REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
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
EVELYN D. GRIMES

5 TELEPHONE
606-5246

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 10/11/93
SIGNATURE OF AGENCY REPRESENTATIVE EVELYN D. GRIMES
TITLE RECORDS ADMINISTRATOR

ITEM NO

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

See Attached Sheet

Copies sent to NARA, NIST at 3/10/94

115-109

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

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

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.