

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 N1-GRS-87-14	DATE RECEIVED 8-12-87
1. FROM (Agency or establishment) National Archives and Records Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
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. TELEPHONE EXT 724-1460	DATE 8-26-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Bandy</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 1 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 8/12/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE <i>Director, Records Appraisal & Disposition</i>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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.	<p>Addition to General Records Schedule 3, Procurement, Supply, and Grant Records</p> <p><u>Small and Disadvantaged Business Utilization Files</u></p> <p>Correspondence, memoranda, reports, studies, goal statements, and other records maintained by federal agencies relating to their small and disadvantaged business utilization programs.</p> <p>Destroy when ³ years old.</p>		

*Copies to NCF, NCM,
GRS file
9-1-87
TKT*