REQU~ST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   United States 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 [ ] 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
   6/3/78
D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]
E. TITLE
   Director, Office of Admin. Services

7. ITEM NO
8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
   Revisions to General Records Schedule 9
   1 (a) Issuing office memorandum copies other than those identified in item 1d."
   Destroy when 3 years old
   1 (d) Records on international shipments of household goods moved via freight forwarders."
   Destroy 6 years after the period of the account."

9. SAMPLE OR JOB NO.
10. ACTION TAKEN

2. ITEMS

STANDARD FORM 115
Revised April, 1975
Prepared by General Services Administration
FPMR (41 CFR) 101-11 4