

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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 General Counsel

3 MINOR SUBDIVISION  
Information Resources and Utilities Division

4. NAME OF PERSON WITH WHOM TO CONFER

Gladys Franklin

5 TEL EXT

535-7974

LEAVE BLANK	
JOB NO	<i>NC1-269-84-1</i>
DATE RECEIVED	<i>4-25-84</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-21-84</i> Date	<i>[Signature]</i> Archivist of the United States

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.

**A** Request for immediate disposal.

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

C DATE <i>4/19/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hebert</i>	E TITLE Chief, Records and Forms Management Branch
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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
	<p><u>Legal Services Program Records</u></p> <p>Enclosed is the proposed revised disposition schedule for the Representation Records (21A75). This schedule will be included in the GSA Records Maintenance and Disposition System (OAD P 1820.2) when this program section is updated.</p> <p>Concurrence: LK <u><i>Chas. V. Curcio</i></u></p> <p align="center"><b>MASS DATA CHANGE SHEET ATTACHED</b></p>	NC1-269-79-1	

*Annotated page change sent to all PAC's 5/22/84 DMW*  
*Agency sent 5-29-84 by DMW.*

21A75. Representation file. Documents accumulated in representing GSA and other Government agencies in proceedings before Federal and State regulatory agencies on communications, transportation, similar public utility services, or other matters. Included are notices, petitions, briefs, verified statements, transcripts of hearings, written protests, statements relating to the proceedings, and related records.

Cut off annually following completion of case, hold 2 years, and retire to FRC. Destroy when 7 years old.