

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC1-217-85-2	DATE RECEIVED 2-19-85
1 FROM (Agency or establishment) U.S. General Accounting Office		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Publishing Services		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Dave Dittmeier <i>DD</i>	5 TELEPHONE EXT 275-4700	DATE 3/4/85	ARCHIVIST OF THE UNITED STATES <i>Robert K. Noveck</i>

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 2/4/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>D. S. Brown</i>	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	014-34 <u>Property Pass Files</u> Security and Safety Files Passes authorizing removal of property or materials. <u>Temporary</u> Destroy 2 years after revocation or expiration. Justification:	GRS 18 Item 13	
2.	014-52 <u>Interagency Liaison Files</u> Documents pertaining to coordination with agencies outside GAO on safety. This includes OSHA. <u>Temporary</u> Cut off at end of FY; destroy 50 years after cutoff. Justification: <i>Copies to agency & NC, 3/5/85</i>	NC1-217-82 014-52	<i>15 items</i>

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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
3.	014-54b <u>Emergency Preparedness Files</u> Documents relative to coordination with civil preparedness program in the event of an emergency. b. Correspondence relating to administration and operation of emergency planning not covered else where. <u>Temporary</u> Cut off at end of FY; destroy when 3 years old.	GRS 18 Item 27	
4.	014-58 <u>Promotional Campaign Files</u> Documents relating to programs to promote safety and the prevention of accidents and fires. <u>Temporary</u> Destroy when 5 years old.	NC1-217-82-1 014-58	
5.	014-60 <u>Safety Drill Files</u> Documents relating to the scheduling and conduct of safety drills, such as for fires. <u>Temporary</u> Destroy when 3 years old.	NC1-217-82-1 014-60	

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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
6.	014-62 <u>Safety Inspection & Survey Files</u> Survey and checks of facilities and equipment for general or specific safety problems, and the resulting reports. Does not include safety checks conducted in response to safety complaints. <u>Temporary</u> Destroy when 5 years old, or upon discontinuance of facility, whichever is sooner.	GRS 18 Item 10	
7.	014-64 <u>Safety Complaint Files</u> Complaints from personnel on potential safety hazards, and resulting investigations and reports. <u>Temporary</u> Cut off at end of FY; destroy when 5 years old.	NC1-217-82-1 014-64	
8.	014-66 <u>Safety Studies Files</u> Special studies conducted on safety hazards or problems and recommended solutions. <u>Temporary</u> Cut off at end of FY in which the study is completed; destroy 5 years later.	NC1-217-82-1 014-66	

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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
9.	014-68 <u>General Accident and Safety Report Files</u> Accident reports files as a result of personnel injury, property damage, motor vehicle accident, or similar incident. These files may be subdivided by type of account. <u>Temporary</u> Cut off at end of FY; destroy when 30 years old. Justification: OSHA Requirement	NC1-217-82-1 014-68	
10.	014-80 <u>Parking Facilities Files</u> Documents relating to assigning spaces containing address, phone, tag number, and carpool information. c. Parking permits. <u>Temporary</u> Destroy when returned to issuing office.	GRS 11 Item 4A	

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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
11.	014-16 <u>Security Classification Files</u> Documents relating to the Classification declassification, or downgrading of specific documents. <u>Temporary</u> Cut off at end of FY; destroy when 15 years old.	GRS 18 Item 2	
12.	014-22 <u>Classified Documents Inventory Files</u> Inventories of classified documents held. Also may include reports on missing classified documents, but not document receipts. <u>Temporary</u> Cut off at end of FY; destroy in 5 years.	GRS 18 Item 5	
13.	014-30 <u>Security Survey/Inspection Files</u> Survey conducted to ensure that classified documents are being properly handled and maintained, includes disposition of classified documents, and not otherwise described in this subfunction. <u>Temporary</u> Destroy in ten years.	GRS 18 Item 10	
14.	014-32 <u>Identification Media Files</u> Documents relating to issuance control and accountability of all forms of identification. <u>Temporary</u> Destroy when all issued media have been returned or accounted for.	GRS 11 Item 4b	

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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
15.	<p>014-20 <u>Clearance Roster Files</u></p> <p>Copies of GAO Form 71, Personnel Security Action Request, which are authorizations for access individuals to access classified documents. Includes related requests for access and authorizations received.</p> <p><u>TEMPORARY</u> Destroy in agency when no longer needed.</p>	GRS 18 Item 7	