

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-217-85-4

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

DATE RECEIVED

5-23-85

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 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5 TELEPHONE EXT

275-6126 and

275-5042

DATE

8/28/85

ARCHIVIST OF THE UNITED STATES

Acting
James E. O'Neil

LRP **LaRhonda Parker/John Butters**
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, 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>5/26/85</i>	<i>[Signature]</i>	Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
062-02	<p>SUBSCHEDULE 062 ADP SYSTEMS AND SERVICES FILES</p> <p>These files relate to the provision of ADP services and the development of agency-wide computer based information systems.</p> <p><u>ADP PROCUREMENT FILES</u> Documents pertaining to the procurement of ADP services, including policies, procedures, and guidelines, both GSA and those developed by GAO. Also included here are files relating to "umbrella contract" for ADP services. (Records relating with the project files.)</p> <p>b. Contract Monitoring Files. Included here are contractor/vendor selection files, including copies of RFP, winning proposal together with all amendments, contract management reports, contract liaison memos, and related documents. (NOTE: These are only reference/convenience copies; record copies are retained in the Office of Acquisition Management, see item 012-14.)</p> <p><u>TEMPORARY</u> Destroy individual documents when superseded, obsolete or no longer needed. Cut off entire file at the close of contract; destroy 5 years later.</p>	NC1-217-82-1 062-02b	<i>3 items</i>

115-108 *Copy to agency TNEF 28 Aug 85 AH*

Request for Records Disposition Authority - Continuation

JOB NO

NC1-217-85-4

PAGE OF 2

2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
063-08	<p>SUBSCHEDULE 063 DOCUMENT SYSTEMS AND SERVICES FILES</p> <p>These files include the development and implementation of systems for managing GAO's issued documents, including audit reports, memoranda, letter reports, speeches, testimonies, opinions, Comptroller General's decisions, and related services.</p> <p><u>GAO DOCUMENT DATA BASE</u> GAO documents data base on machine-readable tapes, as well as printed copies of GAO Documents, containing catalog data on all GAO Documents.</p> <p>c. Data Bases.</p> <p>These are two data bases, BIBCIT and BIBRES. BIBCIT contains bibliographic data on unrestricted GAO documents only, while BIBRES contains the restricted documents.</p>	NC1-217-82-1 063-08c	
063-12	<p><u>TEMPORARY</u> These data bases are continuously updated and oldest data is dumped to tape as needed.</p> <p><u>GAO THESAURUS FILES</u> GAO Thesaurus listing all acceptable index terms, cross references, scope notes, broader terms, narrower terms, related terms, etc.; documents pertaining to the history and review of terms for entry into the Thesaurus; magnetic tape of the Thesaurus; and related documents.</p> <p>b. Automated File</p> <p><u>TEMPORARY</u> The file is continuously updated and oldest data is dumped to tape as needed.</p>	NC1-217-82-1 063-12b	