

REQUEST FOR RECORDS POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB	NCI-217-84-1
DATE RECEIVED	7-30-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	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
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONTACT
Paul Kutiyana or Randall Byle

5. TEL EXT
275-4495

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 5/24/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Records Management Officer
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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.	110-02 <u>B-FILES</u> (includes A-Files) Case files arranged numerically by A/B number and maintained by the Legal Information and Reference Service, including memoranda, correspondence, reports, draft audit reports, General Counsel and Comptroller General opinions, briefs, Comptroller General decisions, Congressional requests for reports and audits, and draft memoranda and correspondence related to claims, contracts, relations with other federal agencies, and legislation concerning the following categories: a. Heads, Departments and Agencies b. Certifying, Disbursing & Contracting Officers c. Claimants d. Bid Protests e. Legal Opinions (Internal & External) f. Legislation (Bills)	Items 1 and 2 previously submitted under job number NCI/217/82/1/110/02 and 04	

sent copy to NCI, RNF 11/20/84 CLD
CLASS DATA CHANGE SHEET NOT REQUIRED
sent copy to NCI, RNF 11/20/84 CLD

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>g. Litigation (Department of Justice) h. Procurement Regulations (FPR and ASPR Revisions) i. Audit Report Reviews</p> <p><u>TEMPORARY</u></p> <p>Cut off file upon completion of case. Transfer to WNRC when 10 years old. Destroy when 80 years old.</p> <p>2. 110-04 <u>REFERENCE CARDS FOR B-FILE 1924-77 (including A File)</u></p> <p>Index cards providing access and retrieval of the B-files. Since 1978, the B-files have been kept up-to-date by the Correspondence Control System, an automated index. The Correspondence Control System became operational in September 1978.</p> <p><u>TEMPORARY</u></p> <p>Destroy when all administrative needs have ended. Transfer to WNRC is not authorized.</p> <p>3. 110-05 <u>SUPPORTING PAPERS FOR BID PROTEST FILES</u></p> <p>Supporting papers for bid protests where two or more contractors disagree with the procuring agency's handling of a procurement, or the sale of surplus property. It includes copies of agency's reports, contracts, and other documents. These files are maintained separately from the bid protest file, item number 110-02, and are kept in the Office of the General Counsel.</p> <p><u>TEMPORARY</u></p> <p>Destroy 30 days after close of file.</p>		