

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO NCI-64-85-1	DATE RECEIVED 12-18-84
1 FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administrative Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records and Forms Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Gladys Franklin	5 TELEPHONE EXT 535-7974	DATE 1-30-85	ARCHIVIST OF THE UNITED STATES SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT DISPOSITION OF RECORDS
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 2 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		
12/14/84	<i>Ellen Gosa</i>	Acting Chief, Records and Forms Management Branch		
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		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<u>Educational Program Files</u>  Records description and proposed schedule are contained in the attached revised Chapter 72, GSA Records Maintenance and Disposition System (OAD P 1820.2). The unchanged items in this schedule have been marked out.		NC-64-76-2	1 item

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT DISPOSITION OF RECORDS  
 Agency copy mailed 1/30/85 R. Mainwaring

## GSA ORDER

**SUBJECT:** GSA Records Maintenance and Disposition System

- 1. Purpose.** This order transmits revised pages to ch. 72 of the HB, GSA Records Maintenance and Disposition System.
- 2. Explanation of changes.** App. 72-C, Educational Program Files, is changed to include the National Archives anniversary project file. Record categories are revised to cite the Standard Form 115 job number or General Records Schedule (GRS) and item number that authorizes disposal of the records.
- 3. Instructions.** Remove pp. 3 and 4 of App. 72-C, and insert the attached new pages.

**WILLIAM A. CLINKSCALES**  
Associate Administrator for  
Policy and Management Systems

<b>Central Office</b>					
40 copies to ATRAR for distribution within Central Office and for reserve stock					
<b>Regional Offices</b>					
Distribute the copies below to the regional records officers for redistribution to the regional offices and field activity records custodians.					
<b>Region</b>	<b>Copies</b>	<b>Region</b>	<b>Copies</b>	<b>Region</b>	<b>Copies</b>
1 .....	3	5. ....	3	9. ....	3
2 .....	3	6.. . . . .	3	10 ....	3
3 .....	3	7 .....	3	W .....	3
4 .....	3	8.. . . . .	3		

Figure 1. Supplemental distribution

Distribution: A; F; G; plus fig 1

Attachment

72C1. Archives Advisory Council file (NC-64-76-2). Documents accumulated in recording activities of the Archives Advisory Council. Included are copies of notifications of member appointments, letters of resignation, reports to the Administrator of General Services, meetings arrangements, plans, agenda and minutes, and related records.

- a. National Archives Advisory Council: Permanent.  
Cut off after each meeting, hold 5 years, and offer to NARS.
- b. Regional Archives Advisory Councils: Permanent.  
Cut off after each meeting, hold 5 years, and offer to NARS.

72C2 - 72C4. Reserved.

72C5. Press release file (NC-64-76-2). Documents accumulated in preparing Archives press releases. Included are background material, final press copies, and related records.

- a. Permanent: One copy of each press release.  
Offer to NARS when 5 years old.
- b. Other materials: Destroy when 5 years old.

72C6 - 72C9. Reserved.

72C10. Conference support files (NC-64-76-2). Documents accumulated pertaining to administrative support activities of conferences. Included are lists of guests and speakers, plans for hospitality and logistics, and related records.

Cut off after each conference, hold 1 year, and destroy.

72C11 - 72C14. Reserved.

72C15. Archives newsletter file (NC-64-76-2). Documents accumulated relating to editing, publishing, and distributing newsletters. Included are notes, editorial material, printing contracts, and related records.

- a. Record copy: Permanent. Hold 5 years, and offer to NARS.
- b. Working papers: Cut off after publication of each newsletter, hold 1 year, and destroy.

72C16 - 72C19. Reserved.

72C20. Ceremonial file (NC-64-76-2). Documents accumulated in preparing for ceremonies at the National Archives. Included are plans for program arrangements, ceremony programs, logistic support plans, program theme, attendance and speakers lists, and related records.

Cut off annually, hold 2 years, and retire.  
Destroy when 7 years old.

72C21. National Archives Anniversary Commemorative Stamp Project File ( ). Correspondence between the Archivist of the United States and the U.S. Postal Service requesting a commemorative stamp for the anniversary of the National Archives and Records Service, \*correspondence relating to the ceremony on the day the stamp was issued, letters of invitation to the ceremony, the program of events, copies of speeches, samples of the invitation, news clippings, a sample of the stamp and envelope issued, and related information.

\*Correspondence relating to the ceremony including the unveiling of the stamp design, along with invitation lists and samples of the invitation.  
Per phone conversation with Pam Smith 1/25/85 [initials]

Permanent. Cut off after the anniversary, hold 6 months, and offer to NARS.

72C22 - 72C24. Reserved.

72C25. Study tour file (NC-64-76-2). Documents accumulated in arranging tours for colleges, professional organizations, and other interested groups. Included are lists of these groups, program outlines, and related records.

Cut off after tour is completed, hold 1 year, and destroy.

72C26 - 72C29. Reserved.

72C30. Press clipping file (NC-64-76-2). Press clippings from magazines and newspapers pertaining to the Archives and its holdings. Included are copies and originals of press clippings and related records.

Permanent. Cut off annually, hold 2 years and retire. Offer to NARS when 7 years old.