

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Indian Health Service

2. MAJOR SUBDIVISION
Office of Administration and Management

3. MINOR SUBDIVISION
Division of Acquisition and Grants Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Elizabeth L. Coburn
IHS Records Management Officer

5. TELEPHONE
505-837-4272

LEAVE BLANK (NARA use only)

JOB NUMBER
1 NI-513-96-1

DATE RECEIVED
6-18-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 9-16-96 ARCHIVIST OF THE UNITED STATES
John W. Cal

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,
 is not required; is attached; or has been requested.

DATE 6-12-96 SIGNATURE OF AGENCY REPRESENTATIVE Elizabeth L. Coburn TITLE IHS Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Grant Case Files</u> These files accumulate in administering the IHS grant management program. Case files consist of application, program narrative, progress reports, objectives and goals, payment request, statistical forecasts and reports, recommendations, reports of expenditures, and general correspondence.</p> <p><u>Disposition Instructions</u> Close out file upon completion of project period or upon completion of final audit (if required), whichever is later. Hold 1 year and retire to the FRC. Destroy after a total retention of 6 years after closeout.</p> <p>Note: Grant products for IHS have been authorized for permanent retention under Job No. NI-513-92-2, Item 5-15. This job <u>does not</u> supersede NI-513-92-2.</p>		

SEP 19 1996 MPR Copy to: ac, j(2), NCF