

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCl-454-84-1
DATE RECEIVED 2-23-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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 1 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 <i>David Hudson</i>	E. TITLE General Services Assistant
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Closed Out Projects</u> - 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.</p> <p>Annual accumulation: 20 cu. ft. PERMANENT. Cut OFF at end of fiscal year in which</p> <p>Retire records on all approved projects, 2 years after project completed or terminated, Permanent Offer to and retire to FRC, National Archives 10 years after retirement old, in 5-year blocks when</p>		Transfer to DAM 7/30/84
2	<p><u>Rejected/Withdrawn Projects</u> - Same as closed out projects. It has continuing research value.</p> <p>Annual accumulation: 8 cu. ft. PERMANENT. Cut OFF at end of fiscal year in which proposal is withdrawn or rejected</p> <p>Retire rejected/withdrawn proposals 2 years after rejection and retire to FRC, or if considered valuable for a longer period, when no longer needed for active office use. Permanent blocks when National Archives in 5-year old.</p>		Transfer to DAM 7/30/84
3	<p><u>Original Grant Agreements</u> - Same as closed out projects. It has continuing research value. Documents how IAF conducted its business.</p> <p>Retire original grant Agreements when no longer needed for active office use. Permanent. Offer to National Archives 10 years after retirement.</p>		WITHDRAWN

115-107

All changes per mtgs with Mel Astorjen, IAF on 5/24/84 & 6/11/84 + telephone consultation of 7/9/84 and with Cynthia Fullman, IAF on 7/30/84. DAM 7/30/84

Agency sent 2-27-84 by DMW. AND NINE NAB 6447 8-31-84 OLD

MASS DATA CHANGE SHEET NOT REQUIRED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4