

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
1/24/95 James M. Moore

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

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	GRANT CASE FILES Official case files for forwarded grants consisting of a copy of the application and proposal, notification of approval, copy of the grant agreement, final financial report, and narrative report. Case files may contain working reports, trip reports, calendars of events, exhibit catalogs, news clippings, and symposium programs, depending on the subject of the grant. Original proposals and staff evaluations are filed in the agenda books. DISPOSITION: Break files at completion of the grant. Retire to the Washington National Records Center when 5 years old. Destroy when 25 years old.	N1-316-88-1	

Copies sent to Agency, and NCF [initials] 1/24/95