

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*6 Oct 81/19*

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

1 FROM (AGENCY OR ESTABLISHMENT)

~~General Services Administration~~  
2 MAJOR SUBDIVISION

~~National Archives and Records Service~~  
3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Ray Hershberger

566-0673

LEAVE BLANK	
JOB NO  <u>NCL-64-82-1</u>	
DATE RECEIVED  <u>Oct. 6, 1981</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>10-26-81</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 8 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>9/29/81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <u>Ray Hershberger</u>	E TITLE <u>Management Analyst</u>
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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
	<p><u>National Archives and Records Service Program Records.</u></p> <p>Attached are proposed changes to chs. 72, 73, 76, and 77 of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). The proposed changes are indicated by vertical lines in the margins. No disposition authority is requested for the unmarked items.</p>	<u>NCI-64-77-4</u>	

*RH 10/9/81*

*9 items*

*115-107  
MOC sheet will be forwarded with printed change, Copy to HRAR & NNF, Closed Out: 10-28-81: K.T.H.*

~~72B1. Publication file. Documents accumulated in editing, printing, and publishing papers for the Archives, including papers on activities at archival conferences. Included are printing contracts, printers' galleys, graphics, cover designs, edited manuscript, record copy of each publication and report with related records.~~

- ~~a. Permanent. Record copy of each publication and report with related background papers. Cut off annually, hold 5 years, and offer to NARS.~~
- ~~b. Other papers: Cut off after publication of each paper, destroy when 1 year old.~~

72B2 - 72B4. Reserved.

~~72B5. Advertisers file. Documents accumulated in arranging reciprocal agreements with historical societies, educational institutions, and other organizations in printing advertisements. Included are copies of advertisements, contracts, and related records.~~

~~Cut off annually, destroy when 4 years old. Earlier disposal authorized, if no longer needed.~~

72B6 - 72B9. Reserved.

72B10. Microfilm publication catalog file. Documents accumulated in cataloging microfilm publications of the National Archives. Included are lists of microfilm publication holdings and related records.

Destroy when superseded or obsolete.

~~73A1. Reference service correspondence files. Documents created in providing reference service by mail. Included are requests for information, copies of replies, and related records.~~

- ~~a. Permanent: Cut off annually, replies relating to significant persons or events and replies involving unusually difficult or complex research. Offer to NARS when 10 years old.~~
- ~~b. All other records: Hold 2 years and destroy. Earlier destruction is authorized.~~

73A2 - 73A4. Reserved.

73A5. Researcher application and authorization files. Documents created in issuing researcher identification cards and in authorizing researchers access to security area, classified, or other restricted material. Included are researcher applications, letters of introduction, official documents authorizing individual access to restricted material, and related records.

- a. Office issuing the identification cards and authorizing access to restricted materials: Cut off annually, hold 1 year, and retire to FRC. Destroy when 15 years old.
- b. Other offices: Cut off annually, destroy when 1 year old.

73A6 - 73A9. Reserved.

73A10. Research room use file. Documents created in recording researchers' use of research rooms. Included are research room registers and related records.

Cut off annually, hold 1 year, and retire to FRC. Destroy when 15 years old.

73A11 - 73A14. Reserved.

~~73A15. Research room reference service files. Documents created in providing records to researchers in National Archives research room. Included are reference service slips, papers identifying the records that researchers have consulted, and related records.~~

~~Cut off annually, destroy when 5 years old.~~

73A16 - 73A19. Reserved.

~~73A20. Transferring agency loan files. Documents accumulated in making records available to originating agency. Included are external load receipts and related records.~~

~~Cut off annually following return of records, destroy when 1 year old.~~

OAD P 1820.2 CHGE

73A21 - 73A24. Reserved.

~~73A25. Reproduction and authentication service files. Documents created in filling requests for photographic, photostatic, quick-copy, or other reproductions of accessioned records or authentication of reproductions. Included are correspondence requesting reproduction or authentication service, price quotations, reproduction or authentication service orders, and related records.~~

~~Cut off annually, destroy when 2 years old.~~

*amended  
DPR, NCO  
9/27/81*  
73A26. Reproduction authorization files. Documents authorizing the reproduction of agency or donor-restricted records, letters of indemnification, and related documents accumulated in filling requests for reproductions of accessioned ~~audiovisual~~ records.

*cut off annually. DESTROY WHEN 5 YEARS OLD*  
~~Permanent. Offer to NARS when no longer needed for current operations.~~

73A27 - 73A29. Reserved.

~~73A30. Finding aid files. Documents accumulated to assist researchers and National Archives staff members to find accessioned records. Included are non-record copies of published and unpublished findings aids, description of archives, books, pamphlets, and other publications.~~

~~Destroy when superseded or obsolete.~~

*RH (GSM)  
10/9/81*

CHAPTER 76. RECORDS AND INFORMATION MANAGEMENT PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files maintained by the Office of Records and Information Management. These instructions are contained in appendix 76-A.
2. Reserved.

This appendix describes files created in maintaining liaison with Federal, State, and local governments. This includes exchange of information regarding prompt and orderly disposition of records, and advising and assisting in formulating records management programs and policies. Records and information management program files are created pursuant to 44 U.S.C. 21; and the GSA Organization Manual (OHR P 5440.1). |

76A31 - 76A34. Reserved.

~~76A35. Workshop file. Documents accumulated in providing and conducting records management workshops. Included are applications for training, room and instructor arrangements, attendance records, and related records.~~

~~Cut off annually, destroy when 1 year old.~~

76A36 - 76A39. Reserved.

~~76A40. Workshop materials file. Documents accumulated relating to the preparation, clearance, and issuance of materials for use in records management training. Included are outlines, texts, handouts, training aids, and related records.~~

~~Destroy when superseded or obsolete.~~

76A41 - 76A44. Reserved.

76A45. Withdrawn by CHGE \_\_\_\_\_.

~~have "Rule" stamped on the top of the first page. Destroy when 15 years old.~~

- ~~(b) Proposed rules. Each document in this classification will have "Proposed Rule" stamped on the top of each page. Destroy when 5 years old.~~
- ~~(c) Notices. Each document in this classification will have "Notice" stamped on the top of each page. Destroy when 1 year old.~~

77B11. Federal Register document control files. Documents accumulated in recording the publication of documents in the Federal Register. Included are copies of GSA Form 6777, Federal Register Document Control Log, and related records.

- a. Record copy: Cut off at the end of the calendar year, hold 1 year, and retire to FRC. Destroy when 15 years old.
- b. Public inspection copy: Destroy after the agency document is published in the Federal Register.
- c. Document file copy: Destroy after document is referenced in the Federal Register index issued monthly.

77B12 - 77B14. Reserved.

~~77B15. Notice of ratifications of constitutional amendments from States. Documents accumulated as required by law in confirmation of proposed amendments to the Constitution from the 50 States and the District of Columbia. Included are transmittals and certificates of ratification and related records, and the original signed certificate by the Administrator of General Services proclaiming the amendment as part of the Constitution.~~

~~Permanent. Transfer to NARS after proclamation of ratification or determination that proposed amendment will not be ratified.~~

77B16 - 77B19. Reserved.

~~77B20. State agreement files. Documents accumulated as a result of the requirement of the States to submit constitutional agreements between the States. Included are duplicate of originals or authenticated copies of agreements, compacts, and, related records.~~

~~Permanent. Cut off annually, hold 1 year, and transfer to the National Archives.~~

77B21 - 77B24. Reserved.



~~77B25. Certificate of ascertainment of electors. Documents accumulated as a result of the votes cast by the electors of the 50 States and the District of Columbia. Included are ballots and related records.~~

~~Permanent. Cut off at end of the following election and transfer to the National Archives.~~