

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-288-87-1

DATE RECEIVED

6-26-87

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

NATIONAL ENDOWMENT FOR THE HUMANITIES

2. MAJOR SUBDIVISION

ASSISTANT CHAIRMAN FOR ADMINISTRATION

3. MINOR SUBDIVISION

ADMINISTRATIVE SERVICES OFFICE

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Larry Terra

786-0233

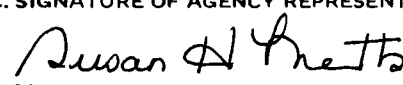
1/27/88



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
6/19/87		Assistant Chairman for Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	The attached RECORDS CONTROL SCHEDULE provides a <u>REVISED DISPOSITION AUTHORITY</u> for item 10(b) of the Endowment's currently approved comprehensive records control schedule.		

Copies sent to agency, NCF

1-28-88

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
10.	<p>b. All other grant case files.</p> <p>Break file upon completion of the grant. Consolidate program office and Grants Office folders. DESTROY all duplicates. Transfer to the Washington National Records Center when 5 years old. DESTROY when 25 years old.</p>		