

RECORDS DISPOSITION SCHEDULE 55

URBAN INFORMATION AND TECHNICAL ASSISTANCE PROGRAM

This schedule covers records accumulated under Title 42, U.S. Code, Section 3352 (Title IX, P.L. 89-754).

Item No:	<u>Description of Records</u>	<u>Disposition</u>
1.	<p>Headquarters Program Planning Files. Records documenting the philosophy, policy, evaluation, development, operations and accomplishments of the program, and the structure and administrative processes of the operant organization, including its predecessors; synopses, tabulations, surveys, reviews, plans, charts, reports, issuances, correspondence, histories, and historical files showing the scope, goals and actual performance of the program and the means (e.g., budget, appropriations, staffing and technical support records) by which it was carried out.</p>	<p>Retire to Federal Records Center at closeout of program; hold for 10 years and then offer to the National Archives. (NARA Job NN-172-166, item 1)</p>
2.	<p>Program Case Files. Each case consists of an application, a grant agreement, exhibits, budget, review, authorization and financial requisition forms, and supporting documents and correspondence.</p>	
a.	<p>Selected Case Files Illustrating the Program. The 4 cases listed below have been selected as illustrating different aspects of the program.</p> <p style="margin-left: 40px;">UI 68-601 Arizona UI 68-607 Oregon UI 68-412 Ohio UI 68-202 New Jersey</p>	<p>Retire to Federal Records Center at closeout of program; hold for 10 years and then offer to the National Archives. (NARA Job NN-172-166, item 2a)</p>
b.	<p>All Other Cases, Including Field Office Files.</p>	<p>Retire to Federal Records Center at closeout of program. Destroy 3 years after final audit. (NARA Job NN-172-166, item 2b)</p>

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3.	Periodic and Final Program Reports Submitted by Grant Recipients. Grantees are required under terms of agreements to forward program reports every 6 months during the course of the program and a completion report at the end of it.	
a.	Reports on Selected Cases Illustrating the Program. See cases listed under item 2a.	Retire to Federal Records Center at closeout of program; hold for 10 years and then offer to the National Archives. (NARA Job NN-172-166, item 3a)
b.	All Other Reports, Including Reports Submitted to Field Offices.	Retire to Federal Records Center at closeout of program. Destroy 3 years after final audit of related case file. (NARA Job NN-172-166, item 3b)
4.	Record Copies of Publications Produced by Grant Recipients. Studies, surveys, reports, books, monographs, journal articles, papers and pamphlets, other than those produced strictly for internal use within the State agency, forwarded to the Department under terms of grant agreements.	Retire to Federal Records Center at closeout of program; hold for 10 years and then offer to the National Archives. (NARA Job NN-172-166, item 4)