REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
Institute of Museum and Library Services

MAJOR SUBDIVISION
5-7-1992

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER
Dan Lukash

TELEPHONE
202/606-8539

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 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

SIGNATURE OF AGENCY REPRESENTATIVE
Daniel Lukash

TITLE
Program Officer

ITEM NO

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Files of Grants

Arranged by grant number. The grant number indicates program, year, and application number.

These files consist of applications that received funds and became grants. In each file there is an original application, any general correspondence between the grantee and IRS concerning program and fiscal matters, grant award notification form, some may have interim reports, approved amendments to the grant, evaluative materials from reviewers and/or panelists, and final report forms.

These records will be transferred to the record center after three years, and then destroyed when 10 years old.

Disposition: Temporary. Cut off when three years old and transfer to WNRC. Destroy when 10 years old.

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE RECEIVED
11-16-92

ARCHIVIST OF THE UNITED STATES

PROGRAM OFFICER

DATE
7-15-94

ACTION TAKEN (NARA USE ONLY)

7/18/94

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228
a. Grant case files selected annually by the Records Program Director which meet one or more of the following criteria:

a. established a precedent for changing IMS policy or procedures; See below 5/31/94
b. received widespread attention from the news media;

c. was widely recognized for its excellence by museum professionals, subject specialists, or others active in the field; See below 5/31/94
d. was the subject of extensive litigation.

Disposition: PERMANENT. Cut off when three years old and retire to WNRC. Transfer to the National Archives when 10 years old.

b. All other grant case files.

Disposition: Temporary. Cut off when three years old and retire to WNRC. Destroy when 10 years old.

All changes to this proposed schedule have been approved by:

[Signature]
NARA Appraiser

14-04-94

[Signature]
IMS Records Officer

6-22-94

5/31/94 l.a.a. Established a precedent for changing policies or practices of IMS or of the library and information science or museum fields.

5/31/94 l.a.c. Was widely recognized for its significance by individuals active in the library and information science and museum fields or beyond them.