

**REQUEST FOR RECORDS DISPOSAL 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  
Office of Administrative Services

3. MINOR SUBDIVISION  
Records Management

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

LEAVE BLANK	
JOB NO	<b>NC1 217 78 3</b>
DATE RECEIVED	30 MAR 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-31-78 Date	<i>James B. Rhoads</i> 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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2/23/78	<i>Garry Herrmann</i>	Director, OAS

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Settled accounts of accountable officers, consisting of the following records, or their equivalents: statements of accountability; statements of transactions; related vouchers and schedules; and supporting papers.. EXCLUDING: military and civilian payroll records showing gross and net pay; accounts pertaining to Indians; and vouchers and supporting papers covering freight and passenger transportation charges.</p> <p>a. Records created prior to Fiscal Year 1976 (July 1, 1975): Destroy 10 years, 3 months, after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975): Destroy 6 years, 3 months after the period covered by the account.</p>	NC1-217-76-3	2 items

*sent to agency - 2/3/78*