

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-288-97-2
		DATE RECEIVED	2-4-97
1. FROM (Agency or establishment) Institute of Museum and Library Services		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Library Programs			
3. MINOR SUBDIVISION Discretionary Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Chris Dunn	5. TELEPHONE 219-2299	DATE 7-25-97	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1-28-97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Lukash</i>	TITLE Program 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 GRS OR SUPERSEDED JOB CITATION	10.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>Working Files - Grant Records for Discretionary Programs</p> <p>Arranged first by state and then by name of grantee. The file includes the grant number which serves as a unique identification of the grantee.</p> <p>These files consist of copies of applications that received grant awards. In each file there are copies of the application, grant award notification form, final report, approved amendments to the grant, reviewer evaluations, and any correspondence between the grantee and the Institute concerning program and fiscal matters.</p> <p>Destroy working files one (1) year after grant closeout.</p>		
115-109      NSN 7540-00-834-4084 PREVIOUS EDITION NOT USABLE		STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228	

**Figure 5-8. Completed and Approved Standard Form 115**

AUG 21 1997 MHR    *Copy to Agency, NWD*