REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER NI- 288 - 09 - 1
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received 9/30/2009

1 FROM (Agency or establishment) Institute of Museum and Library Services	NOTIFICATION TO AGENCY
2 MAJOR SUB DIVISION	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10º
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER Sharon McCoy	5 TELEPHONE 202-653-4668	DATE 14 Oct 11	ARCHIVIST OF THE UNITED STATES

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 __1__ 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,

[X] is not required	[ ] is attached, or	[ ] has been requested

DATE 9/30/09	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Chief of Staff/ Records 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

Institute of Museum and Library Services **Reports and Notes Database Yearbook (RANDY)**

The Reports and Notes Database Yearbook was developed in order for program staff to aggregate the quantifiable outputs reported by grantees In addition, it assists with managing the program's report review process, and provides a vehicle for the reader of the report to share information with senior personnel assigned to that program

1 Inputs
Information within RANDY is manually entered into the system by program staff

~~Disposition—TEMPORARY, delete 10 years after date of award~~   **GRS 20, Item 2(b)**

2 Master File
RANDY maintains information about project purpose, activities, outputs, outcomes, log number, institution, program code, program, project type, project title, location, congressional, award, resource share, museum type, fiscal year, and current standing

Disposition TEMPOARY, Cutoff at end of year when grant terminates
          Destroy/delete 10 years after cutoff

~~3   Outputs~~
~~This system is used to generate reports on quantifiable outputs~~

~~Disposition TEMPORARY, delete 10 years after date of award~~   **GRS 20, Item 12(a)**

~~4   System Documentation~~

~~Disposition TEMPORARY, destroy when superseded or obsolete~~   **GRS 20, Item 11(a)1**