

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK

DATE RECEIVED: 7 JUN 1973
 JOB NO. 173-320
 DATE APPROVED:

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 OFFICE OF ECONOMIC OPPORTUNITY

2. MAJOR SUBDIVISION
 OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION
 MANAGEMENT AND SYSTEMS STAFF (A/MS)*

4. NAME OF PERSON WITH WHOM TO CONFER
 MR. ALAN MANN (*STAFF REASSIGNED)

5. TEL. EXT.
 254-5360

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC
 LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL
 APPROVED" IS AUTHORIZED.

7-27-73 James B. Chole
 DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

June 5, 1973 (Date)
 J. B. Cholewski (Signature of Agency Representative)
 Records Management Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>OEO FEDERAL ASSISTANCE REVIEW (FAR)</u></p> <p><u>General:</u> The Management and Systems Staff, Office of Administration, was responsible for coordination of the implementation of special inter-agency and OMB-directed programs. This included the FAR, standardization of grant administrative requirements throughout the Federal structure (under supervision of OMB), and preparation of various OEO systems.</p> <p>This is the fourth year of FAR which is to continue during the remainder of this administration as a Presidential program. FAR is referred to as an "Umbrella" program (by staff members) as it encompasses Regional Councils, common regional boundaries and offices, grant administrative standardization, joint funding efforts, the OEO Oklahoma Plan, Planned Variations, etc. Twelve major Federal agencies participate in FAR. Each agency's files are similar but "slanted" toward its own activities. All agencies submit their data to the OMB FAR Management team. Following related pamphlets are attached (one copy of each):</p> <p>a. Simplifying Federal Aid to States & Communities (OMB, First Annual Report to the President on an Inter Agency Program, March 1970.)</p>		

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
	<p>b. Restoring the Balance of Federalism (OMB, Second Annual Report to the President on the Federal Assistance Review, June 1971.)</p> <p>c. The Federal Assistance Review Program, Proceedings of the Mid-Year Workshop (OMB - January 17 and 18, 1972.)</p> <p>1. <u>OEO FAR Administrative and Management Files.</u> Files consist of reports, back-up's, plans, flow charts, conference data, minutes of meetings, and related correspondence.</p> <p><u>Disposition:</u> OEO HQ and Regional Offices 10 years. Begin new file annually; retain 3 years, then retire to FRC. <i>Retain 7 years, Then destroy.*</i></p> <p>2. <u>Interagency Standardization Project Files.</u> Files consisting of requests for information from agency offices concerning a project proposal (such as Grants Standardization or Matrix), including reports concerning the various facets of the project as listed on the attached copy of SF 135 (Acc. No. 381-73-61), and copies of final recommendations forwarded to OMB.</p> <p><u>Disposition:</u> OEO HQ and Regional Offices - 5 years. Begin new file annually; retain 3 years, then retire to FRC. <i>Retain 2 years, Then destroy.*</i></p> <p><i>2</i></p> <p><i>*made at request of Larry Smith, acting records officer. CSR 7/17/73.</i></p>	<p>See SF 135 copy attached, Acc. No. 381-73-60</p> <p>See SF 135 copy attached Acc. No. 381-73-61</p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
FPMR (41 CFR) 101-11.4

**RECORD TRANSMITTAL
AND RECEIPT**

TO BE COMPLETED AT FEDERAL RECORDS CENTER

ACCESSION NO. 381-73-60
RECORD GROUP NO.

INSTRUCTIONS

Send original and two copies to appropriate Federal Records Center.

SIGNATURE DATE RECORDS RECEIVED

TITLE

FROM: (Name and address of Agency transferring records)
OFFICE OF ECONOMIC OPPORTUNITY
1200 19TH STREET, NW
WASHINGTON, D. C. 20506 (STOP 277)

TO: Federal Records Center, GSA
WASHINGTON NATIONAL RECORDS CENTER, GSA
WASHINGTON, D. C. 20409 (STOP 386)

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS: **RESTRICTED TO AGENCY CUSTODIAN AND/OR RECORDS MANAGEMENT OFFICER**

2. SQUARE FEET OF SPACE CLEARED 3. FILING EQUIPMENT EMPTIED 4. CUBIC FEET OF RECORDS TRANSFERRED

A. OFFICE 17	B. STORAGE	A. FILE CABINETS (No.) 1	B. TRANS FILES (No.)	C. SHELVING (Lin. Ft.) 18	3
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5. NAME OF AGENCY CUSTODIAN OF RECORDS: **ALAN MANN, A/MAS**
6. BUILDING AND ROOM NO. Please return lists to W. Proctor Rm B448
7. TELEPHONE NO. 254-5418

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? YES NO

9. AGENCY OFFICIAL (Signature) *J. B. Cieslowski* J. B. CIESLOWSKI
10. TITLE **RECORDS MANAGEMENT OFFICER**
11. DATE April 6, 1973

12. EDI NUMBERS 13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records) 14. DISPOSAL AUTHORITY (Schedule and Item No.)

FRC ONLY	AGENCY	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)	DISPOSAL AUTHORITY (Schedule and Item No.)
		<p><u>Systems Division, Office of Administration</u></p> <p>OEO Federal Assistance Review (FAR) 1970-1972 FAR - FEDERAL REGIONS IN NON-REGIONAL CITIES - JUN 1972</p> <p>1. 12-31-72 FAR STATUS REPORT DATA FAR 10-1-72 BACKUP 6-30-72 FAR STATUS BACKUP FAR Status Report Data - 6/1/72 FAR Report Backup 3-1-72 - 12-1-71 (mixed) FAR Plan-Progress Backup 9-1-71 Migrant Planning for FAR 12-14-72 3rd FAR Plan Third Year Progress Report</p> <p>2. FAR - OEO Monthly Reports - Interagency Program FAR - OEO Grant Flowcharts - Interagency Program FAR 3rd - Year Plan Work Papers FAR Decentralization - Personnel Aspects FAR Validations Conferences - May 1972 FAR - Planned Variations FAR - Indian Report on Field Organization FAR Validation - FY72 FY73 FAR 4 FAR - FAR Initial Planning June-July 72 (FAR Planning Conf. Sept 11-12, 1972 FAR Planning Conf.</p>	<p>Not scheduled</p> <p>(SF 115 pending) (10 years)</p> <p><i>Hand copy</i></p> <p>DIST: 3-WNRC 1-B. Peabody 1-E. King 1-A. Mann 1-G. McDaniel 2-File</p>

STANDARD FORM 135-A
JULY 1961 EDITION
GENERAL SERIALS ADMIN
FPMR, 41 CFR 101-11.4

**RECORDS TRANSMITTAL
RECEIPT
(CONTINUATION)**

AGENCY
OEO 381-73-60

DATE
Apr 6, 1973

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
	3.	FAR FAR Aug. - Dec. 71 - Interagency Program FAR - April - July - Interagency Program FAR - Feb. - Mar. 71 - Interagency Program FAR - Oct. - Jan. 1972 - Interagency Program FAR - July - Sept. 70 - Interagency Program FAR - April - June 70 - Interagency Program FAR - January - March 70 - Interagency Program FAR STAFF (OEO) MEETING MINUTES FAR - July - Dec. 69 - Interagency Program FAR - March - June 69 - Interagency Program FAR - 3rd Yr. Report to Pres. - Interagency Program FAR - 2nd Yr. Report to Pres. - Interagency Program FAR - 3rd Yr. Report to Pres. - Interagency Program	

STANDARD FORM 135
 JULY 1973 EDITION
 GENERAL SERVICES ADMINISTRATION
 FEDERAL REGISTER 101-114

**RECORD TRANSMITTAL
 AND RECEIPT**

TO BE COMPLETED AT FEDERAL RECORDS CENTER

ACCESSION NO. 381-73-61	RECORD GROUP NO.
SIGNATURE	DATE RECORDS RECEIVED
TITLE	

INSTRUCTIONS

Send original and two copies to appropriate Federal Records Center.

FROM: (Name and address of Agency transferring records)
**OFFICE OF ECONOMIC OPPORTUNITY
 1200 19TH STREET, NW
 WASHINGTON, D. C. 20506 (STOP 277)**

TO: Federal Records Center, GSA
**WASHINGTON NATIONAL RECORDS CENTER, GSA
 WASHINGTON, D. C. 20409 (STOP 386)**

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

**RESTRICTED TO AGENCY CUSTODIAN
 AND/OR RECORDS MANAGEMENT OFFICER**

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED
A. OFFICE 8	B. STORAGE	A. FILE CABINETS (No.) 1	B. TRANS FILES (No.)	C. SHELVING (Lin. Ft.) 2	
5. NAME OF AGENCY CUSTODIAN OF RECORDS ALAN MANN, A/MS			6. BUILDING AND ROOM NO. Please return lists to W. Proctor, Rm B-448		7. TELEPHONE NO. 254-5418

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? YES NO

9. AGENCY OFFICER (Signature) *[Signature]* **B. CIESLOWSKI** 10. TITLE **RECORDS MANAGEMENT OFFICER** 11. DATE **April 6, 1973**

12. ECR NUMBERS		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)	14. DISPOSAL AUTHORITY (Schedule and Item No.)
FRC ONLY	AGENCY		
		<p>Systems Division, Office of Administration</p> <p>Interagency Admin, Standardization on Grants and Contracts (Grants Matrix) 1971-1973</p> <p>1. Grants Matrix Interagency Program Other Grantee Requirements</p> <p>Grant Matrix - Interagency Program Payment Methods</p> <p>Grants Matrix - Interagency Program Personnel (Grantee)</p> <p>Grants Matrix - Interagency Program Personnel Requirements</p> <p>Grants Matrix Proposals - Interagency Program Form Letters</p> <p>Grants Matrix - Interagency Program Grantee Procurement Standards</p> <p>Grants Matrix - Interagency Program - Program Income</p> <p>Grants - Matrix - Interagency Program-Progress Reporting</p> <p>Grants Matrix - Interagency Program Property Management</p> <p>Grants Matrix - Interagency Program Record Retention</p> <p>Grants Matrix - Interagency Program</p> <p>Grants Matrix Methods - Interagency Program</p> <p>2. Grants Matrix - Interagency Program Multiple</p> <p>Grant Admin. Standardization, OMB Cir. A-102</p> <p>Grants Matrix - Interagency Program Budget Revisions</p> <p>Grants Matrix - Interagency Program-Grant Application Package</p> <p>Grants Matrix Interagency Program Grant Closeout Procedures</p> <p>Grants Matrix - Interagency Program Cost Sharing</p> <p>Grants Matrix Appeal of Disallowed Costs</p> <p>Grants Matrix - Interagency Program Financial Management System</p>	<p><i>Not scheduled</i></p> <p><i>Dist copy</i></p> <p>DIST:</p> <p>3-WRC</p> <p>1-B. Peabody</p> <p>1-A. Mann</p> <p>2-File</p>

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GENERAL SERVICES ADMIN.
FPMR (41 CFR) 101-11.4

**RECORDS TRANSMITTAL
RECEIPT
(CONTINUATION)**

AGENCY

OEO 381-73-60

DATE

Apr 6, 1973

BOX NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FRC ONLY

AGENCY

- 3. FAR
- FAR Aug. - Dec. 71 - Interagency Program
- FAR - April - July - Interagency Program
- FAR - Feb. - Mar. 71 - Interagency Program
- FAR - Oct. - Jan. 1972 - Interagency Program
- FAR - July - Sept. 70 - Interagency Program
- FAR - April - June 70 - Interagency Program
- FAR - January - March 70 - Interagency Program
- FAR STAFF (OEO) MEETING MINUTES
- FAR - July - Dec. 69 - Interagency Program
- FAR - March - June 69 - Interagency Program
- FAR - 3rd Yr. Report to Pres. - Interagency Program
- FAR - 2nd Yr. Report to Pres. - Interagency Program
- FAR - 3rd Yr. Report to Pres. - Interagency Program