REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
   Japan-U.S. Friendship Commission

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Roberta Stewart
5. TELEPHONE
   (202) 275-7712

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
   12-5-94
   SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]
   TITLE
   Executive Director

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GRANT CASE FILES</td>
</tr>
<tr>
<td></td>
<td>Official case files for forwarded grants</td>
</tr>
<tr>
<td></td>
<td>consisting of a copy of the application and</td>
</tr>
<tr>
<td></td>
<td>proposal, notification of approval, copy of</td>
</tr>
<tr>
<td></td>
<td>the grant agreement, final financial report,</td>
</tr>
<tr>
<td></td>
<td>and narrative report. Case files may contain</td>
</tr>
<tr>
<td></td>
<td>working reports, trip reports, calendars of</td>
</tr>
<tr>
<td></td>
<td>events, exhibit catalogs, news clippings, and</td>
</tr>
<tr>
<td></td>
<td>symposium programs, depending on the subject</td>
</tr>
<tr>
<td></td>
<td>of the grant. Original proposals and staff</td>
</tr>
<tr>
<td></td>
<td>evaluations are filed in the agenda books.</td>
</tr>
<tr>
<td></td>
<td>DISPOSITION: Break files at completion of the</td>
</tr>
<tr>
<td></td>
<td>grant. Retire to the Washington National</td>
</tr>
<tr>
<td></td>
<td>Records Center when 5 years old. Destroy</td>
</tr>
<tr>
<td></td>
<td>when 25 years old.</td>
</tr>
</tbody>
</table>

   DATE
   12-5-94
   Copies sent to Agency and NCF

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-316-95-1

DATE RECEIVED
12-9-94

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.

DATE FOR ARCHIVIST OF THE UNITED STATES
12-5-95

N1-316-88-1

GRANT CASE FILES

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228