

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 <i>N1-288-94-2</i>	
1 FROM (Agency or establishment) National Endowment for the Arts		DATE RECEIVED <i>7-11-94</i>	
2 MAJOR SUBDIVISION Administrative Services Division		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Judith O'Brien, Records Officer	5 TELEPHONE 202-682-5401	DATE <i>10/17/94</i>	ARCHIVIST OF THE UNITED STATES <i>Ralph C. Blaine</i>

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 _____ 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 07/07/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Judith O'Brien</i>	TITLE Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Office of Policy, Planning and Research General Program Correspondence Arranged by program office and then by subject. Correspondence with program concerning administrative matters, grants, consultants, meetings, agreements, and other miscellaneous matters. <u>Temporary.</u> Destroy when 5 years old. Yearly accumulation: 3 c.f.	NC1-288-82-1, item 61	