N1-288-95-001 Schedule Number: N1-288-95-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/27/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 5, DESIGN ARTS GRANT END PRODUCT FILES.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-288-06-02 supersedes items 1-4.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1 FROM (Agency or establishment)
National Endowment for the Arts

2 MAJOR SUBDIVISION
Administrative Services Division

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Judith O'Brien, Records Officer

5 TELEPHONE
202-682-5464

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

DATE 05/16/95

SIGNATURE OF AGENCY REPRESENTATIVE Judith O'Brien

TITLE Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Grant Related Permanent Materials

Please See Attached

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

Copied sent to agency NNS NMT NCF NIA 6/21/95
1. **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, financial data sheet, and evaluative materials from reviewers and panelists.

*Privacy Act Systems. NEA-6, NEA-8.*

*Permanent* Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Transfer to the National Archives 7 years after final closeout of grant.

2. **GRANT END PRODUCT FILES.**

Playscripts, manuscripts, motion picture film, slides, music scores, video recordings, published books, and catalogs produced by grantees. The records are often maintained separately from the related program grant case files because of size and format.

*Permanent* Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Transfer to the National Archives 7 years after final closeout of grant.

3. **PROGRAM COOPERATIVE AGREEMENT CASE FILES.**

Arranged alphabetically.

Official program case files for awarded cooperative agreements consisting of copies of the cooperative agreement contract, approved budget with any amendments, correspondence with the organization awarded the cooperative agreement concerning program matters, expenditure reports and final reports.

*Permanent* Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Transfer to the National Archives 7 years after final closeout of grant.
4. COOPERATIVE AGREEMENT END PRODUCT FILES.

Published books, manuscripts, catalogs, and reports produced by cooperators. The records are often maintained separately from the related program cooperative agreement case file because of size and format.

Permanent. Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Transfer to the National Archives 7 years after final closeout of cooperative agreement.

5. DESIGN ARTS GRANT END PRODUCT FILES.

Manuscripts, films, slides, video recordings, published books, architectural plans, surveys, and catalogs produced by grantees. The records are maintained separately from the related program grant case files because of size and format.

Permanent. Cut off files by fiscal year. Retire to Washington National Records Center one year after cut off. Transfer to the National Archives 7 years after final closeout of cooperative agreement.