REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 _5_ 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 X is unnecessary

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>8 DESCRIPTION OF ITEM</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
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<tbody>
<tr>
<td>1. 011-24</td>
<td>TELECOMMUNICATION/TELEPHONE FILES</td>
<td>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.)</td>
<td>NC1-217 -82-1 011-24 6 mos.</td>
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<tr>
<td>2. 011-30</td>
<td>SUPPLY EQUIPMENT AND SERVICES REQUISITIONS FILES</td>
<td>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.)</td>
<td>GRS3/9b Deviation 6 mos.</td>
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Records Officer
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.

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.

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.

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.

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 NC-217-82-1 records have been made in accordance with 131-04a NARA regulations and are adequate substitutes m.c. for the paper records.

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

**TEMPORARY**
Destroy 2 years after all administrative needs NC-217-82-1 have ended. (AFMD will notify custodian when 131-04b records are eligible for destruction.)

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