

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-291-86-2

DATE RECEIVED

9-19-86

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

General Services Administration

2. MAJOR SUBDIVISION

Federal Property Resources Service

3. MINOR SUBDIVISION

Office of Real Property

4. NAME OF PERSON WITH WHOM TO CONFER

Gladys G. Franklin

5. TELEPHONE EXT.

535-7974

DATE

12-31-86

ARCHIVIST OF THE UNITED STATES

J. Frank B. Burke

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>Sept 10, 1986</i>	<i>[Signature]</i>	Chief, Records and Forms Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>Office of Real Property Program Records</u></p> <p>Enclosed is a proposed disposition schedule adding a new category of records to Chapter 33, Appendix 33-D.</p>		<p align="right"><i>2 items</i></p>

*GSA, NCF, NNF
1-7-87*

and retire to FRC. Offer to NARA when 25 years old in 10-year blocks.

Note.— The official file of the Congressional Report "Explanatory Statement of Proposed Negotiated Sale of Surplus Real Property" is filed with the appropriate case file under 33D1, and a copy is filed in 33D55.

(2) Other reports: Cut off annually. Destroy when superseded, canceled, obsolete or no longer needed.

b. **Other offices:** Cut off annually. Destroy when 2 years old, except machine listings may be destroyed when no longer needed.

33D56 — 33D58. Reserved.

33D59. Real Property Utilization Survey ^{Case Files} (). Documents relating to the utilization of Real Property. Included are survey reports, photos, maps, and related correspondence.

a. Central Office: Cut off following completion of case; hold 1 year and ^{transfer} ~~retire~~ to FRC. ~~Destroy after 15 years.~~ DESTROY WHEN 8 YEARS OLD

b. Regional Offices: Cut off following completion of case, destroy when 1 year old.

33D60. Preexcess files (NC1-291-81-1). Correspondence and related documents concerning real property that may be reported as excess to GSA in the future.

Destroy after 5 years. Earlier disposal is authorized on receipt of information that property will not be reported as excess.

Note.— On receipt of report of excess, withdraw the related file and place it in 33D1.

I concur in the revision to 33D59.

Norman C. Miller
Agency Representative

10/13/86
Date

Ronald Meier
NARA Appraiser

2/21/86
Date