

**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

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-64-92-2

DATE RECEIVED  
4-10-92

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES  
10/27/92 [Signature]

**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: 4/9/92

SIGNATURE OF AGENCY REPRESENTATIVE: [Signature]

TITLE: NARA Records Officer

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>512 <u>Procurement Policy Information Files</u></p> <p>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.)</p> <p>512-2 Information on the development of specific procurement actions or functions. (See item 222 for management improvement studies.)</p> <p>a. Subject files.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>b. Information relating to release of decennial census.</p> <p>COFF annually. Place in inactive file. Destroy when subsequent decennial census is released.</p>		

Copies sent to NN-E, NN-W 11/13/92