

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Read NCO 10 Feb 81/84 ✓

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

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Michael Goldman

5 TEL EXT
724-1590

LEAVE BLANK	
JOB NO	NCL-GRS-817
DATE RECEIVED	2-13-81
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<u>3-3-81</u> Date	<i>[Signature]</i> Archivist of the United States

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 <u>2/12/81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean K. Fraley</i>	E TITLE <i>For</i> Acting 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
1.	<p>Addition to General Records Schedule 16, Administrative Management Records, new Item 14.</p> <p>14. Feasibility studies for any technology or equipment associated with information management systems such as word processing, data processing, copiers, micrographics and communications.</p> <p>Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.</p> <p align="center">Destroy when the completed study is 5 years old.</p>		<i>item</i>

Closed Out: 3-5-81: K.T.D.