REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Indian Health Service

2. MAJOR SUBDIVISION
   Office of Administration and Management

3. MINOR SUBDIVISION
   Division of Acquisition and Grants Operations

4. NAME OF PERSON WITH WHOM TO CONFER
   Elizabeth L. Coburn
   IHS Records Management Officer

5. TELEPHONE
   505-837-4272

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 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.
   X

7. DATE
   6-12-96

8. SIGNATURE OF AGENCY REPRESENTATIVE
   Elizabeth L. Coburn
   IHS Records Management Officer

9. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. Grant Case Files
   These files accumulate in administering the IHS grant management program. Case files consist of application, program narrative, progress reports, objectives and goals, payment request, statistical forecasts and reports, recommendations, reports of expenditures, and general correspondence.

   Disposition Instructions
   Close out file upon completion of project period or upon completion of final audit (if required), whichever is later. Hold 1 year and retire to the FRC. Destroy after a total retention of 6 years after closeout.

   Note: Grant products for IHS have been authorized for permanent retention under Job No. NI-513-92-2, Item 5-15. This job does not supersede NI-513-92-2.