

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-288-09-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 9/30/2009	
1 FROM (Agency or establishment) Institute of Museum and Library Services		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Sharon McCoy	5 TELEPHONE 202-653-4668	DATE 14 Oct 11	ARCHIVIST OF THE UNITED STATES
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/30/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief of Staff/ Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

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 TEMPOARY, 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)1**