

| | | | |
|--|---|--|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-269-96-1 | |
| To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED 5/1/96 | |
| 1 FROM (Agency or establishment) General Services Administration | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of Finance and Office of Congressional Affairs | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton | 5 TELEPHONE (202) 501-2262 | DATE 9-3-96 | 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 <u>1</u> 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 <i>April 25, 1996</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i> | TITLE GSA Records Officer | |
| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | See attached | | |

SEP - 5 1996 *MMW*

copy to: Agency, NCF, NNT

08A010

Financial management projects. Case files created in studying developing, installing, and reviewing procedures for accounting and reporting programs and related systems. Included are coordinating actions, project reports, and related records

a Records accumulated by office directing and approving the project

NC1-269-90-4
item 16A10

Temporary Withdraw and place in inactive file when a directive or other instruction resulting from the project is canceled, or when the project ends. Hold 2 years and retire to FRC. Destroy 12 years after cutoff

b Records accumulated by Executive Office or other organizations participating in or coordinating portions of the project

NEW

Temporary Cut off at end of the fiscal year after the project ends. Destroy 3 years after cutoff

10B005

Legislation cases. Case files created in formulating, developing, and presenting proposed legislation of GSA. Included are drafts of bills, clearance actions, reports, testimonies of GSA officials at hearings, and related records

a Office of Congressional Affairs case files

NC1-269-80-12
item 20C5

Permanent Cut off at end of each Congress, hold 4 years, and retire to FRC. Transfer to NARA 15 years after cutoff, in 4-year blocks

b Clearance Office records

NEW

Temporary Cut off at end of fiscal year, hold 4 years, and retire to FRC. Destroy 8 years after cutoff