

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NUMBER
N1-378-96-1

DATE RECEIVED
2-21-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 5/28/96 ARCHIVIST OF THE UNITED STATES
[Signature]

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Economic Development Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Daniel Rooney 202-482-4458

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 1 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 3/4/96 SIGNATURE OF AGENCY REPRESENTATIVE *[Signature: Daniel Rooney]* TITLE U.S. Department of Commerce Records Management Officer

7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Economic Development Administration Public Works and Local Public Works Case Files (See attachment)		

LPW Grant Case File

1. Approved Public Works and Local Public Works (LPW)
Case Files

- a. Public Works and LPW Case Files. Official case files, except for those described below in 1b, maintained in headquarters and regional offices which contain the EDA grant application with all supporting documents, grant administrative actions, and reports related to the application or to the approved project, pre-approval actions, project review actions, certification requirements, post-approval reports, and related project planning and construction records.

APPROVED DISPOSITION: Close files at the end of each FY and transfer to the Federal records center. Destroy 20 years after closure.

- b. Public Works and LPW Case Files with Negotiated Covenants. Official case files that contain negotiated covenants that extend Federal legal interests in specific cases beyond 20 years after closure. In a number of cases, EDA negotiated agreements with grantees that give the Federal government an interest in the disposition of the public works and LPW projects constructed for up to 40 years. These cases are currently intermingled with other EDA case files stored in the Federal records centers.

APPROVED DISPOSITION: EDA will review, screen out, and repackage these files for reshipment to the Federal records centers. Close these files as of FY 1996. Destroy 20 years after closure.

Supersedes NARA Job. Nos. N1-378-95-1, approved August 10, 1995, and N1-378-79-2 (item 466), approved December 4, 1978.

RECOMMENDATION TO THE ARCHIVIST ON RECORDS DISPOSITION REQUEST

Job No. N1-378-96-1

Item Count: 2

Economic Development Administration (EDA), a unit of the Department of Commerce, requests disposition authorization for Approved Public Works and Local Public Works Case Files. This job supersedes previous NARA Job Nos. N1-378-95-1, and N1-378-78-2, item 466. This job revises disposition standards for both series and eliminates complex microfilming requirements, selection procedures, or screening of records that are already stored in the FRC system. The new disposition standards also resolve legal rights issues for project case files covered by negotiated covenants that extend the federal government's legal and financial interests in EDA public works projects beyond 20 years.

Since the revised dispositions supersede previously scheduled temporary records, and this job does not change the temporary nature of the records, approval by N is not required. This job was coordinated through NC, and 3-NC assisted in determining the final disposition. Notice of this job was published in the *Federal Register* as required. I recommend approval.

RECOMMENDATION

1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.

APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.

3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.

4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not required.

Required

Publication Date: 03/26/96

Copies Requested: 0

Comments Received: 0

SIGNATURES

	Title	Signature	Date
APPRAISAL	Appraiser	<i>Jane Brennan</i>	5/28/96
	Director, Records Appraisal & Disposition Division	<i>Henry Wang</i>	5/28/96
CONCURRENCES			

**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 78 -- 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.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment) Economic Development Administration	
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

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-378-95-1	
DATE RECEIVED 4/10/95	
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 AUG 10 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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.

DATE 4/7/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel J. Rooney</i>	TITLE Departmental Records Officer
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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		

**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.