

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCl-217-80-5	
DATE RECEIVED April 11, 1980	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <u>8-22-80</u>	<i>James P. O'Neill</i> Acting Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. General Accounting Office

2 MAJOR SUBDIVISION
Office of the General Counsel

3 MINOR SUBDIVISION
Legal Information and Reference Service

4 NAME OF PERSON WITH WHOM TO CONFER
Judith Hatter or Kathleen Wannisky *K.W.*

5 TEL EXT
55560

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention

C DATE 5/12/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Stapleson</i> Norma Stapleson	E TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>Legislative History Files.</p> <p>Arranged chronologically by Congress and thereunder numerically by public law number.</p> <p>Materials relating to the legislative history of bills passed by Congress. From 1921-30, only legislation related to GAO was included. Beginning in 1931, histories of all enacted laws were compiled. The materials in each history are divided into three groups:</p> <p><u>Congressional Materials</u> : various drafts of the bill, committee reports, excerpts from the Congressional Record, slip laws, House and Senate documents, clippings from the House daily calendar and from the calendars of Senate and House committees, and other similar materials. This segment is further divided into three groups: materials relating to the enacted bill, materials from the same Congress related to similar bills, and materials from previous Congresses related to similar bills.</p> <p><u>GAO Materials</u>: correspondence with Congressional committees, executive branch agencies, and private interest groups, internal memoranda, newspaper clippings,</p>		

Copies to agency N/A. NWS

Request for Records Disposition Authority - Continuation

JOB NO
NK1-217-80-5

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2 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>Comptroller General decisions, and reports on legislation prepared by GAO and other agencies.</p> <p><u>Printed hearings</u> which are too bulky to be included in the Congressional materials segment described above.</p> <p>(a) Original paper records. TEMPORARY. Ascertain that the microform copies are adequate substitutes. Transfer to the GAO law library in two year accumulations. Destroy when the General Counsel has determined that all administrative needs for the records have ended.</p> <p>(b) Microform copies. PERMANENT. Transfer original silver negative and one diazo copy to the National Archives at the end of each fiscal year when microfiche has been verified. Maintain silver negative and two diazo copies at GAO in adequate storage facilities.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p><u>Machine Readable Data Base</u>--This magnetic tape file is a cumulative listing of the microfiched legislative histories of public laws of the United States. The file contains the public law numbers, the title derived from the statutes at large, indicators to cross-reference laws which are amended by other laws or which amend other laws and a listing of the number of fiche and number of pages in each of the three categories of fiche (Congressional, GAO, and Hearing).</p> <p>The file is used for inventory control of the microfiche and production of photocomposed catalogs which indicate the relationships of the elements entered in the data base. It is anticipated that the magnetic tape will be used as an interface for automatic retrieval of the microfiche.</p> <p><u>PERMANENT</u></p> <p>Transfer 2 copies of the magnetic tape and input documentation to the National Archives at the end of each fiscal year along with the microfiche. Maintain 2 copies at GAO in adequate storage facilities.</p>	1.0 cubic feet per year (.75 cf silver negative and .25 cf diazo)	