

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. N1-64-92-1	DATE RECEIVED 10-1-91
1 FROM <i>(Agency or establishment)</i> National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Archives Trust Fund Board		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Operations Division			
4 NAME OF PERSON WITH WHOM TO CONFER Laurence Patlen	5 TELEPHONE EXT. 501-5110	DATE 10/9/91	ARCHIVIST OF THE UNITED STATES <i>James W. Moore</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 9/27/91	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Laurence Patlen</i>	D. TITLE NARA Records Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>1807 Service Order File</p> <p>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from NARA, other government agencies, and the public for reproduction services or publication of records and other historical documents.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.</p> <p>1807-1 Record copy of service order transactions of more than the minimum mail order fee.</p> <p>Disposition: COFF after completion of order. Destroy when 1 year old.</p> <p>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.</p> <p>Disposition: COFF after completion of order, hold 4 months, and destroy.</p>	FILES 203 Item 1807	