

| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 | Archivist of the United States |
| 11 Aug 11 | |

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 Chief Information Officer/Records Officer | Date (mm/dd/yyyy) 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| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |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 | <p>State Program Report (SPR) Database</p> <p>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</p> <p>a Inputs Awardees manually input information for grant programs</p> <p>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.</p> <p>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</p> <p>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</p> <p>c Outputs The SPR system generates each state's report for detailed analysis of compliance</p> <p>TEMPORARY Delete when no longer needed for administrative, legal, audit or other operational purposes</p> <p>d System documentation Codebooks, records layout, user guide, and other related materials</p> <p>PERMANENT Transfer to National Archives with permanent electronic records to which the documentation relates</p> | <p>GRS 20 2b</p> <p>GRS 20 6</p> <p>GRS 20 11a (2)</p> | |