

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-269-92-1

DATE RECEIVED

3-10-92

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

1 FROM (Agency or establishment)

GENERAL SERVICES ADMINISTRATION

2 MAJOR SUBDIVISION

OFFICE OF ADMINISTRATION

3 MINOR SUBDIVISION

INFORMATION COLLECTION MANAGEMENT BRANCH

4 NAME OF PERSON WITH WHOM TO CONFER

Mae Simms

5 TELEPHONE EXT

501-2938

DATE

5/15/92

ARCHIVIST OF THE UNITED STATES

James W. Moore

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>2/11/92</i>	<i>Mary Cunningham</i> Mary Cunningham	Chief, Info. Coll. Mgmt. Branch and GSA Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
17B5	<p>Publication case files. Documents providing a history of the development, publication, distribution, and cost of each publication. Included are justifications, approvals, cost statistics for publications and reprints, copy requirements, and related records.</p> <p>a. Central Office. Cut off at the end of the fiscal year after publishing, <i>or</i> <i>or</i> <i>cancellation of publication, →</i> hold 1 year, and retire. Destroy 4 years after cutoff.</p> <p>b. Other offices. Cut off at the end of the fiscal year after publishing, <i>or</i> <i>or</i> <i>cancellation of publication, →</i> hold 1 year and retire to FRC. Destroy 2 years after cutoff.</p>	<p><i>HB OAD</i> <i>1820.2</i> <i>17B5 a & b,</i> <i>NI-220-91-4/1</i></p>	

Agency sent 5/28/92 with NCF 6/21/92