(See Instructions on reverse) 70 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, IX 20408 1 FROM (Agency or establishment) ACTION ACTION 2 MAJOR SUBDIVISION 2 MAJOR SUBDIVISION 3 MINDER SUBDIVISION 3 MINDER SUBDIVISION 4 NAME OF PERSON WITH WHOM TO CONFER IS TELEPHONE EVELYN D. GRIMES 606-5246 6 AGENCY CERTIFICATION 1 hereby certify that I am authorized to act for this agency in majters pertaining to the disposition of its record and that the records proposed for disposal on the atlached pages 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 Federa Agencies. Agencies Signature of AGENCY REPRESENTATIVE	REQUEST FOR RECORDS DESPOSITION AUTHORITY		AVE BLANK (NARA use only)		
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Copies pent to NCF, NIA, agency 7/13/94					

1. Program Evaluations

Files consisting of completed surveys and questionnaires, working papers including raw data and field notes, answer key codebooks and final reports.

Disposition:

- a. Final report, plus 2 copies of blank survey forms and blank questionnaires. Disposition: Permanent. Cut-off after completion of evaluation and retire to FRC in 5 year blocks. Transfer to National Archives 15 years after cut-off.
- b. Completed surveys, questionnaires, working papers an code books. Disposition: Cut-off annually and retire to FRC. Destroy 5 years after cut-off.
- 2. Civil Rights Policy Statements

Policy statements issued annually by the Director or other top management officials on support of nondiscrimination in agency practices, including employment.

Disposition:

- a. Office of record. Permanent. Cut-off annually. Transfer to the National Archives in 5 year blocks when oldest record is 10 years old.
- b. All other offices. Temporary. Destroy when superseded, obsolete or no longer needed.