**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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

**FROM:** U.S. General Accounting Office

**MAJOR SUBDIVISION**
General Services and Controller

**MINOR SUBDIVISION**
Records Management Staff

**NAME OF PERSON WITH WHOM TO CONFÉR**
Shirley Allen

**DATE**
4-20-87

**TELEPHONE EXT**
275-3830

**ARCHIVIST OF THE UNITED STATES**

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

**DATE**
1/15/87

**SIGNATURE OF AGENCY REPRESENTATIVE**
Records Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>GRAO SUPERSEDED</th>
<th>JOB CITATION</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Division/Office Numerical Forms Files</td>
<td>☑</td>
<td>NC1-217-82-1-066-20</td>
<td>(6 years)</td>
</tr>
</tbody>
</table>

Case files relating to individual division/office forms, their justification, design, and other actions taken to control forms and their effectiveness.

Temporary
Cut off at end of FY following discontinuance or obsolescence; destroy 1 year after cutoff.