

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

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

JOB NO

NI - 425-88-1

DATE RECEIVED

1-4-88

1. FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION Department of the Treasury (Financial Management Service)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER Chief Counsel

5 TELEPHONE EXT

436-5300

DATE

3/17/88

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 \_\_\_\_\_ 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
12/23/87	<i>Giovanna L. Diggs</i>	Support Services Specialist

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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	<p>Closed litigation case files</p> <p>a. Files of reference value (containing model language or precedents).</p> <p>DISPOSITION: Retain in office. Do not transfer to Federal Record Center. DESTROY when no longer needed for administrative use.</p> <p>b. Files having no reference value.</p> <p>DISPOSITION: Transfer to Federal Records Center when case is closed. (A minimum of one cubic foot must be accumulated for transfer). DESTROY 4 years after case is closed.</p>		
2	<p>Gifts to the United States - correspondence, 1966-85.</p> <p>Correspondence dealing with tangible and intangible gifts to the United States in order to reduce the federal debt.</p> <p>DISPOSITION: Transfer to the National Archives upon approval of this schedule.</p>		

*Copies sent to Agency,*

*NCF:JNF*

*3/22/88*