Request for Records Disposition Authority

(See Instructions on reverse)

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

1 From (Agency or establishment)
Institute of Museum and Library Services

2 Major Subdivision
Office of Library Services

3 Minor Subdivision
Discretionary Programs

4 Name of Person with whom to confer
Sharon McCoy

5 Telephone (include area code)
202-653-4668

Leave Blank (NARA Use Only)

Job Number
N1-288-11-1

Date Received
1/24/2011

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
11 Aug 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 0 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	Title	Date (mm/dd/yyyy)
	Chief Information Officer/Records Officer	01/21/2011

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	State Program Report (SPR) Database The SPR system is an online reporting system to track expenditures related to each state allotment of grant funds as well as to report on the purpose, activities, outputs and/or outcomes, and other results of each project associated with the funds allotment		
	a. Inputs Awardees manually input information for grant programs TEMPORARY ~~Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as a backup to, a master file or database, whichever is later.~~	GRS 20 2b	
	b Master file The SPR system maintains information about parent and child projects, summaries, total resources, start and end dates, director contact information, purpose, activities, and outcomes PERMANENT Cut off at end of fiscal year Pre-accession data to NARA in 5-year blocks Transfer legal custody of data to National Archives 10 years after cutoff		
	~~c. Outputs~~ The SPR system generates each state's report for detailed analysis of compliance TEMPORARY Delete when no longer ~~needed for administrative, legal, audit~~ or other operational purposes	GRS 20 6	
	~~d. System~~ documentation Codebooks, records layout, user guide, and other related materials PERMANENT Transfer to National Archives with ~~permanent~~ electronic records to which the documentation relates	GRS 20 11a (2)	