

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <small>(See instructions on reverse)</small>		<small>LEAVE BLANK (NARA use only)</small>	
<b>10. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> WASHINGTON, DC 20408		<b>JOB NUMBER</b> N1-288-97-2	<b>DATE RECEIVED</b> 2-4-97
<b>1. FROM (Agency or establishment)</b> Institute of Museum and Library Services		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
<b>2. MAJOR SUBDIVISION</b> Library Programs			
<b>3. MINOR SUBDIVISION</b> Discretionary Programs			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> Chris Dunn	<b>5. TELEPHONE</b> 219-2299	<b>DATE</b> 7-25-97	<b>ARCHIVIST OF THE UNITED STATES</b> <i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> 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, <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached; or</span> <span><input type="checkbox"/> has been requested.</span> </div>			
<b>DATE</b> 1-28-97	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Daniel Lukash</i>	<b>TITLE</b> Program Officer	
<b>7. ITEM NO.</b>	<b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>	<b>9. GRS OR SUPERSEDED JOB CITATION</b>	<b>10. ACTION TAKEN (NARA USE ONLY)</b>
1.	Working Files - Grant Records for Discretionary Programs  Arranged first by state and then by name of grantee. The file includes the grant number which serves as a unique identification of the grantee.  These files consist of copies of applications that received grant awards. In each file there are copies of the application, grant award notification form, final report, approved amendments to the grant, reviewer evaluations, and any correspondence between the grantee and the Institute concerning program and fiscal matters.  Destroy working files one (1) year after grant closeout.		

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PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
38 CFR 1228

**Figure 5-8. Completed and Approved Standard Form 115**

AUG 21 1997 *mhr* Copy to Agency, NW2D