

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NI-GRS-87-11</b>	
DATE RECEIVED <b>4-9-87</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>9-2-87</b> Date	<i>Frank S. Baker</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**National Archives and Records Administration**

2 MAJOR SUBDIVISION  
**Office of Records Administration**

3 MINOR SUBDIVISION  
**Records Appraisal and Disposition Division**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Jean E. Keeting**

5 TEL EXT  
**724-1457**

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 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 <b>4/8/87</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth Rossman</i>	E. TITLE <b>Director, Records Appraisal and Disposition Division</b>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO
		10 ACTION TAKEN

1. **6. Surplus Property Case Files.**

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

a. Transactions of more than \$25,000.  
Destroy 6 years after final payment.

b. Transactions of \$25,000 or less.  
Destroy 3 years after final payment.

*copies to GRS file, NCF  
9-3-87*

*TET*

*2 items*