

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>N1-378-90-1</b>	DATE RECEIVED <b>5/23/90</b>
1. FROM (Agency or establishment) <b>Economic Development Administration</b>		DATE RESUBMITTED <b>5/23/90</b>	
2. MAJOR SUBDIVISION <b>Deputy Assistant Secretary for Grant Programs</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Leon Douglas</b>	5. TELEPHONE EXT. <b>377-5353</b>	DATE <b>8/7/90</b>	ARCHIVIST OF THE UNITED STATES <i>Claudia Medina</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; 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 <b>5/23/90</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherry M. Page</i>	D. TITLE <b>Department Records and Forms Management Officer</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
<del>5/23/90</del>	<p>Deputy Assistant Secretary for Grant Programs</p> <p>EDA Public Works Project Case Files</p> <p>See attached for description of Office activities and the revision necessary to the EDA Record Schedule N1-378-79-2.</p> <p><i>earlier submission for</i></p> <p>This supersedes Job No. N1-378-90-1</p> <p><i>This was copied directly from original SF 115, which was accidentally mangled during appraisal.</i></p> <p><i>Thomas A. Tierley</i></p>		

Public Works Approved Project Official Case Files. The official case file is maintained in the appropriate regional office and contains a copy of the application with all supporting documents, a copy of all administrative actions relating to the application or to the approved project, copies of all pre-approval review actions, certification requirements, post approval reports, and related planning and construction papers.

A. Retain Samples. Retain the first case file closed during each even fiscal year.

B. Non-sampled case files that were retired to FARC before the approval of this job. (Note: No future retirement of case files to FARC is authorized under this item.)

(1) Documentation not needed to protect government's rights and interest that exist 15 years after closure.

Destroy when 15 years old.

(2) Documentation needed to protect government's rights and interest that still exist 15 years after closure.

a. Hard copy of documentation: Destroy upon verification of microfilm. If, documentation is not microfilmed destroy when useful economic life of project has ended.

b. Microfilm of documentation: Destroy when useful economic life of project has ended.

- C. Non-sampled case files retired to FARC after the approval of this job.
- (1) Case files pertaining to projects with a useful economic life no greater than 15 years:
- Transfer to FARC 6 months after closure.  
Destroy 15 years after closure.
- (2) Case Files pertaining to projects with a useful economic life greater than 15 years:
- Microfilm documentation needed to protect government rights and interest that will exist 15 years after closure.
- a. After microfilm is complete and verified, retire case file to FARC.  
Destroy such case files 15 years after closure.
- b. Microfilm of documentation needed to protect government's rights and interest.
- Destroy when useful economic life of project has ended.

(This item supercedes NC1-378-79-2 Item No. 453)