

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 |
|-------------------|--|--|

| 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Rejected/Withdrawn Projects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, National Archives 10 years after retirement old, or if considered valuable for a longer period, when no longer needed for active office use. Permanent blocks when 10 years 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

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

MASS DATA CHANGE SHEET NOT REQUIRED

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