

Reid NCD 140478 d44

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-288-80-2
DATE RECEIVED	4-14-80
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	9-19-80 <i>acting</i> <i>John K. Landon</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
NATIONAL ENDOWMENT FOR THE HUMANITIES

2 MAJOR SUBDIVISION
DIVISION OF ADMINISTRATION

3 MINOR SUBDIVISION
ADMINISTRATIVE SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER
LARRY TERRA

5. TEL EXT
724-0326

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/31/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Whitecaw</i>	E. TITLE <i>Deputy Chairman for Management</i>
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN																						
	The attached COMPREHENSIVE RECORDS CONTROL SCHEDULE provides disposition authority for all records created by the National Endowment for the Humanities except those covered by the General Records Schedules (FPMR 101-11.4).																								
	<table style="width: 100%; border: none;"> <tr><td></td><td style="text-align: right;"><u>Items</u></td></tr> <tr><td>General Records</td><td style="text-align: right;">1-13</td></tr> <tr><td>Office of the Chairperson</td><td style="text-align: right;">14-21</td></tr> <tr><td>Office of the Deputy Chairperson</td><td style="text-align: right;">22-26</td></tr> <tr><td>Office of the Assistant Chairperson</td><td style="text-align: right;">27</td></tr> <tr><td>Office of the General Counsel</td><td style="text-align: right;">28-37</td></tr> <tr><td>Office of Planning and Policy Assessment</td><td style="text-align: right;">38-43</td></tr> <tr><td>Audit Office</td><td style="text-align: right;">44-46</td></tr> <tr><td>Budget Office</td><td style="text-align: right;">47</td></tr> <tr><td>Public Affairs Office</td><td style="text-align: right;">48-54</td></tr> <tr><td>Division of Public Programs, Media</td><td style="text-align: right;">55-56</td></tr> </table>		<u>Items</u>	General Records	1-13	Office of the Chairperson	14-21	Office of the Deputy Chairperson	22-26	Office of the Assistant Chairperson	27	Office of the General Counsel	28-37	Office of Planning and Policy Assessment	38-43	Audit Office	44-46	Budget Office	47	Public Affairs Office	48-54	Division of Public Programs, Media	55-56		
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115-107

Copies to NND Agency New

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NNB

Closed 65 Items

9-22-80

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;"><u>PART A</u></p> <p>The records described in <u>Part A</u> of this records disposition schedule are commonly found throughout the agency. The series descriptions are generic in that they relate to various records series having similar characteristics. The disposition instructions apply to all such series found in the agency unless otherwise indicated in <u>Part B</u>.</p> <p>1. General Program Files.</p> <p>Arranged alphabetically by subject.</p> <p>Correspondence with Federal agencies, state and local government offices, colleges and universities, and private cultural organizations; copies of policy memoranda prepared by offices within the Endowment and maintained by the operating office for general reference; copies of policy memoranda prepared by the operating office for distribution to other elements within the Endowment; studies and reports; and other background materials relating to all phases of the work of operating offices. These files provide information on the administration of Endowment programs (budget, funding, and travel) as well as information on specific programs developed by the office creating the series. The records are generated in nearly every functional office in NEH and are used primarily for general reference.</p> <p>Break files annually. DESTROY when 5 years old.</p> <p>2. Background Files on Cultural Organizations.</p> <p>Arranged alphabetically by organization.</p> <p>Publications, brochures, catalogs, and publicity materials received by Endowment offices from organizations participating in NEH programs. These files are used for general reference by staff members and are frequently updated.</p> <p>DESTROY superseded or outdated items annually.</p>		

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3.	<p>General Inquiry Correspondence.</p> <p>Arranged alphabetically by name of requestor.</p> <p>Correspondence with the general public, private organizations, colleges and universities, and state and local government agencies requesting general information on the programs and procedures of the Endowment. These transitory files have little long-range reference value.</p> <p>Break files annually. DESTROY when 3 years old.</p>		
4.	<p>General Reference Files on Council, Committee, and Panel Meetings.</p> <p>Arranged chronologically by year.</p> <p>General correspondence, copies of agenda and minutes, lists of participants, panelists' rating sheets, lists of applications to be reviewed, abstracts of applications, staff analysis of applications, panel, committee, and Council books, and other background materials relating to various conferences and meetings held by the Endowment.</p> <p>Break files annually. DESTROY when 3 years old.</p>		
5.	<p>General Reference Files on Panelists and Consultants.</p> <p>Arranged alphabetically by name.</p> <p>Files documenting the relationship between the Endowment and panelists and consultants who review grant applications and make recommendations for funding. The files include biographical data, correspondence providing administrative guidance regarding travel expenses and reviewing procedures, and copies of contracts.</p> <p>Break files annually. DESTROY when 3 years old.</p>		

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6.	<p>Chronological, Reading, or Day Files.</p> <p>Arranged chronologically by date.</p> <p>Carbon or electrostatic copies of all correspondence and internal memoranda prepared within an office relating to all phases of its work. These files are generated for convenience of reference since record copies of the correspondence or memoranda are found in other Endowment files.</p> <p>Break files annually. DESTROY when 3 years old.</p>		
7.	<p>Press Clippings Files.</p> <p>Copies of press clippings normally received from a clippings service and maintained to monitor the reception of various Endowment programs by the news media. .</p> <p>DESTROY when all administrative needs have ended.</p>		
8.	<p>Preliminary Grant Proposals.</p> <p>Unsolicited proposals for grants received by the Endowment. If the proposals fall within standard Endowment guidelines, the prospective grantee is invited to make a formal application.</p> <p>a. Eligible preliminary grant proposals.</p> <p>If a formal grant application is made, see Item 9 for disposition. If no formal application is received, DESTROY when 1 year old.</p> <p>b. Ineligible preliminary grant proposals.</p> <p>DESTROY when 1 year old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p>Grant Application Files.</p> <p>Arranged alphabetically by name of individual or organization or by application number.</p> <p>Application folders consist of the official application and proposal, evaluative materials such as staff, reviewer, and panelist comments, and general correspondence between the program office and the applicant.</p> <p>a. Current grant applications.</p> <p>See Item 10 for disposition instructions if the application is approved. If the application is rejected, withdrawn, or deferred, see below for disposition instructions.</p> <p>b. Rejected grant applications.</p> <p>Break files at the end of each approval cycle. DESTROY when 5 years old.</p> <p>c. Withdrawn grant applications.</p> <p>Break files at the end of each approval cycle. DFSTROY when 5 years old.</p> <p>d. Deferred grant applications.</p> <p>At the end of each approval cycle, carry forward with current grant applications.</p>	<p><i>GRS 3</i> <i>14a</i></p>	

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10.	<p>Grant Case Files.</p> <p>Arranged by grant case number.</p> <p>Official case files for awarded grants consisting of the original application, general correspondence with the grantee concerning program and fiscal matters, grant award contract, approved budget with any amendments, final narrative and expenditure reports, final grant products, financial data sheet, evaluative materials from reviewers and panelists, newspaper clippings, and other background materials received from the grantee. Although each program office and the Grants Office maintain separate sets of the grant case files, these two sets of case files are consolidated when the grant is completed. Although physically separated, the disposition of audio-visual materials such as 16mm motion picture films, 3/4-inch video recordings, and slide-tape presentations must conform to the standards described below except for those produced under the Media Program, Division of Public Programs described in Items</p> <p>a. Unique grant case files selected by Endowment officers because they meet one or more of the following criteria:</p> <ol style="list-style-type: none"> (1) the grant established a precedent for changing Endowment procedures, (2) the grant was the subject of extensive litigation, (3) the grant received widespread attention from the news media, (4) the grant was widely recognized for its excellence by scholars and others active in the humanities, or (5) the grant was reviewed at length in the narrative portions of the Endowment's annual report. <p>Break files on completion of the grant. Consolidate program office and Grants Office folders. Destroy all duplicates. PERMANENT. Offer to NARS when 10 years old.</p> <p>b. All other grant case files.</p> <p>Break file upon completion of the grant. Consolidate program office and Grants Office folders. DESTROY all duplicates. Transfer to the Washington National Records Center when 5-years old. DESTROY when 15 years old.</p>	<p>6RS3 15</p>	<p>55 and 56 below.</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11.	<p>Final Grant Reports.</p> <p>Copies of the final narrative grant reports prepared by the grantee as required by Endowment procedures. These copies are maintained for convenience of reference by Endowment program offices. In most cases, a copy of the report is filed with the Office of Planning and Policy Analysis and in the official grant case file.</p> <p>DESTROY when all administrative needs have ended.</p>		
12.	<p>Indexes for Grant Application and Grant Case Files.</p> <p>Card indexes, log books, and similar finding aids which facilitate reference use of the application and grant case files</p> <p>DESTROY when the records for which the index was prepared are destroyed.</p>		
13.	<p>Grant Management Records.</p> <p>Bibliographies of grant products for various Endowment programs, log books maintained to monitor contributions of matching funds, statistical compilations used for management studies, and similar records created for analysis and planning.</p> <p>DESTROY when all administrative needs have ended.</p>		
<u>PART B</u>			
<p>This portion of the records disposition schedule describes specific series of records created by various Endowment offices. Many of these have been designated for transfer to the National Archives for permanent retention to document the history of the agency. Retention periods assigned to the temporary records vary according to the reference needs of the creating office.</p>			

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14.	<p><u>OFFICE OF THE CHAIRPERSON</u></p> <p>General Correspondence File.</p> <p>Arranged alphabetically by subject or cultural organization.</p> <p>Annual rate of accumulation is 6 cubic feet.</p> <p>Correspondence with established cultural organizations and agencies including the Library of Congress, Smithsonian Institution, American Council of Learned Societies, and Modern Language Association concerning their relationship with the Endowment. No internal memoranda are found in this series. A few general project files are interspersed.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		
15.	<p>Correspondence with Federal Agencies.</p> <p>Arranged alphabetically by Federal agency.</p> <p>Annual rate of accumulation is 6 inches.</p> <p>Correspondence with Federal agencies such as the General Accounting Office, the National Science Foundation, the Department of Health, Education, and Welfare, and the National Endowment for the Arts concerning their relationship with the Endowment.</p> <p>Break files annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		
16.	<p>Correspondence with the Office of Management and Budget.</p> <p>Arranged chronologically by year.</p> <p>Correspondence with the Office of Management and Budget concerning the development and approval of the Endowment's budget and comments on proposed legislation prepared by the General Counsel. Some background materials are included. The correspondence in this series is not duplicated in the Chairperson's correspondence with Federal agencies (see Item 15).</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		

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17.	<p>Correspondence with Members of Congress.</p> <p>Arranged by House of Congress.</p> <p>Annual rate of accumulation is 4 inches.</p> <p>Correspondence with members of Congress concerning substantive program issues such as budget and appropriations matters and proposed legislation. Routine constituent referral mail is not found in this series.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		
18.	<p>Internal Endowment Memoranda.</p> <p>Arranged alphabetically by division and thereunder by program office.</p> <p>Annual rate of accumulation is 2 cubic feet.</p> <p>Memoranda with attachments exchanged between the Chairperson and the heads of divisions and program offices concerning all administrative and program phases of the work of the Endowment.</p> <p>Break files annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		
19.	<p>Speeches of the Chairperson.</p> <p>Arranged chronologically by date.</p> <p>Annual rate of accumulation is 6 inches.</p> <p>One record copy of all remarks, addresses, and speeches by the Chairperson before professional groups, during interviews, and in Congress.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		

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20.	<p>General Records on the Federal Council on the Arts and the Humanities.</p> <p>Arranged by record type and thereunder chronologically by date.</p> <p>Annual rate of accumulation is 6 inches.</p> <p>Correspondence, memoranda, minutes, and other background materials concerning the Chairperson's role as head of the Federal Council on the Arts and the Humanities. The Council consists of 14 members including the Archivist of the United States, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Chairpersons of the Endowment for the Arts and the Endowment for the Humanities. The function of the Council is to coordinate the activities of the two Endowments and related programs of other Federal agencies.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		
21.	<p>General Records on the National Council on the Humanities.</p> <p>Arranged by record type and thereunder chronologically by date.</p> <p>Annual rate of accumulation is 6 inches.</p> <p>Biographies, lists of and correspondence with Council members, letters to the Council, and other background materials concerning the operations of the National Council on the Humanities. The Council is an advisory body consisting of 26 members appointed by the President. The Chairperson of the Endowment is a member of the Council and serves as the Council's chairperson.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p>		

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	<u>OFFICE OF THE DEPUTY CHAIRPERSON</u>		
22.	<p>General Program Correspondence Files.</p> <p>Arranged alphabetically by subject.</p> <p>Annual rate of accumulation is 6 feet.</p> <p>Correspondence with cultural organizations and Endowment grantees and internal memoranda to and from program divisions concerning all aspects of the Endowment's various programs. The majority of subjects relate to individual organizations such as the American Association of Museums or to specific projects in which the Deputy has an active interest such as the Conference on Women in Humanities and Social Sciences.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Deputy Chairperson.</p>		
23.	<p>Internal Memoranda File.</p> <p>Memoranda to and from various program and staff offices within the Endowment. Included are exchanges with the Chairperson, Deputy Chairperson for Administration, and Assistant Chairperson for Institutional Liaison. The majority of these are duplicated in the Deputy's general program correspondence files (see Item 22).</p> <p>Break file annually. DESTROY when 5 years old.</p>		
24.	<p>General Policy Files</p> <p>Copies of policy documents received from within the Endowment and maintained for convenience of reference.</p> <p>DESTROY when superseded or obsolete.</p>		
25.	<p>Miscellaneous Correspondence or "Alphabetical" Files.</p> <p>Correspondence with cultural organizations lacking sufficient substance to be included in the Deputy's general program correspondence files (see Item 22).</p> <p>Break file annually. DESTROY when 3 years old.</p>		

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26.	<p>Speeches of the Deputy Chairperson.</p> <p>Arranged chronologically by date.</p> <p>Annual rate of accumulation is 6 inches.</p> <p>One record copy of all remarks, addresses, and speeches by the Deputy Chairperson.</p> <p>Break file annually. PERMANENT. Offer to NARS 5 years after change in Deputy Chairperson.</p> <p><u>OFFICE OF THE ASSISTANT CHAIRPERSON FOR INSTITUTIONAL LIAISON</u></p>		
27.	<p>Program Correspondence Files.</p> <p>Arranged chronologically by year and thereunder alphabetically by subject.</p> <p>Annual rate of accumulation for (a) below is 5 cubic feet.</p> <p>Correspondence with international and domestic organizations and Federal agencies as well as internal memoranda received from all levels within the Endowment concerning the functions of the Assistant Chairperson for Institutional Liaison. This Endowment officer has responsibility for liaison with other elements in the Federal government including Congress and with international and domestic groups which are traditionally concerned with the humanities; for establishing liaison with non-traditional groups such as labor unions, ethnic and minority organizations, and urban interests; and for review of major policy decisions.</p> <p>a. Correspondence and internal memoranda directly related to the primary responsibility of the Assistant Chairperson.</p> <p>Break files annually. PERMANENT. Offer to NARS 5 years after change in Assistant Chairperson.</p> <p>b. All other material including those records received for information purposes and maintained for convenience of reference and those records related to program areas for which the office lacks primary responsibility.</p> <p>Break file annually. DESTROY when 5 years old.</p>		

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28.	<p><u>OFFICE OF THE GENERAL COUNSEL</u></p> <p>General Correspondence with Members of the National Council on the Humanities.</p> <p>Arranged chronologically by year in which member's term expires and thereunder alphabetically by surname.</p> <p>Annual rate of accumulation is 4 inches.</p> <p>Correspondence between the General Counsel as Secretary of the National Council and Council members concerning personnel and travel matters as well as general procedures regarding the operation of the Council. Also included are brief biographical sketches, oaths, and various appointment papers.</p> <p>Break file on termination of appointment. PERMANENT. Offer to NARS when 10 years old.</p>		
29.	<p>Minutes of the National Council on the Humanities.</p> <p>Arranged chronologically by date of meeting in bound volumes.</p> <p>Annual rate of accumulation is 2 inches.</p> <p>Substantive summaries of the proceedings of the four annual meetings of the National Council. Frequent subjects of discussion include legislation under consideration and future appropriations. Also included are the Council's recommendations on grant proposals.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		
30.	<p>Agenda Books of the National Council on the Humanities.</p> <p>Arranged chronologically by date of meeting in bound volumes.</p> <p>Annual rate of accumulation is 1 foot.</p> <p>Materials prepared for use by the the Council during its meetings including agenda, lists of grants awarded since the previous meeting, various reports written by the NEH staff, summaries of grant applications, and comments on the applications from private reviewing panels, NEH program staff, and committees of the Council.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		

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31.	<p>Meeting Books of the Committees of the National Council on the Humanities.</p> <p>Materials prepared for use by the committees of the Council during its meetings including summaries of grant applications and comments on the applications from private reviewing panels and NEH program staff. Grant applications recommended for approval by the committees are also included in the agenda books of the Council.</p> <p>DESTROY when all administrative needs have ended.</p>		
32.	<p>Confidential Statements of Employment and Financial Interest.</p> <p>Confidential statements prepared by consultants retained by the Endowment. These annual statements are required by 45 CFR 1105.735-6.</p> <p>Break files annually. Destroy when 5 years old.</p>		
33.	<p>Public Information Files on Advisory Bodies.</p> <p>Background files on the National Council on the Humanities, grant review panels, and other advisory bodies maintained for general reference and for use in responding to requests for information from the general public. Included are copies of Federal Register Notices, instructions on the operation of the advisory committees, and materials relating to the renewal of the charter of the National Council.</p> <p>Break files annually. DESTROY when 5 years old.</p>		
34.	<p>Contract Files.</p> <p>Contracts let for the publication of NEH reports, audit studies, arrangements for advisory committee meetings, and other similar purposes.</p> <p>Break file on termination of contract. DESTROY in accordance with General Records Schedule 3, Item 4.</p>		
35.	<p>Legislative History Files.</p> <p>Bound volumes containing copies of legislation, Congressional hearings, and other materials relating to Endowment legislation. This series does not include formal comments made by the General Council.</p> <p>DESTROY when all administrative needs have ended.</p>		

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36.	<p>Legislative Comments Files.</p> <p>Comments prepared by the Endowment at the request of the Office of Management and Budget or Congress on legislation of interest to NEH. Copies of the proposed bill are included.</p> <p>Break files annually. DESTROY when 5 years old.</p>		
37.	<p>General Program Subject Files.</p> <p>Correspondence, internal memoranda, legal opinions, reports and other materials relating to a wide range of subjects both program and administrative in nature. Included are files on appropriations, budget, civil rights, donations, grants, personnel, and taxation.</p> <p>Break files annually. DESTROY when 10 years old.</p>		
<u>OFFICE OF PLANNING AND POLICY ASSESSMENT</u>			
38.	<p>Biographies of Nominees for the National Council on the Humanities.</p> <p>Brief biographical sketches, letters of nomination from scholarly organizations, and other background materials on nominees for the National Council.</p> <p>Break files annually. DESTROY when 5 years old.</p>		
39.	<p>General Budget Files.</p> <p>Background materials used for the development of the annual budget including records relating to program reviews by each division, budget projections and submissions, correspondence with Congress, and Congressional hearings and testimony.</p> <p>Break files annually. DESTROY when 10 years old.</p>		
40.	<p>Grant Data Cards.</p> <p>Data cards listing specific information for each grant including grant number, name of grantee, title of grant, location, dates, and amount. The cards are used to prepare statistical summary reports regarding various subjects.</p> <p>Break files annually. DESTROY when all administrative needs have ended.</p>		

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41.	<p>Final Grant Reports.</p> <p>Final narrative reports prepared by each grantee summarizing the study funded by the Endowment. These reports are required and are normally submitted within three months after the grant is completed.</p> <p>Break file annually. DESTROY when 5 years old.</p>		
42.	<p>Grant Information Files.</p> <p>Summaries, lists, and statistical reports compiled in response to requests received from Congress and private organizations concerning grants awarded to particular groups, related to specific subjects, or approved within a given program area.</p> <p>Break file annually. DESTROY when all administrative needs have ended.</p>		
43.	<p>Program Evaluation Studies.</p> <p>Memoranda, correspondence, survey instruments, interview records, reports, raw and analyzed data, and other background materials related to the initiation, design, and review of evaluations of Endowment programs. Some of the studies are done under contract. These evaluations are used to determine if existing programs should be changed or new programs should be added.</p> <p>a. Final Reports.</p> <p>Arranged alphabetically.</p> <p>Annual rate of accumulation is 2 inches.</p> <p>PERMANENT. Offer to NARS when 5 years old.</p> <p>b. All other background materials.</p> <p>Break file on completion of study. Transfer to the Washington National Records Center when 5 years old. DESTROY when 10 years old.</p>		

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44.	<p><u>AUDIT OFFICE</u></p> <p>Audit, Survey, and Indirect Cost Case Files.</p> <p>Records relating to the Endowment's audits and surveys of grantees including evaluations of indirect costs related to individual grants. The audits and surveys are conducted on-site by NEH personnel</p> <p>a. Final Reports. b. Workpapers documenting the report. c. Follow-up files documenting the Endowment's efforts to monitor implementation of the recommendations made in the reports.</p> <p>Break file 1 year after recommendations have been resolved. Destroy 6 years after resolution of recommendations</p>		
45.	<p>Cognizant Agency Audit/Letter of Credit Case Files.</p> <p>Copies of reports, workpapers, and follow-up documentation received from grantor agencies such as the National Science Foundation, Department of Defense, and Department of Health, Education, and Welfare sent to the Endowment for information. These records are maintained for only those grants in which the Endowment is not the primary or "cognizant" grantor, but has awarded some funds.</p> <p>Break file 1 year after recommendations have been resolved. Destroy 6 years after resolution of recommendations.</p>		
46.	<p>Special Project Case Files.</p> <p>Working project files concerning special attention actions such as new directives from the General Accounting Office and the Office of Management and Budget and proposed new audit procedures.</p> <p>Break file on completion of project. Destroy when all administrative needs have ended.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
47.	<p><u>BUDGET OFFICE</u></p> <p>Estimates of Appropriations.</p> <p>Formal budget proposals prepared by the Endowment and sent to the Office of Management and Budget and to Congress for review. The information is presented in statistical and narrative form and is related to the general fiscal needs of the agency as well as specific requirements of individual programs for the coming fiscal year. The Endowment's budget proposals have been scheduled for permanent retention by OMB.</p> <p>DESTROY when all administrative needs have ended.</p>		
48.	<p><u>PUBLIC AFFAIRS OFFICE</u></p> <p>Press Releases.</p> <p>Arranged chronologically by date.</p> <p>Annual rate of accumulation is 1 inch.</p> <p>Record set of all press releases issued by the Endowment announcing major events.</p> <p>Break file annually. PERMANENT. Offer to NARS when 5 years old.</p>		
49.	<p>Publications.</p> <p>Annual rate of accumulation is 4 inches.</p> <p>Record set of annual reports of the Endowment, guideline brochures prepared by each funding area concerning procedures for applying for grants, the <u>Humanities review</u>, and other similar publications of the Endowment.</p> <p>PERMANENT. Offer to NARS when 5 years old.</p>		

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 19 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
50.	<p>Posters.</p> <p>Arranged chronologically by year.</p> <p>Annual rate of accumulation is negligible.</p> <p>Record set of posters prepared by each funding area concerning new programs.</p> <p>Break file every 5 years. PERMANENT. Offer to NARS when 5 years old.</p>		
51.	<p>Black-and-white Still Photograph Negative and Contract Sheet File.</p> <p>Arranged chronologically by year, thereunder by roll number.</p> <p>Annual rate of accumulation is 2 inches.</p> <p>Documentation of Endowment activities, including coverage of Chairperson and other significant personalities, official ceremonies, and events.</p> <p>Break file every 5 years. PERMANENT. Offer to NARS when 5 years old.</p>		
52.	<p>Black-and-white Still Photograph Print File.</p> <p>Arranged alphabetically by subject and numerically keyed to negative file (see Item 51).</p> <p>8X10 captioned prints made from negatives.</p> <p>Break file every 5 years. PERMANENT. Offer one copy of each print to NARS with related negatives and/or contact sheets when 5 years old.</p>		
53.	<p>Original Artwork and Camera-ready Copy.</p> <p>Material prepared for brochures, publications (including annual reports) and posters.</p> <p>DESTROY one year after final publication or printing.</p>		
54.	<p>Video Recordings.</p> <p>Arranged chronologically by date of broadcast.</p> <p>Annual rate of accumulation is one cubic foot.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 20 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>3/4-inch video cassettes of appearances by the Chairperson on local and network television shows obtained by the Endowment from the stations.</p> <p>Break file at time of change in Chairperson. PERMANENT. Offer to NARS 5 years after change in Chairperson.</p> <p><u>DIVISION OF PUBLIC PROGRAMS, MEDIA PROGRAM</u></p>		
55.	<p>Video Recordings of Television Programs Produced under Pilot, Production, and Acquisition Grants.</p> <p>Arranged chronologically by date of grant award.</p> <p>Annual rate of accumulation is five cubic feet.</p> <p>3/4-inch video cassettes of review copies submitted to the Endowment as required by program guidelines.</p> <p>PERMANENT. Offer to NARS 7 years after date of broadcast.</p>		
56.	<p>Audio Recordings of Radio Programs Produced under Pilot or Production Grants.</p> <p>Arranged chronologically by date of grant award.</p> <p>Annual rate of accumulation is one cubic foot. 1/4-inch audio cassettes of review copies submitted to the Endowment as required by program guidelines.</p> <p>PERMANENT. Offer to NARS 7 years after date of broadcast.</p>		