

| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-307-97-1</i> | |
|--|---|--|--|
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED <i>3-20-97</i> | |
| 1. FROM (Agency or establishment) National Science Foundation | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Division of Financial Management | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Dolores Pritchett | 5. TELEPHONE (703) 306-1117 | DATE <i>3/28/97</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>3/20/97</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Dolores Pritchett</i> | TITLE <i>Records Management Specialist</i> | |
| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. | Closed Grant Case Files Maintained by the Division of Financial Management. See description and disposition on additional pages Supersedes N1-307-88-2, Item 4 <i>Exception to GRS 6, item 1a.</i> | | |

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*Copy to: Agency
NWRW*

**National Science Foundation
Division of Financial Management**

1. **Closed Grant and Proposal Case Files Maintained in the Division of Financial Management**

Original or ribbon copy of accountable officers' accounts maintained by the agency for site audit by GAO auditors, the Inspector General, or others which consist of statements of accountability, collection schedules, collection vouchers, Federal Cash Transaction Reports (FCTRs), and all other schedules and vouchers or documents used as schedules and vouchers, exclusive of freight records and payroll records. When operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document money received and money paid out or deposited in the course of the grant.

AUTHORIZED DISPOSITION: Close files at the end of each FY and transfer to the FRC 3 years after closure. Destroy 10 years after closure.

{Supersedes N1-307-88-2, Item 4}