REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>From (Agency or establishment)</th>
<th>Institute of Museum and Library Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Sub Division</td>
<td></td>
</tr>
<tr>
<td>Name of Person With Whom to Confer</td>
<td>Sharon McCoy</td>
</tr>
<tr>
<td>Telephone</td>
<td>202-653-4668</td>
</tr>
</tbody>
</table>

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 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: 9/30/2009

SIGNATURE OF AGENCY REPRESENTATIVE: [Signature]

TITLE: Chief of Staff/Records Officer

ITEM NO | DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
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See attached sheets

STANDARD FORM 115 (REV 3-91) PRESCRIBED BY NARA 36 CFR 1228
Institute of Museum and Library Services  *Reports and Notes Database Yearbook (RANDY)*

The Reports and Notes Database Yearbook was developed in order for program staff to aggregate the quantifiable outputs reported by grantees. In addition, it assists with managing the program’s report review process, and provides a vehicle for the reader of the report to share information with senior personnel assigned to that program.

1 Inputs

Information within RANDY is manually entered into the system by program staff.

Disposition: TEMPORARY, delete 10 years after date of award

GRS 20, Item 2(b)

2 Master File

RANDY maintains information about project purpose, activities, outputs, outcomes, log number, institution, program code, program, project type, project title, location, congressional, award, resource share, museum type, fiscal year, and current standing.

Disposition: TEMPORARY, Cutoff at end of year when grant terminates

Destroy/delete 10 years after cutoff

3 Outputs

This system is used to generate reports on quantifiable outputs.

Disposition: TEMPORARY, delete 10 years after date of award

GRS 20, Item 12(a)

4 System Documentation

Disposition: TEMPORARY, destroy when superseded or obsolete

GRS 20, Item 11(a)