

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

LEAVE BLANK

JOB NO

*N1-370-89-4*

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

DATE RECEIVED

*4/7/89*

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

U. S. Department of Commerce

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2 MAJOR SUBDIVISION

NOAA - National Marine Fisheries Service

3 MINOR SUBDIVISION

Gloucester Laboratory, Gloucester, MA

4 NAME OF PERSON WITH WHOM TO CONFER

Daisy O. Rivers

5 TELEPHONE EXT

443-8967

DATE

*4/13/89*

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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

*3/31/89*

C SIGNATURE OF AGENCY REPRESENTATIVE

*Daisy O. Rivers*

D TITLE

NOAA 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SUPERSEDED  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)

1

1512-10 Inspection Service Financial files. Financial status reports, reports on delinquent payments, material related to billings, and related financial records. This item does not include office budget files (see 1501-15).

NC-370-75-5:17a

Disposition: Cut off at end of fiscal year when created. Destroy 5 years later.

This disposition is being changed from 1 year to 5 years because there are sometimes disagreements in billing, and the records are needed to settle these disagreements.

*Copy sent to agency 4/17/89*