

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NF 307-09-1</i>	
1 FROM (Agency or establishment) NATIONAL SCIENCE FOUNDATION		Date Received <i>7/6/09</i>	
2 MAJOR SUB DIVISION DIVISION OF ADMINISTRATIVE SERVICES		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION PROPERTY AND RECORDS SECTION			
4 NAME OF PERSON WITH WHOM TO CONFER CHRISTINE DOZIER	5 TELEPHONE 703-292-7531	DATE <i>7/24/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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 <u>2</u> page(s) are not needed now 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.			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7/1/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE HEAD, PROPERTY AND RECORDS SECTION
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
See attached sheets			
5	<b>5 GRANT AND CONTRACT RECORDS PROGRAM OFFICES</b>  Materials (paper and electronic) created and maintained to administer the granting Government funds for the promotion of basic research, science information, and science education Included are internal records and reports, copies of certain fiscal records, individual case files of all proposals received, grant and contract awardee case files, published research findings, and finding aids to the various groups of records  Records relating to claims by or against the United States Government must be held until claim is settled or adjusted by the General Accounting Office  <del>           * Completed paper Proposal Case Files created and maintained by program offices in a separate file in numerical or alphabetical order, by Fiscal Year Basic document is the formal proposal received The files include but are not restricted to correspondence notes to the file and reviewer evaluation reports            These include but are not limited to                Basic research projects in Engineering                Basic research in Computer and Information Science and Engineering                Basic research in Science and Engineering Education                Basic research in Scientific, Technological and International Affairs            DISPOSITION            Permanent Transfer to FRC 2 years after close of case file            Transfer to the national Archives in 5 year blocks 10 years         </del>	<del>           -88-2            NC1-307-82-1            A         </del>	

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<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7/1/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Christine Dozier</i>		TITLE HEAD, PROPERTY AND RECORDS SECTION
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5	5 GRANT AND CONTRACT RECORDS PROGRAM OFFICES continued  <del>B Extra copies of Program Office Grant and Contract Records DISPOSITION Destroy when no longer needed</del>  C EJACKET completed electronic Proposal Case Files created and maintained by program offices in the National Science Foundation electronic end-to-end proposal/grant management system DISPOSITION Permanent Retain in NSF Ejacket repository at close of case file Transfer electronic records to NARA 10 years after close of case files using approved file transfer protocol (FTP) *	<del>NC-1307-82-1</del> <sup>-82-2</sup>	

\* Change in transfer instructions (from 10 to 3 years) authorized by e-mail of 12/14/2009 from Christine Dozier. <sup>with</sup> 12/14/2009.