

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-454-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/4/02</i>	
1. FROM (Agency or establishment) Inter-American Foundation 901 N. Stuart Street, 10 th Floor Arlington, VA 22203		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the General Counsel		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pam Palma	5. TELEPHONE NUMBER (703) 306-4342	DATE <i>5-28-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 ___ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2-1-2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pam Palma</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1)	<u>Board of Directors Meeting Minutes</u>		
2)	<u>Board of Directors Policy Files</u>		
3)	<u>Correspondence of Members of the Board of Directors</u>		
4)	<u>Public Statements Submitted to Congress</u>		
5)	<u>President's Reports to the Board of Directors</u>		
6)	<u>Electronic Copies</u>		
SEE ATTACHED SHEET(S)			

Set sent copies to Agency, NARA, NARA

APPENDIX I, Inter-American Foundation Records Disposition Schedule

Office of the General Counsel - Records Of The Board Of Directors

Item Number and Description of Records.

1. Board of Directors Meeting Minutes

Inter-American Foundation Board of Directors Meetings are convened approximately twice annually, every fiscal year. These records consist of draft and certified minutes of meetings of the IAF Board of Directors; meeting agendas; reports of the President to the Board; lists of participants in Board meetings; and related correspondence and memoranda.

Associated Documentation: No.

Subject to FOIA: Yes.

Inclusive Dates: 1971 to date.

Annual Accumulation: 1 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: Board Minutes files are shelved chronologically by meeting date and fiscal year.

Finding Aids: Box list.

Originating Office: Office of the General Counsel.

Official File Location: Office of the General Counsel.

Location of Other Copies: Working files of Executive Office.

Former Disposition: None.

Disposition:

- A) Official Board Meeting Minutes Files: **Permanent.** Retire to WNRC three years after cut-off, or when one cubic foot has accumulated. Transfer to NARA 10 years later.
- B) Disposition of other copies in the Agency: Other records remaining in Executive Office are considered working or reference copies. Review annually. Destroy in IAF at end of fiscal year, or when no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

2. Board of Directors Policy Files

These records include reports and recommendations to the Board of Directors of special study and evaluation groups; study group interviews; policies and directives for Board consideration; mail polls (of board members); and related correspondence.

Associated Documentation: No.

Subject to FOIA: Yes.

Inclusive Dates: 1971 to date.

Annual Accumulation: 1 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: Board Policy Files are shelved chronologically by fiscal year and topic.

Finding Aids: Box list.

Originating Office: Office of the General Counsel.

Official File Location: Office of the General Counsel.

Location of Other Copies: Working files of Executive Office.

Former Disposition: None.

Disposition:

- A. **Official Board Policy Files:** Permanent. Retire to WNRC three years after cut-off, or when one cubic foot has accumulated. Transfer to NARA 10 years later.
- B. **Disposition of other copies in the Agency:** Other records remaining in Executive Office are considered working or reference copies. Review annually. Destroy in IAF at end of fiscal year, or when no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

3. Correspondence of Members of the Board of Directors

These records consist of correspondence relating to matters under consideration by the IAF Board of Directors, as well as letters, memoranda, and other correspondence relating to specific interests of Board Members. Examples include correspondence concerning individuals, businesses, or organizations under consideration for grants or fellowships; correspondence relating to geographic or political conditions in Latin American countries; and correspondence relating to conferences or meetings.

Associated Documentation: No.

Subject to FOIA: Yes.

Inclusive Dates: 1971 to date.

Annual Accumulation: 1 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: Correspondence Files are shelved by Board Member name and fiscal year.

Finding Aids: Box list.

Originating Office: Office of the General Counsel.

Official File Location: Office of the General Counsel.

Location of Other Copies: Working files of Executive Office.

Former Disposition: None.

Disposition: Temporary. Review annually at IAF and destroy at end of fiscal year, three years after Board Member has left office, or when no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

4. Public Statements Submitted to Congress

These records consist of public statements and transmittal letters notifying Congress of each grant under consideration for approval by IAF. The public statements are summary documents

of 1-3 pages describing the grantee organizational background, mission, accomplishments, and structure; project activities and beneficiaries; and the project objectives and anticipated results.

Associated Documentation: Grant Case Files.

Subject to FOIA: Yes.

Inclusive Dates: 1971 to date.

Annual Accumulation: 1 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: Public Statement Files are shelved by country and project number.

Finding Aids: Box list.

Originating Office: Office of Programs.

Official File Location: Office of the General Counsel.

Location of Other Copies: Office of Programs.

Former Disposition: None.

Disposition: Temporary. These records are considered working or reference copies of the General Counsel's Office. Review annually at IAF and destroy at end of fiscal year, if no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

5. President's Reports to the Board of Directors

These records consist of narrative reports to the Board of Directors prepared by the Agency President on IAF activities. These are included in Item 1, Board of Directors Meeting Minutes.

Associated Documentation: Board of Directors Meeting Minutes.

Subject to FOIA: Yes.

Inclusive Dates: 1971 to date.

Annual Accumulation: 1 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: Reports to the Board are shelved chronologically for each fiscal year.

Finding Aids: Box list.

Originating Office: Executive Office.

Official File Location: Office of the General Counsel.

Location of Other Copies: Executive Office.

Former Disposition: None.

Disposition: These records are considered working or reference copies of the General Counsel's Office. Review annually at IAF and destroy at end of fiscal year, if no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

6. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. This includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

Disposition: Destroy/delete within 180 days after the record-keeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

2/1/02