

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

NC

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| LEAVE BLANK | |
| JOB NO. | NC1 214 78 1 |
| DATE RECEIVED | 18 NOV 1977 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 11-23-77 Date (Acting) | James P. O'Neil 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 Neumann</i> | E. TITLE Director, Office of Administrative Services |
|----------------------------|---|---|

| 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). Dispose 2 years after date of publication</p> <p>B. Audit Reports and other printed material Dispose 6 months after date of publication.</p> | | |

115-107

sent to agency - 11/28/77