**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*See instructions on reverse*

1. **FROM (Agency or establishment):** Institute of Museum and Library Services
2. **MAJOR SUBDIVISION:** Office of Library Services
3. **MINOR SUBDIVISION:** Formula Grants
4. **NAME OF PERSON WITH WHOM TO CONFER:** Donald Fork
5. **TELEPHONE:** (202) 219-1312
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: 6-25-97
   - SIGNATURE OF AGENCY REPRESENTATIVE: [Signature]
   - TITLE: Program Officer

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Figure 5-8. Completed and Approved Standard Form 115

V-17
Item 1  Files of State plans and reports under the Library Services and Construction Act

Arranged by state and by fiscal year

Files consist of

a  Basic State plan, long range plan, annual program information, annual report, fiscal spreadsheet, grant awards, assurances, correspondence, and related information  These files are for Titles I and III of the Act

Disposition  TEMPORARY  Cut off files at end of fiscal year in which grant is closed  Retire to the Washington National Records Center 3 years after cutoff  Destroy 10 years after cutoff

b  Title II files - Construction Projects  Statute mandates a 20-year Federal interest in each facility

Disposition  TEMPORARY  Cut off each project file at date of completion of project  Retire to the Washington National Records Center 3 years after cutoff  Destroy 20 years after cutoff

Item 2  Files of State plans and reports under the Library Services and Technology Act

Arranged by state and fiscal year

Files consist of assurances, five-year plan, grant awards, annual report, and correspondence

Disposition  TEMPORARY  Cut off files at end of fiscal year in which grant is closed  Retire to the Washington National Records Center 3 years after cutoff  Destroy 10 years after cutoff

Item 3  Audit reports and related records

Case files of external audits of grantees, containing correspondence, supporting working papers, and grantbacks

Disposition  TEMPORARY  Cut off files at end of the fiscal year in which audit is closed  Destroy 8 years after cutoff