

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		FAVFRANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-280-07-1</i>	
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE		DATE RECEIVED <i>1/10/07</i>	
2 MAJOR SUBDIVISION ADMIN SERVICES/INFORMATION SYSTEMS DEPT		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Grants Administration Department		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	DATE <i>1/17/07</i>	<i>Althea G. Weir</i>

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

DATE 8 DEC 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>	TITLE RECORDS MANAGER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Program and Administrative Records of the FMCS Department of Grants Administration		

All copies sent to Agency, NWMD, NWMU, NWCT, NR

RETENTION SCHEDULE
LABOR MANAGEMENT GRANTS ADMINISTRATION
PROGRAM

800 Series

File Number

Title/Description

G/ADM 801

Grants Administration Case Files

Case files created to document the progress and outcome of approved grants administered by the Office of Grants Application, filed by fiscal year and numbered consecutively within each year. Case files include grantee applications and award approval documentation from the Grants Review Board, correspondence, memoranda, and any other documents necessary to verify the progress and outcome of each awarded grant, from the official award letter to the final audit report from grantees and acknowledgment from the Director of the Office of Grants Applications.

Temporary Maintain as active file while grant is active. Close files in fiscal year blocks, by the fiscal year in which the period of the grant award has ended, all moneys are accounted for satisfactorily, final audits have been reviewed and accepted, and the grant administration case is closed. Transfer closed case files in fiscal year blocks to offsite storage. Destroy 6 years after case files are closed. **Supersedes N1-280-04-1, item 801**

G/ADM 801-1

Grants Contract Dispute Review Files

These files document the contract dispute appeals process that begins with a request for agency review of a grantee's disputed action and concludes with the resolution or outcome of the appeal after the Grants Contract Dispute Review Board (GCDRB) has reviewed it. Include all correspondence, memoranda, and other documents relevant to the appeal as it proceeds through the defined process.

(a) Grants Contract Dispute Case Files

Temporary. Retain as active file until the contract dispute is resolved and the case is closed. Retire to offsite storage in fiscal year blocks. Destroy 6 years after final resolution of case and case files are closed. **Supersedes N1-280-04-1, item 801-1**

G/ADM 813

Grant Review Board Final Report

(a) Record copy of Final Report

Temporary. File with Grants Administration Case File

(b) Copies submitted to the Director, FMCS, and to the Director of the Grants Application Program

Temporary Destroy when 3 years old
Supersedes N1-280-04-1, item 803b