

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Read rec'd 6 Feb 80/14

LEAVE BLANK	
JOB NO	NC1-217-80-2
DATE RECEIVED	2-6-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>2-22-80 James E. O'Neill</i> <i>Acting Archivist of the United States</i>

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 Information Systems and Services

3 MINOR SUBDIVISION
Records Management Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Orville Coy or Norma Stapleson

5 TEL EXT
275-6087
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	D SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/31/80	<i>Norma Stapleson</i>	Records Management Officer <i>(Signature) 2/1/80</i>

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>Ledger Cards (GAO Form 4022). Numerically filed cards and microfiche reflecting names, addresses, case numbers, dates, amounts collected and original principal amounts on debts to U. S. Government which have been referred to the General Accounting Office for collection.</p> <p>Disposition: a. Ledger Cards: Destroy when Claims Division has determined the microfiche to be acceptable.</p> <p>b. Microfiche: Cutoff when all active accounts have been satisfied; hold for 6 years, 3 months; then destroy.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p><i>Orville Coy 2/1/80</i></p>		

Copy to NMF
Agency
Closed Out
2-26-80
62

2 Items