

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number NI-288-08-2

Date Received 1/7/08

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 2/6/08 Archivist of the United States  
*Allen Williams*

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, Admin Services Div**

Date (mm/dd/yyyy)  
**12/28/2007**

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	<p><b>Council Meeting Books</b></p> <p>Arranged chronologically by meeting.</p> <p>Each meeting book includes agenda, policy papers, grants under review, and other background materials.</p> <p>a. Record Copy and associated finding aids (electronic)</p> <p>PERMANENT. Transfer to National Archives in 5 year blocks in accordance with 36 CFR 1228.270 and NARA transfer guidance for records in Portable Document Format (PDF). (Supersedes NARA Job No. NCI-288-82-1, Item 64)</p> <p><del>b. All other copies (paper or electronic).</del></p> <p><del>TEMPORARY. Destroy when no longer needed.</del></p>	<p>NCI-288-82-1, Item 64</p>	<p></p>

*Non-record*

*RE 3/11/08 copies sent to agency, NWMB, NWOME, NWOMU, & NWOM*