

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

LEAVE BLANK	
DATE RECEIVED <b>JAN 29 1976</b>	JOB NO.
DATE APPROVED	<b>NC1-217-76-3</b>

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. General Accounting Office

2. MAJOR SUBDIVISION  
Office of Administrative Services

3. MINOR SUBDIVISION  
Records Management and Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Jane A. Benoit

5. TEL. EXT.  
275-6131

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including the following items, is approved except for the following items:

Date: 2-18-76  
 Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

**A** The records have ceased to have sufficient value to warrant further retention.

**B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

1/28/76 (Date)      Jane A. Benoit (Signature of Agency Representative)      Chief, Records Management and Services Branch (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Settled accounts of accountable officers, consisting of the following records, or their equivalents: <ul style="list-style-type: none"> <li>a. Statements of accountability</li> <li>b. Statements of transactions</li> <li>c. Related vouchers and schedules</li> <li>d. Supporting papers</li> </ul> This item <u>does not include</u> <ul style="list-style-type: none"> <li>a. Military and civilian payroll records showing gross and net pay</li> <li>b. Accounts pertaining to Indians</li> <li>c. Vouchers and supporting papers covering freight and passenger transportation charges</li> </ul>		This item supersedes NC-217-75-3
	Records created prior to July 2, 1975: Destroy 10 years, 3 months, after the period covered by the account		
	Records created on or after July 2, 1975; Destroy 6 years, 3 months after the period covered by the account		

*copies to Agency and All ERCS 2-24-76*