

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-508-08-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10-22-2007</i>	
1. FROM (Agency or establishment) Barry M. Goldwater Scholarship and Excellence in Education Foundation		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Lillie C. (Wanni) Spence	5. TELEPHONE NUMBER 703 / 756-6012	DATE <i>2/6/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wain</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 <u>3</u> page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/15/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lillie C. Spence</i>		TITLE Administrative Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets.		
<i>Re 2/13/08 copies sent to agency, NOMB, NODMCO, & NODCT</i>			

Barry M. Goldwater Scholarship and Excellence in Education Foundation

1. Board of Trustees Files

Minutes of the annual meetings of the Board and related correspondence.

Arrangement: Chronological

Permanent. Transfer to National Archives in 5 year blocks when oldest record is 10 years old. (For instance, files created in 1990 – 1994 would be transferred in 2000.)

2. General Correspondence Files

Correspondence with Congress, the White House and other government agencies, as well as colleges and universities and private organizations. Records relate to such subjects as the nomination of scholars, the appointment of reviews and trustees and the administration of special programs.

Arrangement: Alphabetical by name of correspondent

Permanent. Retire to Washington National Records Center when 5 years old. Transfer to National Archives when 10 years old.

3. Publications Files

Informational bulletins, scholar directories and yearbooks, newsletters, published annual reports and other publications produced by the Foundation.

Arrangement: By publication

Permanent. Transfer record-set of publications to National Archives in 5 year blocks when oldest record is 10 years old. (For instance, files created in 1990-1994 would be transferred in 2000.)

4. Chronological Files

Copies of all correspondence and memoranda produced by the Foundation staff.

Temporary. Destroy when 2 years old.

5. **Scholar Files**

Case files on students who are awarded scholarships, consisting of applications, nominations, correspondence, payment requests and other documentation including payment requests and other documents maintained to track student expenses.

Temporary. Cut off four years after completion of Foundation support. Destroy 10 years after cut off. This file contains information covered by the Privacy Act of 1974.

6. **Master Copies Files**

Original copies of form letters, descriptive flyers, program guidelines and other materials reproduced for general distribution.

Temporary. Destroy when superseded.

7. **Compliance Reports**

Reports to the Office of Management and Budget, General Accounting Office, Department of Justice and other agencies concerning compliance with regulations mandated by those offices, under such laws as the Government in Sunshine Act and the Ethics in Government Act.

Temporary. Destroy when 2 years old.