REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20438

1. FROM (AGENCY OR ESTABLISHMENT)
   Inter-American Foundation

2. MAJOR SUBDIVISION
   Administration and Finance

3. MINOR SUBDIVISION
   General Services Office

4. NAME OF PERSON WITH WHOM TO CONFER
   David Hudson

5. TEL. EXT
   (703) 841-3896

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

   □ A Request for immediate disposal.

   ☑ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   2/6/84

D. SIGNATURE OF AGENCY REPRESENTATIVE
   David Hudson

E. TITLE
   General Services Assistant

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Closed Out Projects - This material relates to the function of approving and administering specific projects in the Inter-American Foundation. It contains valuable information that documents IAF history, programs and accomplishments. It has continuing research value. Annual accumulation: 20 yr. Retire records on all approved projects 2 years after project terminated or completed. In 5-year blocks when permanent.</td>
</tr>
<tr>
<td>2</td>
<td>Rejected/Withdrawn Projects - Same as closed out projects. It has continuing research value. Annual accumulation: 8 yr. Retire rejected project proposals 2 years after rejection or if considered valuable for a longer period, when no longer needed for active office use. Permanent.</td>
</tr>
<tr>
<td>3</td>
<td>Original Grant Agreements - Same as closed out projects. It has continuing research value. Documents how IAF conducted its business. Retire original grant agreements when no longer needed for active office use. Permanent.</td>
</tr>
</tbody>
</table>

9. SAMPLE OR JOB NO

10. ACTION TAKEN
   Transfer to Archivist of the United States.
   Permanent Retention of Records.

NC1-454-84-1
2-23-84
LEAVE BLANK
DATE RECEIVED
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, the disposal request, including amendments, is approved except for items that may be stamped “disposal not approved” or “withdrawn” in column 10.

SIGNATURE OF THE ARCHIVIST IS

NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

Date
Archivist of the United States