# REQUEST FOR RECORDS DISPOSITION AUTHORITY

## TO
NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

## FROM
(Agency or establishment)  
Department of the Interior

## MAJOR SUBDIVISION
Office of Insular Affairs

## MINOR SUBDIVISION

## NAME OF PERSON WITH WHOM TO CONFER
J Peter Langsdorf  
202-513-0804

## 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 [ ] 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

- [ ] is not required  
- [ ] is attached, or  
- [ ] has been requested

## DATE
April 2, 2010

## SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

## TITLE
Office of the Secretary Records Officer

## ITEM NO | DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | GRS OR SUPERSEDED JOB CITATION | ACTION TAKEN (NARA USE ONLY)
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5100 | Office of Insular Affairs |  | 
5101 | Grant Administrative Files | GRS 3-14 | 
5102 | Grant Case Files | N/A | 

(See Attachment for Description and Disposition)
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 Temporarily Cut off at the end of the fiscal year in which the document is created Destroy 2 years after cut-off (GRS 3-14 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 Temporarily 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