

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-381-85-9
DATE RECEIVED	11-30-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3/26/85 <i>Date</i>	<i>John K. Way</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Economic Opportunity

2. MAJOR SUBDIVISION
Office of Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Michael J. Sullivan

5. TEL EXT
763-7504

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 5 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 11-30-84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John K. Way</i>	E. TITLE Director, Records Disposition Division (NARS)
---------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Director's Subject Files, 1969-72 (19 cubic feet)</p> <p>The series consists largely of correspondence and memoranda, but also includes reports, organization charts, minutes, agenda, evaluations, testimony, and printed materials. Arranged by subject.</p> <p>Disposition: Permanent. Offer to the National Archives in 1986.</p> <p>WNRC accessions: 381-73-0035 (11 cubic feet); 381-73A1393 (8 cubic feet)</p>		
2.	<p>Indian Division Grant Correspondence and Evaluations, 1965-71 (17 cubic feet).</p> <p>Correspondence, memoranda, some reports and forms relating to the management and operation of grant programs. Evaluations provide assessments of performance by individual grantees. Correspondence is arranged by State. Evaluations are arranged: 1.) chronologically, and 2.) by subject.</p>		

13 items

Copies to NC, NL, NNF, 4-5-85; 88

2.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-72A7222 (Box 1-9, 18-25)

3. Indian Division Grant Files, 1965-71 (42 cubic feet).

Grant applications, statement of grant, special conditions of grant, highlight memoranda, financial reports and budget components, itemization of non-Federal share of grant, audit control sheets, justifications for program amendments, community action agency plans and priority forms, tribal board minutes, tribal constitutions, correspondence, evaluations, narrative and progress reports. Arranged by State.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-72A8005 (34 cubic feet); 381-72A7222, (Box 10-17)

4. Migrant Division Grant Files, 1966-71 (146 cubic feet).

Grant proposals and applications, statements of grant, budget components, financial reports and requests, evaluations, audit reports, narrative and progress reports, grant highlights, and some printed materials and workpapers. Correspondence, which is part of the grant case file, relates to management and operation of grants and occasionally major events and crises confronting a specific project. Evaluations provide assessments of performance of individual grantees. Arrangement varies.

Dispositions: A.) Evaluations: Permanent. Offer to the National Archives in 1986.

B.) Grant materials other than evaluations: Destroy after weeding evaluations.

WNRC accessions: 381-70A1644 (11 cubic feet); 381-71A1936 (25 cubic feet); 381-72A7369 (45 cubic feet); 381-73A654 (38 cubic feet); 381-74-25, Box 1-3 and 5-28 (27 cubic feet).

5. Migrant Division Chronological Files, 1968-79 (1½ cubic feet).

Copies of outgoing correspondence consisting of loan authorizations, letters of intent to refund programs, travel authorizations, letters of credit, letters of transmittal, budget approvals, consultant fee approvals, comments on evaluations and audits, and responses to proposals. Arranged chronologically.

Disposition: Destroy immediately.

WNRC accession: 381-73A0654 (part of box 38);
381-74-0025 (box 4).

6. Field Coordination Division Model Cities Progress Reports, 1969-70 (3 cubic feet).

Reports providing information on funds expended on model cities projects, names and addresses of program leadership, a brief history of the community action agency, description of operating programs circa 1969, and accomplishments and changes effected. Arranged by grant number.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-73-0050 (3 cubic feet).

7. Field Coordination Division Grant Highlights 1969-72 (2 cubic feet).

Grant highlights provide information on grantees, such as name of grantee and program director, program area, project title, location, brief program description, population served, funding information, and a project summary. Backup material consists of correspondence and memoranda, copies of proposals, and other grant materials. Arranged by region.

Disposition: Destroy immediately.

WNRC accession: 381-73-0054 (2 cubic feet).

8. Policy Research Division Grant Profiles, 1965-73 (8 cubic feet).

Computer printouts which provide the name and address of the grantee, name of the principle governing official and board chairman, ethnic and economic composition of the board, target States and counties, demographic information on target counties, budget information on specific grants by year, and information on age, sex, ethnic, and economic status of participants. Arranged by region.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-73-0049 (5 cubic feet); 381-73-0051 (3 cubic feet).

9. Policy Development and Review Division Correspondence, 1967-72 (12 cubic feet).

Correspondence and memoranda; drafts of OEO instruction, speeches, strategy papers, reports, and publications; press releases; proposed legislation; printed materials and workpapers. Arranged in two subseries: 1.) chronologically, and; 2.) by subject.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-73-0048 (12 cubic feet).

10. Policy Development and Review Division, Utilization Test Survey of Community Action, 1972 (26 cubic feet).

Questionnaires, workpapers and background papers, and some evaluations, narrative reports, refunding proposals, and printed materials. The questionnaires constitute approximately 90 percent of the series. Arranged by region.

Disposition: Destroy immediately.

WNRC accession: 381-73-0046 (26 cubic feet).

11. State and Local Government Division Subject Files, 1964-69 (17 cubic feet).

Correspondence, memoranda, legal opinions, some minutes, question and answer sheets, data sheets, witness fact books for congressional presentations, and memoranda of understanding. Non-record materials consist of copies of the above, copies of reports and evaluations, annual reports, budget estimates, draft regulations, working papers, and printed materials. Arranged by subject.

Disposition: Destroy immediately.

WNRC accession: 381-71A4406 (7 cubic feet) and 381-73-0037 (10 cubic feet).

12. Policy and Procedure Division Subject Files, 1967-71
(3 cubic feet).

Memoranda, correspondence, organization charts, functional statements; agenda, program guides, lists of participants, and summaries of proceedings for conferences; fact sheets, data sheets, workpapers, and copies of congressional presentations relating to the budget, and; forms and printed materials. Arranged by subject.

Disposition: Destroy immediately.

WNRC accession: 381-73-47 (3 cubic feet).