
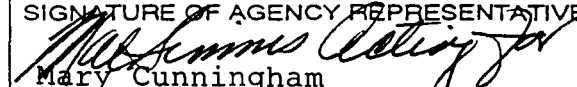


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-121-90-2	
FROM (Agency or establishment) General Services Administration		DATE RECEIVED 4/8/92	
2. MAJOR SUBDIVISION Office of Administrative Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Information Collection Management Branch		DATE 4/03/92	
4. NAME OF PERSON WITH WHOM TO CONFER Mae Simms		5. TELEPHONE 501-2938	
		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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/2/92	 Mary Cunningham	Chief, Information Collection Management Branch (CAIR)

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><i>change notes, & visual documents non</i></p> <p>Original ^{and as built} building drawings, and project specifications (- - -). Record set of architectural and engineering drawings including master tracings and acceptable reproducibles relating to design and construction of Federal Buildings; and specifications prepared for specific construction, extensions, conversion, remodeling, repair, and improvement projects. Specifications describe material requirements for the project and prescribe the materials and manufactured items depicted on the related drawings. Including bound sets of blueprints for construction of and changes to buildings.</p> <p>a. Drawings and specifications of all buildings EXCEPT: warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.</p> <p>(1) Drawings and specifications that have not been microfilmed or otherwise duplicated.</p> <p>Disposition: PERMANENT. Place in inactive file on completion of building sale, donations or demolition. Cut off inactive file at end of fiscal year and retire to FRC. Transfer to NARA 10 years after cutoff.</p>	HB OAD P. 1820.2 42C30	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE
			2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>(2) Drawings and specifications that have been microfilmed or otherwise duplicated.</p> <p>Disposition: PERMANENT. Offer original drawings to NARA after microfilmed or duplicate copy has been verified.</p> <p>NOTE: These original drawings and specifications are permanent records and may not be transferred to new, nongovernment owners of buildings. Provide copies to new owners on request.</p> <p>b. Drawings and specifications of warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.</p> <p>Disposition: Place in inactive file on completion of building sale, trade, donation or demolition. Cut off and destroy at end of fiscal year.</p> <p>NOTE: These drawings and specifications may be transferred to new, nongovernmental owners of buildings on request.</p>	HB OAD P. 1820.2 42C30	