

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NC

LEAVE BLANK	
JOB NO	NC1 217 78 1
DATE RECEIVED	18 NOV 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	11-23-77 <i>Acting</i>
Signature	<i>James E. O'Neil</i> Archivist of the United States

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
Office of Publishing Services

3. MINOR SUBDIVISION
Publishing and Graphic Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Jim Reid

5. TEL EXT
275-6204

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>11/10/77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Randy Thurman</i>	E. TITLE Director, Office of Administrative Services
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Negatives created during the process of printing GAO publications.</p> <p>A. Special Publications (includes the GAO Review, the Annual Report, Food Update, and the Policy and Procedures Manual).</p> <p style="padding-left: 40px;">Dispose 2 years after date of publication</p> <p>B. Audit Reports and other printed material</p> <p style="padding-left: 40px;">Dispose 6 months after date of publication.</p>		

sent to agency - 11/28/77