

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 - 64-77 - 1	
DATE RECEIVED JAN 7 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>1-10-77</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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
Ronald L. Heise

5 TEL EXT
376-8827

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 6 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 <i>1/7/77</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas W. Walker</i>	E TITLE Director, Records Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
16.	<p><u>General Records Schedule No. 14</u> is hereby amended as follows:</p> <p>9 through 15 Reserved.</p> <p><u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p>a. Correspondence and supporting documents [<u>excluding the official file copy of the records requested if filed herein</u>].</p> <p>(1) Granting access to all the requested records.</p> <p>Destroy 2 years after date of reply.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKEN
17.	<p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>(a) Destroy 2 years after date of reply if not appealed.</p> <p>(b) Destroy appealed requests as authorized under item 17.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Destroy 5 years after date of reply if not appealed.</p> <p>(b) Destroy appealed requests as authorized under item 17.</p> <p>b. Official file copy of requested records.</p> <p>Dispose of in accordance with approved agency disposition instruction for the related records, or in accordance with the related FOIA request, whichever is later.</p> <p><u>Freedom of Information Act Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include ^{include} the official file copy of records under appeal or copy thereof.</p> <p>a. Correspondence and supporting documents [excluding the official file copy of the records under appeal if filed herein].</p> <p>Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.</p> <p>b. Official file copy of records under appeal.</p> <p>Dispose of in accordance with approved agency disposition instructions for the related records, or in accordance with the related FOIA requests, which is later.</p>			

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
18.	<p><u>FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.</p> <p>a. Registers or listing: Destroy 5 years after date of last entry.</p> <p>b. Other files: Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.</p>		
19.	<p><u>FOIA Reports Files.</u> Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>a. Annual reports at departmental or agency level: PERMANENT. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.</p> <p>b. Other reports: Destroy when 2 years old or sooner if no longer needed for administrative use.</p>		
20.	<p><u>Freedom of Information Act Administrative Files.</u> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>Destroy when 2 years old or sooner if no longer needed for administrative use.</p> <p>21 through 24 Reserved.</p>		
25.	<p><u>Privacy Act Requests Files.</u> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d) (1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy</p>		

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26.	<p>thereof.</p> <p>a. Correspondence and supporting documents [<u>excluding</u> the official file copy of the records requested if filed herein].</p> <p>(1) Granting access to all the requested records.</p> <p style="padding-left: 40px;">Destroy 2 years after date of reply.</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p style="padding-left: 40px;">(a) Destroy 2 years after date of reply if not appealed.</p> <p style="padding-left: 40px;">(b) Destroy appealed requests as authorized under item 26.</p> <p>(3) Denying access to all or part of the records requested.</p> <p style="padding-left: 40px;">(a) Destroy 5 years after date of reply if not appealed.</p> <p style="padding-left: 40px;">(b) Destroy appealed requests as authorized under item 26.</p> <p>b. Official file copy of requested records.</p> <p style="padding-left: 40px;">Dispose of in accordance with approved agency disposition instructions for the related records, or in accordance with the related Privacy Act request, whichever is later.</p> <p><u>Privacy Act Amendment Case Files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the Individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p>		

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	<p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p> <p><i>Dispose of</i> in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p> <p>b. Requests to amend refused by agency. Includes individual's requests to amend and review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.</p> <p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p> <p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.</p>		
27.	<p><u>Privacy Act Accounting of Disclosure Files.</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p>		
28.	<p><u>Privacy Act Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Registers or listings: Destroy 5 years after date of last entry.</p> <p>b. Other files: Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.</p>		
29.	<p><u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.</p> <p>a. Annual reports at departmental or agency level PERMANENT. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.</p> <p>b. Other reports: Destroy when 2 years old.</p>		
30.	<p><u>Privacy Act General Administrative Files.</u> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p> <p>Destroy when 2 years old or sooner if no longer needed for administrative use.</p>		