

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>NI-217-86-3</b>	DATE RECEIVED <b>9/23/86</b>
1 FROM <i>(Agency or establishment)</i> <b>U. S. General Accounting Office</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>General Services and Controller</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION <b>Records Management Staff</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Shirley A. Allen</b>	5 TELEPHONE EXT <b>275-3830</b>	DATE <b>12/31/86</b>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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 3 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B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
<b>9-20-86</b>	<i>Deanna Staples</i>	<b>Records Officer</b>	<b>NCI-217-82-14</b> <b>032-14</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>			
1.	<b>032-14 <u>Tape Master for Travel and Miscellaneous Payments System (TAPEMAST)</u></b>  This magnetic tape file is a continuous collection of all vendors maintained by purchase order number and amount, any payment received from or made to that vendor, and the charged division. The file contains such data elements as the purchase order number, vendor number, budget object class, appropriation, division, obligation, and payments.  <u>Temporary</u>  The tape is updated daily and each tape is maintained for 2 years.			

2. 032-16 Suspense Tape for Travel and Miscellaneous Payments System (TAPESUP)

NCI-217-82-1/632

This magnetic tape file links the Vendor's Master Record to the Travel Voucher Master Record by a common transportation request number. Important data elements include transportation request number, vendor identification, social security number, travel order number, division and responsibility area, budget object class, job code, appropriation, original batch, batch last action, transportation request amount, and traveler's last name.

Temporary

The tape is updated daily and each tape is maintained for 1 year.

3. 032-18 Vendor File for Travel and Miscellaneous Payments System (TAPEVEND)

NCI-217-82-1/032-18

This magnetic tape file contains vendor name and addresses controlled by a vendor number. The file contains such data elements as the vendor number, social security number, vendor name, vendor address, date established, and last action date.

Temporary

The tape is updated daily and each tape is maintained for 3 years.

4. 100-02 Congressional Correspondence--Members Files

Documents consisting of copies and some originals of letters or memorandums addressed to or from members of the U.S. Senate and the House of Representatives, including matters pertaining to constituent problems or requests.

Temporary

Cut off at the end of member's term,  
~~transfer to FRC 2 years later, destroy~~  
~~3 years later.~~

NCI-217-82  
-17  
100-02

Transfer to FRC when  
2 years old. DESTROY  
when 5 years old.

5. 100-04 Congressional Correspondence--Committee Files

Correspondence with committees of the Congress, or members of the Congress acting for the committee, or offices of the Congress. Also includes correspondence with other congressional offices, such as Secretary of the Senate, Speaker of the House, President of the Senate, Sergeant at Arms, etc. Copies of routine letters from the Congress, commendations, thank-you notes, sent to Personnel and divisions.

Temporary

Cut off at end of member's term, ~~transfer to FRC 2 years later; destroy 3 years later.~~ NCI-217  
-82-1  
100-04

Transfer to FRC when  
2 years old. DESTROY  
when 5 years old.

*Item 445 revised  
for clarity.  
R. Klein, NIA  
25 Sep 86*