## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

### MAJOR SUBDIVISION
Public Affairs

### MINOR SUBDIVISION

### NAME OF PERSON WITH WHOM TO CONFERENCE
Murray R. Welsh

### TELEPHONE
202-682-5401

### DATE RECEIVED
3-12-96

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 of the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.

### 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,

1. is not required;
2. is attached; or
3. has been requested.

### SIGNATURE OF AGENCY REPRESENTATIVE
Murray R. Welsh

### TITLE
Records Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Endowment Publications</td>
<td>NCI-288-82-1 item 38</td>
<td></td>
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</tbody>
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Record copy of each Endowment publication including the Annual Report, Guide to Programs, Artifacts, and individual program guidelines.

Permanent. Transfer to the National Archives in 3 years after publication. First block when most recent publication in block is one year old.

Annual volume: 3 to 6 inches of publications.