

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 NI-288-95-1	DATE RECEIVED 5-17-95
1 FROM (Agency or establishment) National Endowment for the Arts		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
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	DATE JUN 19 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 <i>Judith O'Brien</i>	TITLE <i>Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Grant Related Permanent Materials Please See Attached		

Copies sent to agency, NNS, NNT, NCF, NIA 6/27/95

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.