

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-288-93-1	DATE RECEIVED 11-16-92
1 FROM (Agency or establishment) Institute of Museum <del>Services</del> <i>and Library Services</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION SI 7/18/2011		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE 7-15-99	
4 NAME OF PERSON WITH WHOM TO CONFER Dan Lukash	5 TELEPHONE 202/606-8539	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp-Peterson</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 now needed for the business of 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.

is not required,  is attached, or  has been requested

DATE 11-12-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Lukash</i>	TITLE Program Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Files of Grants</p> <p>Arranged by grant number. The grant number indicates program, year, and application number.</p> <p>These files consist of applications that received funds and became grants. In each file there is an original application, any general correspondence between the grantee and IMES concerning program and fiscal matters, grant award notification form, some may have interim reports, approved amendments to the grant, evaluative materials from reviewers and/or panelists, and final report forms.</p> <p><del>These records will be transferred to the record center after three years, and then destroyed when 10 years old.</del> <del>Disposition: Temporary. Cut off when three years old and transfer to WNRC. Destroy when 10 years old.</del></p> <p><i>Agency concurrence received via telephone 27 July 1993</i></p> <p><i>Copies sent to NIA, NCF, Agency, NNW, NNT @ 7/20/94</i></p>	SI 7/18/2011	

SS 7/18/2011

- a. Grant case files selected annually by the Records Program ~~Director~~ <sup>Manager</sup> which meet one or more of the following criteria:
  - a. ~~established a precedent for changing IMS policy or procedures; See below SS 7/18/2011~~
  - b. received widespread attention from the news media;
  - c. ~~was widely recognized for its excellence by museum professionals, subject specialists, or others active in the field; See below SS 7/18/2011~~
  - d. was the subject of extensive litigation.

Disposition: PERMANENT. Cut off when three years old and retire to WNRC. Transfer to the National Archives when 10 years old.

- b. All other grant case files.

Disposition: Temporary. Cut off when three years old and retire to WNRC. Destroy when 10 years old.

All changes to this proposed schedule have been approved by:

  
\_\_\_\_\_  
NARA Appraiser

14 Dec 94  
\_\_\_\_\_  
date

  
\_\_\_\_\_  
IMS Records Officer

6-22-94  
\_\_\_\_\_  
date

SS 7/18/2011 1.a.a. Established a precedent for changing policies or practices of IMLS or of the library and information science or museum ~~field~~ fields.

SS 7/18/2011 1.a.c. Was widely recognized for its significance by individuals active in the library and information science and museum fields or beyond them.