NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO. N1-64-92-1

DATE RECEIVED 10-1-91

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

1 FROM *(Agency or establishment)*
National Archives and Records Administration

2 MAJOR SUBDIVISION
National Archives Trust Fund Board

3 MINOR SUBDIVISION
Operations Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Laurence Patlen	501-5110	10/9/91 for	James W. Moore

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
9/27/91		NARA Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
1	1807 Service Order File Documents accumulated by the Trust Fund to record requests from NARA, other government agencies, and the public for reproduction services or publication of records and other historical documents. Included are service orders and related records. 1807-1 Record copy of service order transactions of more than the minimum mail order fee. Disposition: COFF after completion of order. Destroy when 1 year old. 1807-2 Record copy of NATF Forms 80, 81, 82 and 83 transactions and service order transactions of the minimum mail order fee or less. Disposition: COFF after completion of order, hold 4 months, and destroy.	FILES 203 Item 1807	

NSN 7540-00-634-4064