

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-288-09-2	
1 FROM (Agency or establishment) Institute of Museum and Library Services		Date Received 9/30/2009	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Sharon McCoy	5 TELEPHONE 202-653-4668	DATE 14 March 11	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <i>[Signature]</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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
Applications and Awards Management System (AAMS)

The Applications and Awards Management System is a system that manages information on institutions, people, applications, and awards for all IMLS discretionary programs, and awards for library grants to states

~~1—Inputs~~

~~Information about the reviewers is imported from a reviewer's submission. Information on the applications, awards, institutions, and programs are manually input by program employees.~~

~~Disposition TEMPORARY, delete 10 years after date of award~~ **GRS 20, Item 2(b)**

2 Master File

AAMS maintains panelist/reviewer contact information with assignments and areas of expertise and application information. It also includes institution information, including contact information on staff associated with applications, application history, institution address, disciplines, and resource information.

Disposition TEMPORARY, Cutoff at end of year when grant terminates
Destroy/delete 10 years after cutoff

~~3—Outputs~~

~~The system is used to create application information reports, generate award notifications for grantees, reviewer qualifications listings, and reviewer assignments.~~

~~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**