

Request for Records Disposition Authority

(See Instructions Reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

Number **NI-288-06-2**

Date Received **1/23/07**

1. From: (Agency or establishment)
National Endowment for the Arts

2. Major Subdivision
Administrative Services Division

3. Minor Subdivision

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. Name of Person with whom to confer
Murray R. Welsh, Director, Administrative Services Division

5. Telephone (include area code)
202-682-5462

Date
4/24/07

Archivist of the United States
Alan Weinstein

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 has been requested

Signature of Agency Representative:
Murray R. Welsh

Title:
Records Officer & Director, Administrative Services Division

Date: 01/19/2007

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	<p>PROGRAM GRANT CASE FILES</p> <p>Arranged alphabetically by name of grantee.</p> <p>Official program case files for awarded grants consisting of copies of the application, grant award contract, approved budget with any amendments, general correspondence with the grantee concerning program matters, final narrative and expenditure reports, financial data sheet, and evaluative materials from reviewers and panelists.</p> <p>TEMPORARY. Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Destroy 7 years after final closeout of grant.</p> <p>NOTE: A limited number of case files and associated end products may warrant permanent retention if, for example, the files or end products are deemed by the agency to be of historical importance or other unique significance to the history of federal assistance to the arts in the United States. In such cases, the NEA may submit a request for a non-recurring records disposition authority to cover the case file(s) and/or associated end product(s) and NARA will conduct an appraisal to determine if the case file(s) and/or associated end product(s) warrant permanent preservation.</p>	N1-288-95-1, Item 1.	
2.	<p>GRANT END PRODUCT FILES.</p> <p>Arranged alphabetically by name of grantee.</p> <p>Playscripts, manuscripts, motion picture film, slides, music scores, video recordings, published books, and catalogs produced by grantees. The records are often maintained separately from the related program grant case file because of size and format.</p> <p>TEMPORARY. Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Destroy 7 years after final closeout of grant.</p> <p>NOTE: A limited number of case files and associated end products may warrant permanent retention if, for example, the files or end products are deemed by the agency to be of historical importance or other unique significance to the history of federal assistance to the arts in the United States. In such cases, the NEA may submit a request for a non-recurring records disposition authority to cover the case file(s) and/or associated end product(s) and NARA will conduct an appraisal to determine if the case file(s) and/or associated end product(s) warrant permanent preservation.</p>	N1-288-95-1, Item 2.	

*At 4/20/07 copies sent to Agency
NWMD, NWMA, NWC TC*

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
3.	<p>PROGRAM COOPERATIVE AGREEMENT CASE FILES.</p> <p>Arranged alphabetically.</p> <p>Official program case files for awarded cooperative agreements consisting of copies of the cooperative agreement contract, approved budget with any amendments, correspondence with the organization awarded the cooperative agreement concerning program matters, expenditure reports and final reports.</p> <p>TEMPORARY. Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Destroy 7 years after final closeout of cooperative agreement.</p> <p>NOTE: A limited number of case files and associated end products may warrant permanent retention if, for example, the files or end products are deemed by the agency to be of historical importance or other unique significance to the history of federal assistance to the arts in the United States. In such cases, the NEA may submit a request for a non-recurring records disposition authority to cover the case file(s) and/or associated end product(s) and NARA will conduct an appraisal to determine if the case file(s) and/or associated end product(s) warrant permanent preservation.</p>	N1-288-95-1, Item 3.	
4.	<p>COOPERATIVE AGREEMENT END PRODUCT FILES.</p> <p>Arranged alphabetically.</p> <p>Published books, manuscripts, catalogs, and reports produced by cooperators. The records are often maintained separately from the related program cooperative agreement case file because of size and format.</p> <p>TEMPORARY. Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Destroy 7 years after final closeout of cooperative agreement.</p> <p>NOTE: A limited number of case files and associated end products may warrant permanent retention if, for example, the files or end products are deemed by the agency to be of historical importance or other unique significance to the history of federal assistance to the arts in the United States. In such cases, the NEA may submit a request for a non-recurring records disposition authority to cover the case file(s) and/or associated end product(s) and NARA will conduct an appraisal to determine if the case file(s) and/or associated end product(s) warrant permanent preservation.</p>	N1-288-95-1, Item 4.	