

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-288-92-1	DATE RECEIVED 3-17-92
1 FROM (Agency or establishment) NATIONAL ENDOWMENT FOR THE ARTS		NOTIFICATION TO AGENCY	
2. MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Judith O'Brien	5 TELEPHONE 682-5464	DATE 5/5/92	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 1 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; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Deputy Chairman for Management
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See the Attached List of Record Descriptions and Requested Disposition Authorities.		

Copies sent to agency, NN-W, NNS, NNT, NCF 5/14/92

<u>Item No.</u>	<u>Records Description & Disposition</u>	<u>Superseded Job Citation</u>
8.	<p>PROGRAM GRANT CASE FILES.</p> <p>Arranged alphabetically by name of grantee.</p> <p>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.</p> <p>Privacy Act Systems: NEA-6, NEA-8.</p> <p><u>Temporary.</u> Cut off files on completion of grant. Transfer to Federal Records Center when volume warrants. DESTROY 7 years after closeout of Grant Case File.</p> <p>The Endowment may request permission from NARA to donate temporary records, per CFR §1228.60.</p> <p>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.</p>	N1-288-82-1 Items 8a, 8b
116.	<p>GRANT OFFICE CASE FILES.</p> <p>Arranged by grant case number.</p> <p>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.</p> <p>Privacy Act Systems: NEA-6, NEA-8.</p> <p><u>Temporary.</u> Cut off files on completion of grant. Transfer to Federal Records Center when volume warrants. DESTROY 7 years after closeout of Grant Case File.</p>	N1-288-82-1 Items 8a, 8b