

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-10-5</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Insular Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 J Peter Langsdorf	4 TELEPHONE NUMBER 202-513-0804	DATE <i>02/10/11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 <u>1</u> page(s) are not needed now 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE April 2, 2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Keith A. Holder]</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
5100 5101 5102	Office of Insular Affairs Grant Administrative Files Grant Case Files (See Attachment for Description and Disposition)	GRS 3-14 N/A	

5100 – Office of Insular Affairs (OIA) The Secretary of the Interior has administrative responsibility for coordinating federal policy in the territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, and the responsibility to administer and oversee U.S. federal assistance provided to the Freely Associated States of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau under the Compacts of Free Association. The Office of Insular Affairs executes these responsibilities on behalf of the Secretary.

~~**5101 – Grant Administrative Files.** Included in this category are all records utilized for the routine operations, correspondence, and daily activities in the administration of OIA grants. This does not include any records that are kept with the case files, which must be scheduled under 5102 (see below)~~

~~Disposition Temporary Cut off at the end of the fiscal year in which the document is created. Destroy 2 years after cut-off (GRS 3-14)~~

GOVERNED BY GRS 3,
Item 14

5102 – Grant Case Files. This item pertains to all documents kept in a Grant Case File to track and manage its progress from beginning to end. Records included are accepted applications, substantive correspondence, subject files relating to grant programs, final product files, financial and progress reports, and other related documents.

Disposition Temporary Cut off when grantee submits its final expenditure report (if expenditure report has been waived, cut off when report would have been due). Destroy 3 years after cut-off.