

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-87-15	DATE RECEIVED 6-10-87
1 FROM (Agency or establishment) National Archives and Records Administration 2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
Office of Records Administration 3 MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
Records Appraisal and Disposition Division 4 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE EXT 724-1457	DATE 8-26-87
Jean E. Keeting		ARCHIVIST OF THE UNITED STATES <i>Frank B. Smith</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 _____ 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 6/10/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE <i>Director, Records Appraisal</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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 16, Administrative Management Records:</p> <p>15. IRM Triennial Review Files.</p> <p>Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.</p> <p>Destroy when 7 years old.</p>		

copies to GRS file, NNF, NUM, NCF 8-28-87 TRT