

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>N1-307-98-1</i>	
1. FROM (Agency or establishment) NATIONAL SCIENCE FOUNDATION		DATE RECEIVED <i>6-19-98</i>	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 5. TELEPHONE Delores Pritchett 703-306-1117			
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,		DATE <i>3/11/99</i> ARCHIVIST OF THE UNITED STATES	
<input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/17/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Delores E. Pritchett</i>	TITLE Records Management Specialist	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<u>CONGRESSIONAL CORRESPONDENCE RECORDS</u> Correspondence from the Congress with replies from NSF and reference file to incoming correspondence from the Congress. Congressional Correspondence File. Correspondence from Members of Congress and from Congressional staff members with replies from the appropriate NSF directorate. Arranged appropriately by directorate by calendar year. DISPOSITION: Close files at the end of each 2 year Congress. Destroy files when 4 years old.	N1-307-89-1 Item 1	

Figure 5-2a. Standard Form 115

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
-------------------	---	---	--

2

Congressional Correspondence Routing Sheet
File.

N1-307-89-1
Item 2

Reference card file to incoming correspondence from Members of Congress and from Congressional staff members. Indicate the directorate to which the correspondence was referred. Arranged alphabetically by member's name and by calendar year.

DISPOSITION: Cut off annually. Destroy after two years.