

**REQUEST 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)

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 CONFER

Lou Totaro *Las*

5. TEL EXT

275-5774

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
JOB NO <u>NCI-217-84-2</u>	
DATE RECEIVED <u>9-21-84</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>Oct 15 84</u> Date	<u>Robert W. [Signature]</u> Archivist of the United States

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 <u>9/14/84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	E. TITLE <u>Records Management Officer</u>
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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.	<p>CRS Item No. <u>051-03</u></p> <p><u>TEMPORARY INDIVIDUAL EMPLOYEE FILES</u></p> <p>All copies of correspondence and forms maintained on the left side of the Official Personnel Folder, <del>in accordance with</del> <u>the</u> Federal Personnel Manual, Chapter 293, and Supplement 293-31, <u>is used for guidance.</u></p> <p><u>TEMPORARY</u> Destroy upon separation or transfer of employee.</p> <p>NOTE: Disciplinary Records are maintained on the left hand side of the Personnel folder. An employee may request letters of reprimand and other similar disciplinary actions removed from their files upon request by contacting their division/office director who then notifies personnel.</p> <p><i>Sent copy to agency 10/17/84 CLD</i></p>	<p><del>exception to</del> GRS1, item 10</p>	<p><u>1 item</u></p>

*Amended by [Signature], NCO 10 Oct 84*