

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-454-02-2</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 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the General Counsel			
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. Paul</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 GRS OR SUPERSEDED JOB CITATION	10.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>Grant Blurb Records</u>		
2)	<u>In-Country Legal Assistance Records</u>		
3)	<u>Budget Hearing Records</u>		
4)	<u>Congressional Committee Records</u>		
5)	<u>Electronic Copies</u>		
SEE ATTACHED SHEET(S)			

24 sent to Agency, NARA

APPENDIX I, Inter-American Foundation Records Disposition Schedule

Office of the General Counsel Records

Item Number and Description of Records.

1. Grant Blurb Records

The IAF prepares a one-paragraph synopsis (blurb) of the objectives and amount of each grant under consideration for approval by IAF. Blurbs for grants obligated in each fiscal year are included in the *IAF Year in Review* (annual report). They are also distributed to IAF staff and the Board of Directors routinely upon approval during each fiscal year funding cycle. These records consist of blurbs and transmittal letters to the Board of Directors and memoranda to IAF staff regarding approved grants and any relevant legal matters.

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: Blurbs 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: Working files of the 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.

2. In-Country Legal Assistance Records

Records consist of summaries, opinions, and other documentation of General Counsel participation in the development and monitoring of grant agreements. Also included are opinions on other in-country legal matters.

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: In-country legal assistance files are shelved by country, project number (if applicable).

Finding Aids: Box list.

Originating Office: Office of the General Counsel.

Official File Location: Office of the General Counsel.

Location of Other Copies: When appropriate, copies are filed in Grant Case Files.

Former Disposition: None.

Disposition: Temporary. Review annually at IAF at end of fiscal year, and destroy five years after cut-off or when no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

3. Budget Hearing Records

These records are related to the presentation of the IAF annual budget request to Congress, including Congressional hearings backup data, House and Senate testimony, and Budget Submissions for Authorization and Appropriation.

Associated Documentation: Budget and Financial Control Records.

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: Budget Hearings Records are filed by 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: Office of Budget and Financial Controls.

Former Disposition: None.

Disposition: Temporary. Review annually at IAF at end of fiscal year, and destroy five years after cut-off or when no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

4. Congressional Committee Files

These records consist of background reference files used in preparing materials for testimony before various Congressional committees.

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: Congressional Committee Records are filed by 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: None.

Former Disposition: None.

Disposition: Temporary. Review annually at IAF at end of fiscal year, and destroy three years after cut-off or when no longer useful for administrative purposes.

Contact: Pam Palma, Records Officer.

5. 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