

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-288-87-1

DATE RECEIVED

6-26-87

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

1. FROM (Agency or establishment)

NATIONAL ENDOWMENT FOR THE HUMANITIES

2. MAJOR SUBDIVISION

ASSISTANT CHAIRMAN FOR ADMINISTRATION

3. MINOR SUBDIVISION

ADMINISTRATIVE SERVICES OFFICE

4. NAME OF PERSON WITH WHOM TO CONFER

Larry Terra

5. TELEPHONE EXT.

786-0233

DATE

1/27/88

ARCHIVIST OF THE UNITED STATES

*[Signature]*

## NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

## 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 \_\_\_\_\_ 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                                 |
|---------|---------------------------------------|--|
| 6/19/87 | <i>[Signature]</i>                    | Assistant Chairman<br>for Administration |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br>(NARS USE ONLY) |
|-------------|---|-----------------------------------|-------------------------------------|
|             | The attached RECORDS CONTROL SCHEDULE provides a REVISED DISPOSITION AUTHORITY for item 10(b) of the Endowment's currently approved comprehensive records control schedule. |                                   |                                     |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 10.               | <p>b. All other grant case files.</p> <p>Break file upon completion of the grant. Consolidate program office and Grants Office folders. DESTROY all duplicates. Transfer to the Washington National Records Center when 5 years old. DESTROY when 25 years old.</p> |  |   |