

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

National Archives and Records Service

3. MINOR SUBDIVISION

Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Wadlow

5. TEL. EXT.

13-35185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED JAN 10 1975 | JOB NO. NC - 64-75-4 |
| 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 "with-drawn" in column 10. | |
| <u>1-14-75</u> (Date) | <u>James B. Rhoads</u> Archivist of the United States |

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.

1/13/75 Thomas Wadlow Director, Records Disposal Div.
12/5/74 Gary Hermann Director of Administration
 Date (Signature of Agency Representative) (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| | <p>General Records Schedule 3, item 4 is hereby amended as follows:</p> <p>1. Contract, Requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in items 1, 2, and 13.)</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions after July 25, 1974, of more than \$10,000 and all construction contracts exceeding \$2000.</p> <p>Retention: 6 years after Final Payment.</p> <p>(2) Transactions after July 25, 1974, of \$10,000 or less and construction contracts under \$2000.</p> <p>Retention: 3 years after final payment.</p> <p>This change is based on the extension of the amount procurable under small purchase negotiation authorities as stated in the Federal Register volume 39, number 153, pg. 28437.</p> | | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| 2. | <p>General Records Schedule 4, item 6 is hereby amended as follows:</p> <p>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2).</p> <p>a. Transactions after July 25, 1974, of more than \$10,000. Retention: 6 years after final payment.</p> <p>b. Transactions after July 25, 1974, of \$10,000 or less. Retention: 3 years after final payment.</p> <p>This change is based on the same authority as given for item 1.</p> | | |