

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>NI-362-94-5</i>	
1 FROM (Agency or establishment) ACTION		DATE RECEIVED <i>10-8-93</i>	
2 MAJOR SUBDIVISION OFFICE OF MANAGEMENT & BUDGET		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request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10 ACTING	
3 MINOR SUBDIVISION ADMINISTRATIVE & MANAGEMENT SERVICES			
4 NAME OF PERSON WITH WHOM TO CONFER EVELYN D. GRIMES		5 TELEPHONE 606-5246	
		DATE <i>3/7/94</i> ARCHIVIST OF THE UNITED STATES <i>Raymond A. Moeley</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 <u>1</u> 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 <i>10/1/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Evelyn D. Grimes</i>	TITLE <i>Records Officer</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

1. Accessibility Certifications

Certifications by sponsors on accessibility of programs and activities to individuals with disabilities, including corrective action commitments if needed.

Disposition: Temporary. Hold until termination of the grant.
Destroy after ⁵3 years. *after grant file is closed*

2. Special Emphasis Committee

Plans, correspondence, and reports of the Special Emphasis Committee, including those related to presentation of the annual Multi-Cultural Festival.

Disposition: Temporary. Destroy after 3 years.

3. Statements for Special Observances

Statements issued by Director or other top management officials to commemorate, e.g., Hispanic Heritage Month, Women's History Month, or Martin Luther King's Birthday.

Disposition: Temporary. Destroy after 3 years.

*agreed to
by E. Hume
11/9/93*