## REQUEST FOR RECORDS DISPOSITION AUTHORITY

### (See Instructions on reverse)

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
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

### LEAVE BLANK (NARA use only)

**JOB NUMBER**  
N1-288-95-2

**DATE RECEIVED**  
5-17-95

**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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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 ARCHIVIST OF THE UNITED STATES**  
8-31-95

### 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

### DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Applicant Support Materials

Please See Attached
1. GRANT APPLICANT'S SUPPORTING MATERIALS.

Playscripts, manuscripts, motion picture film, slides, music scores, video recordings, published books, catalogs, brochures and other similar items submitted by grant applicants to supplement the grant application. [NOTE: For Visual Artists Fellowships, see item #2.]

Temporary. Return to applicant or destroy 90 days after Chairperson's post-NCA determination memo is signed for the Council meeting at which respective applications are reviewed.

5/30/95 - changed with NFA permission and to match approval received from NFA.

Yvonne Wilson, appraisal

2. VISUAL ARTISTS FELLOWSHIPS GRANT APPLICANT'S SUPPORTING MATERIALS.

Slides submitted by individual grant applicants to supplement the grant application.

Temporary. Destroy when no longer needed.