

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-500-91-1

DATE RECEIVED

8-1-91

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Truman Scholarship Foundation

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Clara J. Reed

5. TELEPHONE EXT. DATE

02-395-4831 10 26 91

ARCHIVIST OF THE UNITED STATES

Clara J. Reed

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 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
7/30/91	<i>Clara J. Reed</i>	Administrative Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	See attached sheets.		

Copies sent to agency, NN-W, NNT, NCF 10/25/92

1. Board of Trustees Files.

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

Arrangement: Chronological.

Accumulation: Approximately 6" per year.

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 reviewers and trustees and the administration of special programs.

Arrangement: Alphabetical by name of correspondent.

Accumulation: Approximately 1 ft. per year.

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.

Accumulation: Approximately 1 ft. per year.

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.

Temporary. Cut off after completion of Foundation support. Destroy 20 years after cut off. This file contains information covered by the Privacy Act of 1974.

6. Scholar Financial Records.

Ledgers, cost cards, draft payment requests and other documents maintained to track student expenses.

Temporary. Destroy 3 years after audit.

7. Master Copies Files.

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

Temporary. Destroy when superseded.

8. 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.