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| 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 N1-378-95-1 | DATE RECEIVED 4/10/95 |
| 1. FROM (Agency or establishment) Economic Development Administration | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Deputy Assistant Secretary for Grant Programs | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Leon Douglas | 5. TELEPHONE (202) 482-2194 | DATE UG 10 1995 | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 2 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.

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|----------------|--|---------------------------------------|
| DATE 4/7/95 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Keoney</i> | TITLE Departmental Records Officer |
|----------------|--|---------------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| | Deputy Assistant Secretary for Grant Programs EDA Public Works Project Case Files SEE ATTACHED PAGES This job supersedes Job No. N1-378-90-1, approved August 7, 1990 | | |

Copies sent to agency, NN-E NNT NCF 8/23/95

**Department of Commerce
Economic Development Administration**

1. Approved Public Works Project Case Files

The official case file is maintained in the appropriate regional office and contains a copy of the application with all supporting documents, a copy of all administrative actions relating to the application or to the approved project, copies of all pre-approval review actions, certification requirement, post-approval reports, and related planning and construction records.

a. Case files that were retired to the FRC prior to 1993. (NOTE: No future retirement of case files to the FRC is authorized under this disposition authority).

- (1) Documentation not needed to protect the government's rights and interest that exist 15 years after closure.

AUTHORIZED DISPOSITION: Destroy 15 years after closure.

- (2) Documentation needed to protect the government's rights and interests that still exists 15 years after closure.

AUTHORIZED DISPOSITION:

(a) Textual records: Destroy upon verification of microfilm. If records are not microfilmed, destroy when the useful economic life of the project has ended.

(b) Microfilm: Destroy when the useful economic life of the project has ended.

b. Case files retired to the FRC beginning in 1993 and thereafter.

- (1) Case files pertaining to projects with a useful economic life no greater than 15 years.

AUTHORIZED DISPOSITION: Transfer to the FRC 6 months after closure. Destroy 15 years after closure.

- (2) Documentation needed to protect the government's rights and interests that still exists 15 years after closure.

AUTHORIZED DISPOSITION:

- (a) Textual records: Destroy upon verification of the microfilm. If records are not microfilmed, destroy when the useful economic of project has ended.**
- (b) Microfilm: Destroy when the useful economic life of the project has ended.**

NOTE: Case files which fall under Items 1a(2) and 1b(2) may not be transferred to the Federal Records Center.

**ECONOMIC DEVELOPMENT ADMINISTRATION
CASE FILES SUBJECT TO SAMPLING
TO SELECT PERMANENT CASES FOR NARA**

- 175. Litigation and Liquidation Case Files. 15 years.
- 176. General Litigation Case Files. 15 years.
- 240. State, District, and Area Grant Project Case Files.
On or before FY 78 -- 15 years after closure.
After FY 73 -- 5 years after closure.
- 250. Public Service Careers Project Case Files.
15 years after completion of audit.
- 269. Industry Case Files (misprinted as item 265)
25 years after closure of case.
- 279. Section 302a Economic Development Urban Planning
Program Grant Case Files. 15 years.
- 300. Research Grant Project Case Files.
15 years after closure.
- 301. Research Contract Case Files.
15 years after closure.
- 390. Approved Development Finance Direct Loan Project Case
Files. 10 years after closing date.
- 398. National Approved Technical Assistance Grant and
Contract Project Case Files. 10 years after closure.
- 399. Regional Approved Technical Assistance Grant and
Contract Project Case Files. 10 years after closure.
- 453. Public Works Approved Project Case Files.
15 years after closure.
- 457. Loan Management Case Files. 10 years after closure.
- 466. LPW Approved Grant Case Files. 15 years after closure.
- 472. Drought Program Approved Project Case Files.
15 years after closure.
- 475. Title IX Development Planning Grant Case Files.
15 years after closure.
- 476. Title IX Implementation Grant Case Files.
15 years after closure.