REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO: N1-371-88-1

DATE RECEIVED: 6/29/88

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

1 FROM *(Agency or establishment)*
Defense Communications Agency

2 MAJOR SUBDIVISION
Resource Management Directorate

3 MINOR SUBDIVISION
Accounting and Finance Division (H660)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Delores Mathis	202-692-3372		

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 one 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
23 Jun 88	Jacqueline P. Fay	Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*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.	303-27 CASE HISTORY FILES. Documents and papers accumulated in the installation accounting records of headquarters. Included are commitment, obligation, and disbursement documents; memorandum case ledgers; and summary cards. Files closed FY87 DISPOSITION: Destroy 4 years after case is closed (FY91)		