

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

National Endowment for the Arts

2. MAJOR SUBDIVISION

Office of Administration

3. MINOR SUBDIVISION

Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Donald L. Case

5. TEL EXT.

634-6378

LEAVE BLANK

JOB NO

NO1-288-83-1

DATE RECEIVED

3-16-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3/22/83  
Date

*Robert W. Kane*  
Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

3/15/83

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

*D. Kruse*  
Deputy Chairman for Management

7.  
ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO.

10.  
ACTION TAKEN

56.

**Folk Arts Grant Case Files**

Arranged by grant case number

Official case files for awarded Folk Arts grants consisting of original applications, general correspondence with the grantee concerning program and fiscal matters, grant award contract, approved budget with any amendments, final narrative and expenditure reports, final grant products (including audiovisual records, catalogues and pamphlets), financial data sheets, evaluative materials from reviewers and panelists, newspaper clippings, and other background materials received from the grantee. Although the Folk Arts Program Office and the Grants Office maintain separate sets of the grant case files, these two sets of case files are consolidated when the grant is completed.

~~a. Unique Folk Arts grant case files selected by Endowment officers because they meet one or more of the following criteria:~~

**WITHDRAWN**

3 items

- ~~(1) the grant established a precedent for changing Endowment procedures,~~
- ~~(2) the grant was the subject of extensive litigation,~~
- ~~(3) the grant received widespread attention from the news media,~~
- ~~(4) the grant was widely recognized for its excellence by scholars and others active in the arts, or~~
- ~~(5) the grant was reviewed at length in narrative portions of the Endowment's annual report.~~

~~Break files on completion of the grant. Consolidate Folk Arts Office and Grants Office folders and duplicative materials. PERMANENT. Transfer to Records Holding Area. Offer to NARS in 5 year blocks when 10 years old.~~ *destroy*

b. All other Folk Arts grant case files

Close file on completion of the grant. Consolidate Folk Arts Program Office and Grants Office folders. DESTROY when 5 years old. (NEA may request permission to donate records per FPMR 101-11.406-9c.)

44. Audiovisual Final Products of "Documentation of Traditional Arts" Grants

Unarranged.

Annual rate of accumulation is one cubic foot.

Sound and video recordings of television and radio series, published disc recordings, and films which document folk arts from specific communities and regions.

Records not selected under item 8a: DESTROY when 5 years old. (NEA may request permission to donate records per FPMR 101-11.406-9c.)