

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-09-7</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>4/30/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Southwestern Pennsylvania Heritage Preservation Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Lois L. Breon, Financial Assistant	4 TELEPHONE NUMBER 814-695-2212	DATE <i>8-31-2009</i>	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</i>
5 AGENCY INFORMATION 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>1</u> page(s) are not needed now 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 April 23, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura Boswell</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	2903 Records of the Southwestern Pennsylvania Heritage Preservation Commission  2903 1 Executive Director Subject Files 2903 2 Grant Files 2903 3 Project Files  [See Attached List of Records Descriptions and Requested Disposition Authority ]	N/A	

**2903 – Records of the Southwestern Pennsylvania Heritage Preservation Commission (SPHPC).** These records concern the SPHPC, which existed from 1988-2008. The Commission sunset on November 18, 2008.

**2903.1 Executive Director Subject Files.** Correspondence, program subject, meetings, and other files maintained by the Executive Director documenting his activities.

Disposition: Temporary. Cut off at termination of Commission. Destroy 6 years after cutoff.

**2903.2 Grant Files.** Official record of grants issued by Commission, including application, project description and studies, economic impact statements, correspondence, photos, drawings and descriptions of building restorations, and documentation of payments. Includes State Grant Files, which were jointly funded by State of Pennsylvania and the Commission.

Disposition: Temporary. Cut off at final payment of grant. Destroy 7 years after cutoff.

**2903.3 Project Files.** Working papers of the project managers at SPHPC, documenting oversight of projects run by or funded by the Commission. Includes proposals and descriptions of projects, correspondence, meeting records, cost and progress reports, newspaper clippings and similar materials necessary to manage projects. Some contain copies of final products.

Disposition: Temporary. Cut off at completion of project. Destroy 10 years after cutoff.

*Withdrawn*

# SF 115 Supplementary Cover Sheet

## Summary:

This action provides establishes a new Office of the Secretary disposition schedule entitled:

“2903 Records of the Southwestern Pennsylvania Heritage Preservation Commission (SPHPC).”

This schedule includes 3 items related to the SPHPC’s program files which are not otherwise covered by an existing schedule or by the GRS These items are:

2903.1 Executive Director’s Subject Files

2903.2 Grant Files

2903.3 Project Files

The records contact for this records schedule is Lois L. Breon, Financial Assistant, 814-695-2212, lbreon@westsylvania.org

## Reason for submission:

- (1) This action provides for the disposition of records produced and used by the Southwestern Pennsylvania Heritage Preservation Commission, an entity which has sunset as of November 18, 2008.
- (2) This action also incorporates the schedule and its items into the numbering pattern of the Office of the Secretary’s new records schedule.

*Withdrawn*