

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

LEAVE BLANK

JOB NO

*NI-217-88-1*

DATE RECEIVED

*1-29-88*

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

U.S. General Accounting Office

2. MAJOR SUBDIVISION

General Services and Controller

3. MINOR SUBDIVISION

Records Management Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Claudia Bradley

5. TELEPHONE EXT

275-3830

DATE

*4/20/88*

ARCHIVIST OF THE UNITED STATES



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         |
|---------------|--------------------------------------|-----------------|
| <i>2-2-88</i> | <i>[Signature]</i>                   | Records Officer |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9 GRS OR SUPERSEDED JOB CITATION             | 10 ACTION TAKEN (NARS USE ONLY) |
|-----------|---|--|---------------------------------|
| 1.        | 011-24 <u>TELECOMMUNICATION/TELEPHONE FILES</u><br>Copies of documents pertaining to installation and use by operating offices of telecommunication equipment and services such as telephone, FTS, facsimile transmission, etc. (Record copies of these documents are retained with the Facilities Management Files and scheduled at items 013-46/48/50.)<br><br><u>TEMPORARY</u><br>Cut off at end of FY; destroy 2 years after cut off. | NC1-217-82-1<br>011-24<br><i>6 mos.</i>      |                                 |
| 2.        | 011-30 <u>SUPPLY EQUIPMENT AND SERVICES REQUISITIONS FILES</u><br>Copies of documents pertaining to obtaining services and supplies for the office. Includes registers for services, publications, repairs, keys, space, telephones, service contracts, GAO form 23, 31 etc. (These are copies maintained by offices other than stockroom.)<br><br><u>TEMPORARY</u><br>Cut off at end of FY; destroy 2 years after cut off.               | GRS3/9b<br><i>Deviation</i><br><i>6 mos.</i> |                                 |

*Copy sent to NCF Agency (WR)*

*4/21/88*

3. 014-27 TOP SECRET CONTROL AND ACCOUNTABILITY FILES  
Registers, receipts, and other documents used to indicate control and accountability over Top Secret documents.
- TEMPORARY  
Cut off after documents are declassified, destroyed, or transferred; destroy 5 years after cut off. GRS 18/60,  
*new*
4. 014-52 INTERAGENCY LIAISON FILES  
Documents pertaining to coordination with agencies outside GAO on safety matters. This includes OSHA.
- TEMPORARY  
Cut off at end of FY; destroy 5 years after cut off. NC1-217-~~82-1~~<sup>85-2</sup>  
014-52  
*50 yrs.*
5. 014-81 VISITOR CONTROL FILES  
Logs, registers, or other documents used to record visitors, employees, and outside contractors to GAO headquarters or regional and overseas offices. Also, includes reports on automobiles and passengers admitted to GAO facilities.
- TEMPORARY  
Cut off upon final entry; destroy 2 years after final entry or 2 years after date of documents, as appropriate. Files may be transferred to a Federal Records Center if volume warrants. GRS 18/18b  
*new*
6. 064-04 LIBRARY MATERIALS PROCUREMENT FILES  
Documents pertaining to selecting and procuring books, periodicals, and other library materials, including requests for obtaining materials, reviews, and approvals.
- TEMPORARY  
Cut off at end of fiscal year; destroy all material relating to orders, under \$25,000 3 years after final payment; destroy all materials relating to orders, over \$25,000 6 years and 3 months after final payment. NC1-217-~~82-1~~  
~~064-04~~  
*GRS 3/4*  
*3 yrs*
7. 131-04 APPROVED ACCOUNTING SYSTEM DESIGNS  
The Executive Department and agency accounting systems designs that have been formally submitted to General Accounting Office, Accounting and Financial Management Division (AFMD), and approved by the Comptroller General under provisions of Title II of the GAO Policy and Procedures Manual. Included are GAO summary letters and correspondence from agencies. All records are currently being microfiched.

a. Original paper records.

**TEMPORARY**

Destroy when ascertained that reproduced records have been made in accordance with NARA regulations and are adequate substitutes for the paper records.

NC1-217-82-1  
131-04a  
*n.c.*

b. Microfiche. Silver masters are maintained by the Records Management Staff.

**TEMPORARY**

Destroy 2 years after all administrative needs have ended. (AFMD will notify custodian when records are eligible for destruction.)

NC1-217-82-1  
131-04b  
*no longer needed*

This certifies that the records described in this item will be microfilmed in accordance with the standards set forth in 36 CFR Part 1230.