

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-288-97-1	DATE RECEIVED 2-4-97
1 FROM (Agency or establishment) Institute of Museum and Library Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Library Services Library Programs SJ 7/18/204		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Formula Grants			
4. NAME OF PERSON WITH WHOM TO CONFER Donald Fork	5. TELEPHONE (202) 219-1312	DATE 7-25-97	ARCHIVIST OF THE UNITED STATES John W. Carl
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1-28-97	SIGNATURE OF AGENCY REPRESENTATIVE Daniel Kulkoski	TITLE Program Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PLEASE SEE ATTACHED Grants to States Program Records	SJ 7/18/204	

115-109

NSN 7540-00-834-4084
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
38 CFR 1228

Figure 5-8. Completed and Approved Standard Form 115

AUG 21 1997 MNR copy to: Agency, NWDD

SCHEDULE PREPARATION AND CLEARANCE

10/2

V-17

Attachment to Job No N1-288-97-1
Institute of Museum and Library Services
Formula Grants and Related Files

Item 1 Files of State plans and reports under the Library Services and Construction Act

Arranged by state and by fiscal year

Files consist of

a Basic State plan, long range plan, annual program information, annual report, fiscal spreadsheet, grant awards, assurances, correspondence, and related information These files are for Titles I and III of the Act

Disposition TEMPORARY Cut off files at end of fiscal year in which grant is closed Retire to the Washington National Records Center 3 years after cutoff Destroy 10 years after cutoff

b Title II files - Construction Projects Statute mandates a 20-year Federal interest in each facility

Disposition TEMPORARY Cut off each project file at date of completion of project Retire to the Washington National Records Center 3 years after cutoff Destroy 20 years after cutoff

Item 2 Files of State plans and reports under the Library Services and Technology Act

Arranged by state and fiscal year

Files consist of assurances, five-year plan, grant awards, annual report, and correspondence

Disposition TEMPORARY Cut off files at end of fiscal year in which grant is closed Retire to the Washington National Records Center 3 years after cutoff Destroy 10 years after cutoff

cycle SJ 7/18/204

Item 3 Audit reports and related records

Case files of external audits of grantees, containing correspondence, supporting working papers, and grantbacks

Disposition TEMPORARY Cut off files at end of the fiscal year in which audit is closed Destroy 8 years after cutoff