

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number

**N1-288-08-1**

Date Received

**1/9/09**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

**2/6/09**

Archivist of the United States

*Devin Thomas*

To **National Archives and Records Administration (NIR)  
Washington, DC 20408**

1 From (Agency or establishment)

**National Endowment for the Arts**

2 Major Subdivision

**Administrative Services Division**

3 Minor Subdivision

4 Name of Person with whom to confer

**Kathleen M. Edwards**

5 Telephone (include area code)

**202-682-5561**

### 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 1 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

*Kathleen M. Edwards*

Title

**Records Officer**

Date (mm/dd/yyyy)

**01/05/2009**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<b>See attached</b>		

**NATIONAL ENDOWMENT FOR THE ARTS**

**Operation Homecoming Submissions and Related Records**

**Item 1: Operation Homecoming Phase I Submission Files, 2004-2008.**

Arranged in alphabetical order by last name of submitter, unique submitter ID number and submission title. Full set of submissions received by NEA in response to the Operation Homecoming Anthology project including first submission and subsequent revisions when available. Records consist of materials in various genres including photographs, memoirs, journals, memoirs, poems, short stories, books and letters.

Record copy (electronic)

Disposition: PERMANENT. Transfer to the National Archives immediately.

**Item 2: Operation Homecoming Phase I Submission Contextual Files, 2004-2008.**

Arranged in alphabetical order by last name of submitter and unique submitter ID number. Set of contextual material related to Operation Homecoming submissions. Records consist of materials in various formats including emails, letters, greeting cards and photographs

Record copy (electronic)

Disposition. PERMANENT. Transfer to the National Archives immediately

**Item 3: Finding Aid.**

Finding aid for identification, retrieval and use of submission and submission contextual files. The finding aid includes the following information: submitter's name, submitter ID number, unique submission ID number, submission title, anthology selection status and notes relating to submission records.

Record copy (electronic)

Disposition: PERMANENT. Transfer to the National Archives immediately.