

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-378-93-1	DATE RECEIVED 2/26/93
1. FROM (Agency or establishment) Economic Development Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Deputy Assistant Secretary for Grant Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Leon Douglas	5. TELEPHONE 482-2194	DATE 7-14-94	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 2/22/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE Department Records and Forms Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Deputy Assistant Secretary for Grant Programs EDA Public Works Project Case Files See attached for description of Office activities and the revision necessary to the EDA Record Schedule N1-378-79-2. This supersedes Job No. N1-378-90-1, approved 8/7/90.		WITHDRAWN

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. Case files that were retired to FARC prior to 1993. (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. Case files retired to FARC beginning in 1993 and thereafter.

(1) Case files pertaining to projects with a useful economic life no greater than 15 years.

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.