

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-288-94-1	
1 FROM (Agency or establishment) Institute of Museum Services (IMS)		DATE RECEIVED 11-4-93	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Dan Lukash		5 TELEPHONE 202/606-8539	
6 AGENCY CERTIFICATION		DATE 3-11-94	

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> </u> 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, 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 11-3-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Lukash</i>	TITLE Program Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>IMS History Database</p> <p>The IMS history file is a computer record of all applications received by IMS and the final actions regarding the applications.</p> <p>Each of these records contains the following about the application: name, address, budget size, discipline, control, contact person, phone number, year of application, program applied to, amount requested, funding decision and if granted amount awarded.</p> <p>This file is updated at the conclusion of each fiscal year, so IMS has one database that contains the basic information of every grant received by the Agency.</p> <p>Permanent. Transfer updated copy of file every three years to National Archives. Per 36 CFR 1228.188</p>		

Copies sent to Agency, NMW, NNT, NSX, NIA @ 3/17/94.