

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 3 - 1973	JOB NO.
DATE APPROVED	NN-173-203
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
DATE	ARCHIVIST OF THE UNITED STATES

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.**

1. FROM (AGENCY OR ESTABLISHMENT)
OFFICE OF ECONOMIC OPPORTUNITY

2. MAJOR SUBDIVISION
OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
J. B. CIESLOWSKI

5. TEL. EXT.
254-5360

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

March 27, 1973 (Date) J. B. Cieslowski (Signature of Agency Representative) Records Mgt Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>DEFINITION:</p> <p><u>OEO Grant and Other External Project Files.</u> These records document the processing and administration of proposals or applications for funding of external projects under the Economic Opportunity Act. They are classified as grants, research and demonstration projects, technical assistance projects, and evaluation contracts. Except for grants, the others mentioned above are let and funded as contracts. The documentation includes solicitation of proposals; selection, processing, and approval for funding; and administrative correspondence. Projects funded through OEO Contracts, and consisting of the normal procurement records, are being scheduled for destruction under General Records Schedule 3 (item 4a). Administrative records on these are normally kept by the Project Officers.</p> <p>Grant record files are maintained by the Central Grants Control Branch, Controller Office (commenced in 1972-prior to that time Program offices maintained these); Program/Project offices keep working files of grants. The Financial history files on grants are also maintained by the Controller but those are retired as Record Group 217 (GAO). Record files of grants are maintained and retired by Headquarters or OEO regional offices; Grant administrative record files are maintained by central grants control offices both in Headquarters and regional offices. The regional or Headquarters office that directly supervises a grantee retires those grant records. Grant Financial History Files on all grants, regardless of supervision, are kept in OEO</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>Headquarters (Controller - Finance and Grants Management Div.) These are retired as Record Group 217 (GAO).</p> <p>Contract project reports (research, demonstration, evaluation) will be found among program or project administrative files as well as among procurement records. A majority of the reports on these projects are available in the National Technical Information Service. The OEO Library has a fairly complete collection which is described below.</p> <p>2610.2 1. <u>Grant Funding/Administrative Files.</u> Authorized case files located in the Hq. or Regional Office responsible for establishing, processing, and maintaining official OEO file on all grant funding actions. These case files consist of copies of the initial grant package of funding documents such as signed statement of approval and attachments, grantee's funding request and eligibility documents, project authorization documents; statement of grantee's accounting system; grantee board of directors and staff information; grantee's compliance with special conditions (if any); records of periodic expenditures; amendment requests and actions; resubmitted documents with changes; planning papers; minutes of meetings; notice of inspections or evaluations conducted; and correspondence influencing the course of the grant.</p> <p>These files serve as legal documentation of grantee-agency relationship and official history of the grant funding.</p> <p>Filing: By grantee number and name and thereunder by grant funding year designation and grant action numbers.</p> <p><u>Disposition:</u> Destroy after 7 years. Cut off at the end of funding period, hold 3 years in current files area, then retire to Federal Records Center; earlier retirement is authorized. In the event of litigation or audit discrepancy, extend retention period accordingly.</p> <p>(Grant Financial History Files. HQ OEO ONLY. Being retired as Record Group 217 (GAO).)</p>	<p>Copy of CG-8056 A/O (Pa. Council of Churches, Harris burg, PA.)</p>	

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2610.4	<p>2. <u>Rejected Grant and Research Project Application Files.</u> Grant applications and research proposals rejected for funding by the responsible program office which is also to send out rejection notification and arrange for orderly disposal of remaining copies.</p> <p><u>Filing:</u> File according to assigned control number or probable area of funding.</p> <p><u>Disposition:</u> Destroy after 2 years. COF all rejected proposals for grant assistance at end of fiscal year. Destroy all duplicate copies, retaining one set. When feasible, 1 copy may be returned to originator with notification that no funding action is planned.</p>	<p>Similar to above except for funding authorization documents.</p>	
2610.1	<p>3. <u>Research and Demonstration Project Report Files.</u> These consist of reports prepared by institutions (colleges and universities), consultant-type research organizations, and sometimes grantees. Reports include progress made in the various research areas specified in the OEO contracts. (Contracts are being scheduled for destruction after 6 years under GRS No. 3).</p> <p><u>Disposition:</u> HQ: Destroy after 15 years. Retire one record set, together with index or complete listing, annually after a retention period of one year. All other copies may be destroyed when no longer needed.</p> <p><i>(To be offered to National Archives - present collection in OEO Library - JSC)</i></p>	<p>2 reports (extra copies)</p>	
2610.3	<p>4. <u>Research and Demonstration Project Administrative Files.</u> Case files maintained by the Agency analyst or project officer assigned responsibility for administration of the grant or contract project. Contains copies of documents from the official grant or contract file such as basic funding actions and agreements; amendments; project authorization documents; program characteristics and components; minutes of meetings; strategy papers; personnel management documents, evaluation reports, and correspondence influencing the course of action taken on a project or its components. Includes audit findings and resolution of audit problems, if any. As applicable, will contain full documentation of hearings concerning Agency actions such as disallowed costs, intended or actual suspensions of funding, terminations, or denials of application for refunding.</p> <p><u>Disposition:</u> Destroy after 6 years. Place into inactive file on completion or termination of project. Retain 3 years then retire to FRC.</p>		