<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>See the Attached List of Record Descriptions and Requested Disposition Authorities.</td>
</tr>
</tbody>
</table>

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408

**1 FROM (Agency or establishment)**

NATIONAL ENDOWMENT FOR THE ARTS

**2. MAJOR SUBDIVISION**

**3 MINOR SUBDIVISION**

**4 NAME OF PERSON WITH WHOM TO CONFER**

Judith O'Brien

**5 TELEPHONE**

682-5464

**DATE RECEIVED**

3-17-92

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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**

5/5/92

**ARCHIVIST OF THE UNITED STATES**

Deputy Chairman for Management

**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 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;
- [x] is attached; or
- [ ] has been requested.

**SIGNATURE OF AGENCY REPRESENTATIVE**

Deputy Chairman for Management

**TITLE**

115-109

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)

Prescribed by NARA

36 CFR 1228
8. PROGRAM GRANT CASE FILES.

Arranged alphabetically by name of grantee.

Official program case files for awarded grants consisting of copies of the application, grant award contract, approved budget with any amendments, general correspondence with the grantee concerning program matters, final narrative and expenditure reports, final grant products (including audiovisual records), financial data sheet, and evaluative materials from reviewers and panelists.


Temporary. Cut off files on completion of grant. Transfer to Federal Records Center when volume warrants. DESTROY 7 years after closeout of Grant Case File.

The Endowment may request permission from NARA to donate temporary records, per CFR §1228.60.

NOTE: In the rare instance that a grant case file may have exceptional value, the Endowment may offer such file to NARA through a separate disposition authority request.

116. GRANT OFFICE CASE FILES.

Arranged by grant case number.

Official Grant Office case file for awarded grants consisting of the original application, general correspondence with grantee concerning fiscal matters, grant award contract, revised and approved budgets, amendments to the grant, requests for advance or reimbursement of monies, financial status reports, final reports and file closeout forms.


Temporary. Cut off files on completion of grant. Transfer to Federal Records Center when volume warrants. DESTROY 7 years after closeout of Grant Case File.

N1-288-82-1 Items 8a, 8b