

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-454-02-3</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Programs			
3. MINOR SUBDIVISION Fellowship Unit			
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="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 GRS OR SUPERSEDED JOB CITATION	10.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>Closed Out Fellowship Grant Case Files</u>		
2)	<u>Electronic Copies</u>		
SEE ATTACHED SHEET(S)			

W Sent to Agency, number

APPENDIX I, Inter-American Foundation

Office of Programs Fellowship Grant Records

Item Number and Disposition of Records.

1. CLOSED OUT FELLOWSHIP GRANT CASE FILES.

These records consist of materials relative to approved/obligated IAF fellowship grants awarded to graduate students in the area of social investment, local development, and grassroots development in the Latin American and Caribbean region through one of three programs: 1) Field Research Fellowship Program at the Doctoral Level, 2) Field Research Fellowship Program at the Master's Level, and 3) U.S. Graduate Study Fellowship Program for Latin American and Caribbean Citizens.

Records present a complete picture of each fellowship grant, from initiation at the time the award is signed, to grant termination. The unique grant identification code generally consists of the prefix F6- followed by a three-digit number. Fellowship grants are arranged by the code number and university name. Fellowship grant records contain information that document the experimental nature of IAF's mandate as an alternative to traditional foreign aid programs.

When the fellowship grant is formally approved (funds "committed"), all pertinent documents are compiled into the official Fellowship Grant Case File, which is stored in a file cabinet designated for grants approved during a particular fiscal year. Subsequent documentation, such as signed grant agreement, disbursements, financial, and other reports relating to the fellowship are inter-filed in this official Fellowship Grant Case File as they are received. The IAF closes the Fellowship Grant Case File within two years after the grant expires to allow time to receive and incorporate the final progress report and thesis, if appropriate, as part of the record.

The contents of Fellowship Grant Case Files include the grant application or proposal; records copies of the official grant approval memoranda; the legal fellowship grant agreement with all appendices and amendments, final reports on academic progress or field research; and a copy of the thesis or dissertation, if applicable. The case file may also include, but is not limited to, substantive correspondence regarding administrative and technical aspects of the fellowship project (e.g. correspondence that influenced the course of action on a project, interim progress reports, materials published as a product of the grant).

Annual Accumulation: 3 Cubic Ft.

Associated Documentation: None.

Subject to FOIA: Yes

Privacy Act Record: Yes (contains information on U.S. citizens such as name, address, telephone number, birth date)

Inclusive Dates: 1974 to date.

Annual Accumulation: 3' cubic

Cut-Off: End of fiscal year.

Condition: Good

Format: Paper

Arrangement: Fellowship Grant Case Files are shelved by grant number, then by fiscal year.

Access Points: Each Fellowship Grant Case File is contained in a six-leaf classification folder. Each section contains material arranged by subject matter in chronological order, with the most recent material on top. The contents of the sections are: 1) Summary data form (e.g. summary grant data, bank

information, key contacts, fellow data); 2) financial transactions (e.g. financial statements, disbursement request forms, financial reports; 3) correspondence between universities and IAF; 4) grant and amendment approval memoranda, fellowship confirmation letter, legal grant and grant amendment documents, post-approval correspondence with grantee; and 5) original fellowship application materials and related pre-approval correspondence. Successive accordion files are created to house section files if the records exceed the storage capacity of the original accordion file. For example, if a dissertation or thesis is available, it will be included with the grant case file in a separate folder marked with the fellowship grant identification number.

Finding Aids: Box list, *IAF Directory of Fellows 1974-1986*.

Originating Office: Office of Programs.

Official File Location: Office of Programs.

Location of Other Copies: None.

Former Disposition: None

Disposition: Temporary. Retire to WNRC three years after cut-off, or when one cubic foot has accumulated, and destroy 10 years later.

2. 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