18/88 ARCHIVIST OF THE UNITED STATES [Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 1 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 3/4/88	C SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Bonnie L. Callan	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Domestic Grant Files</u>, consisting of grant applications, panel reviews, proposal summaries, justification letters, award letters, signed copies of grants, post award modification letters, publications, annual and final reports, and related papers. Arranged <u>numerically</u> by State, <u>thereunder</u></p> <p>Disposition: permanent</p> <p>PERMANENT: Retire to FARC 1 year after final payment. Transfer to National Archives in 5 year blocks when the most recent records are 15 years old.</p> <p>Annual accumulation is approximately 12 cubic feet. Volume on hand: 26 cubic feet.</p>	NC1-310-80-2, Item 103a	

Copies sent to agency NCF, ANT 11/30/88