

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
 General Services Administration

2. MAJOR SUBDIVISION
 Information Management Division (CAIR)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Sharon Lighton

5. TELEPHONE
 202-501-2262

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-121-98-1

DATE RECEIVED
 7-20-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 3/4/99

ARCHIVIST OF THE UNITED STATES
 WITHDRAWN

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 1 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: 6/16/98
 SIGNATURE OF AGENCY REPRESENTATIVE: Sharon Lighton
 TITLE: GSA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
13C010(b)	Appraisal case files. (see attached)		WITHDRAWN 3/4/99

13C010 **Appraisal Case files (NC1-121-84-1)**. Information accumulated as a result of appraisals by GSA staff or by contract appraisers. Included are requests for appraisal estimates, proposals, notices of acceptance of proposals, contracts, and amendments, specifications, appraisal report and supporting documents. Also includes records generated with word processing and electronic mail applications.

- a. Reports received by the Central Office for spot check only.

Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.

- b. Case Files ().

Permanent. Place in inactive file after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. Cut off the inactive file at the end of the fiscal year, hold 5 years and retire to FRC. Transfer to NARA 20 years after cutoff.

- c. Electronic version of records.

Delete when file copy is generated or when no longer needed for reference or updating.