

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-362-91-3

DATE RECEIVED

2-28-91

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

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

ACTION

2. MAJOR SUBDIVISION

Office of Management and Budget

3. MINOR SUBDIVISION

Administrative and Management Services

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

Evelyn D. Grimes
Evelyn D. Grimes

634--9246

DATE

8/19/91

ARCHIVIST OF THE UNITED STATES

Claudia Greene

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 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence. ☐ is attached, or ☒ is unnecessary.

B. DATE

3/25/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Evelyn D. Grimes

D. TITLE

Records Officer

7
ITEM
NO

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

9. GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

1 B.

Student Community Service Grant Project Files (SCS)

This file contains SCS project applications, grant awards and correspondence relating to the project.

Disposition: Cut-off at the end of the year, hold 3 years and destroy.

2 A.

Deferment of Student Loans

This file contains request for deferment of student loans while serving as VISTA volunteers.

Cut-off at the end of the year, hold for 2 years after completion of service and destroy.

Copies sent to agency, 8/22/91