# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>See Attached Sheet</td>
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**To:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

**FROM (Agency or establishment):**  
ACTION

**MAJOR SUBDIVISION:**  
OFFICE OF MANAGEMENT & BUDGET

**MINOR SUBDIVISION:**  
ADMINISTRATIVE & MANAGEMENT SERVICES

**NAME OF PERSON WITH WHOM TO CONFERENCE:** EVELYN D. GRIMES  
**TELEPHONE:** 606-5246

**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
- [X] has been requested

**DATE:** 10/8/93  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Evelyn D. Grimes  
**TITLE:** Records Officer

**JOB NUMBER:** N1-36294-4  
**DATE RECEIVED:** 10/8/93

**NOTIFICATION TO AGENCY:**  
In accordance with the provisions of 44 USC 3303a the disposition request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**DATE:** 4-9-94  
**ARCHIVIST OF THE UNITED STATES:** [Signature]

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**See Attached Sheet**
1. **Special Volunteer Program Grant Project Files**

This file contains competitive announcements, project applications, grant award notices, project progress reports, final reports, correspondence and related program information. Files are maintained by region and grant type.

Disposition: Temporary. Cut-off at end of year, hold 5 years and destroy.

2. **Grant Appeals of Disallowed Cost**

Agency’s files containing the copy of the audit, memo of Resolution Decision by the Grants Officer and the IG, Notice of Grant Cost Disallowed, Grantee’s written appeal, Grant Officer’s recommendation, file notes, Appeal Officer’s decision and other items such as Appeal Officer’s request for more information from the Regional Office or the State Office, when applicable.

Disposition: Temporary. These files will be closed 3 years after the final appeal (unless a court appeal has been filed); hold for 5 years and destroy.

3. **Program Directories**

Includes the complete mailing address, phone number, and name of each project sponsor, project director and the ACTION Program’s State Director.

Disposition: Temporary. Once these directories become obsolete or are superseded; hold for 10 years before destroying.

Superseded Citation: NI 362-91-2

4. **Federal Women’s Program Committee**

These are minutes and related papers of each of the Federal Women’s Program Advisory Committee Meetings. They are filed by subject by fiscal year. Quarterly reports will be produced containing an account of committee activities during each quarter.

Disposition: Temporary. Cut-off minutes at end of year, hold 2 years and destroy. Cut-off quarterly reports at end of fiscal year, hold 3 years and destroy.