**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

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

2. **MAJOR SUBDIVISION**  
Office of Management and Administration

3. **MINOR SUBDIVISION**  
Policy and Program Analysis Division

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Laurence Patlen

5. **TELEPHONE**  
501-5110

---

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DATE received**  
4-10-92

**SIGNATURE OF ARCHIVIST OF THE UNITED STATES**

---

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  

- **☐** is not required;  
- **☐** is attached; or  
- **☐** has been requested.

**DATE**  
1-30-92

**SIGNATURE OF AGENCY REPRESENTATIVE**

---

**TITLE**  
NARA Records Officer

---

**ITEM NO.**  
7

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
8

**9. GRS OR SUPERSEDED JOB CITATION**  
10. **ACTION TAKEN (NARA USE ONLY)**

---

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>512</strong> Procurement Policy Information Files</td>
</tr>
</tbody>
</table>

Correspondence and related information on all aspects of the procurement activity within NARA, including information on the development of specific procurement actions or functions. (See item 105 for interim guidance.)

512-2 Information on the development of specific procurement actions or functions. (See item 222 for management improvement studies.)

a. Subject files.

Destroy when superseded, obsolete, or no longer needed for reference.

b. Information relating to release of decennial census.

COFF annually. Place in inactive file. Destroy when subsequent decennial census is released.