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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1 FROM (Agency or establishment) ACTION | |
| 2 MAJOR SUBDIVISION OFFICE OF MANAGEMENT & BUDGET | |
| 3 MINOR SUBDIVISION ADMINISTRATIVE & MANAGEMENT SERVICES | |
| 4 NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE |
| EVELYN D. GRIMES | 606-5246 |

| | |
|--|--------------------------------|
| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>NI-362-94-5</i> | |
| DATE RECEIVED <i>10-8-93</i> | |
| 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request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10 ACTING | |
| DATE | ARCHIVIST OF THE UNITED STATES |
| <i>3/7/94</i> | <i>Raymond A. Mowley</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 1 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 <i>10/1/93</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Evelyn D. Grimes</i> | TITLE <i>Records Officer</i> |
|------------------------|---|---------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|--|---------------------------------------|
| | See Attached Sheet | | |

Copies sent to NSW, NOT @ 3/10/94

1. Accessibility Certifications

Certifications by sponsors on accessibility of programs and activities to individuals with disabilities, including corrective action commitments if needed.

Disposition: Temporary. Hold until termination of the grant.
Destroy after ⁵3 years. *after grant file is closed*

2. Special Emphasis Committee

Plans, correspondence, and reports of the Special Emphasis Committee, including those related to presentation of the annual Multi-Cultural Festival.

Disposition: Temporary. Destroy after 3 years.

3. Statements for Special Observances

Statements issued by Director or other top management officials to commemorate, e.g., Hispanic Heritage Month, Women's History Month, or Martin Luther King's Birthday.

Disposition: Temporary. Destroy after 3 years.

*agreed to
by F. Thomas
11/9/93*