

PK
REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK
JOB NO NCI 217 78 4
DATE RECEIVED 3 MAY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
5-8-78 <i>James E. O'Neil</i> Date acting Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) General Accounting Office	
2. MAJOR SUBDIVISION Office of Administrative Services	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER James 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 2 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 <i>Larry Herrmann</i> Larry Herrmann	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.	Index to Government Printing Office Proof Jackets for Accounting Forms, 1930-51, 1 inch, 2 volumes. Arranged chronologically. Index showing relationship between GPO jacket number and accounting form number. Column headings include GPO jacket number, accounting form number, Bureau or Department using the form (War, State, GAO, Justice, Agriculture), and dates received, returned, and approved. The second volume has only a few pages of entries.		
2.	Index to Approval Case Files for Accounting Forms, July 1918 - March 1961, 3 inches, 4 volumes. Arranged chronologically by month. Index to case files documenting GAO approval of various accounting forms as requested by Federal agencies. Column headings include case file number, description of form, dates received, returned, and approved, form number, and requesting agency. One volume, dated January, 1946 through December, 1952, is duplicated by entries in the		

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Sent to agency & NNF - 5/9/78 75 ITEMS

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

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	other 3 volumes, is handwritten, and provides cross references to GAO's "A" and "B" file designations.		
3.	<p>Index to Miscellaneous Correspondence, January 1932 - January 1943, 1 inch, 2 volumes and some loose pages.</p> <p>Arranged chronologically by month.</p> <p>Index to a collection of miscellaneous letters sent concerning Federal accounting forms. Information provided includes miscellaneous file number (Misc. 60), cross reference to GAO "A" and "B" file designation, subject, correspondent, and date of letter. Only one-third of the second volume has pages with entries.</p>		
4.	<p>Minutes of Meetings of the Permanent Conference on Printing, June 8, 1922 - June 2, 1933, 2 inches, 1 volume.</p> <p>Arranged chronologically.</p> <p>Mimeograph copies of the minutes of the 7th through the 122nd meetings of the Permanent Conference on Printing. Participating agencies included GAO, Bureau of the Budget, Government Printing Office, Departments of Interior, State, War, Navy, Agriculture, and Commerce, Post Office, and others. The Conference was chaired by the Public Printer. Subjects discussed included style, paper specifications, reproduction, sale of publications, and distribution.</p>		
5.	<p>Minutes of the Advisory Committee on Accounting Forms, October 5, 1922 - May 21, 1932, 2 inches, 2 volumes.</p> <p>Arranged chronologically.</p> <p>Mimeograph copies of the minutes of the 1st through the 59th meetings of the Advisory Committee on Accounting Forms. Participating agencies included the Government Printing Office, Civil Service Commission, Department of Navy, State, Treasury, and War, and the Post Office. The function of the Committee concerned the standardization of accounting forms throughout the government.</p> <p><u>DESTROY ALL ITEMS (1-5) WHEN ADMINISTRATIVE REQUIREMENTS HAVE ENDED.</u></p>		