

Rev NCO 7/24/79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-121-79-1
DATE RECEIVED	July 11, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-14-79 <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
Public Buildings Service

3. MINOR SUBDIVISION
Space Management

4. NAME OF PERSON WITH WHOM TO CONFER
Dorothy Denier

5. TEL. EXT.
566-0673

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6/29/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E. TITLE Chief, Records Management Branch (BRAR)
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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>Property Appraisal Program Records</u></p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapter to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p>Chapter 30, appendix 30-A. Proposed changes to the schedule that was approved on Nov 24, 1969.</p>	NN170-30	5 items

sent to ALL FRC, NWF & Agency
ML 8-24-79

30A1. General appraisal subjects. Records relating to appraisal services which, because of their nature, cannot logically be filed in one of the more specific categories described in this appendix. This paragraph should be used in place of subpar. 9C1a.

Cut off annually ~~hold 2 years, and retire. Destroy after 4 additional years.~~ Transfer to FRC when 2 years old. DESTROY when 6 years old.

30A2 - 30A4. Reserved.

30A5. Appraisal schedule and performance files. Reports produced by the Computerized Appraisal Activity Reporting System (CAARS), that reflect appraisal job control and the scheduling of appraisal activities, the status and progress of appraisal jobs, and other management information and control data.

Destroy when superseded or obsolete.

30A6 - 30A9. Reserved.

30A10. Appraisal register. Documents accumulated in establishing and maintaining a register of available real estate appraisers. Included are applications, documents reflecting appraisal experience and services performed, evaluations and recommendations for selection of applicants, staff analysis of completed appraisals, and related records.

Withdraw and place in an inactive file following removal of appraiser's name from the register:
Cut off annually ~~hold 5 years, and destroy.~~

DESTROY WHEN 5 YEARS OLD

30A11 - 30A14. Reserved.

30A15. Appraisal case files. Documents accumulated as a result of appraisals made by GSA staff or by contract appraisers. Included are requests for appraisal estimates; proposals; notifications of acceptance of proposals; contracts and amendments; specifications; appraisal reports, supporting documents, and exhibits; analyses and reviews; and related records.

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

Cut off annually ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

b. Case files: ~~Approved reports~~ Cut off at end of fiscal year ~~hold 5 years, and retire. Destroy after 22 additional years.~~

Transfer to FRC when 5 years old. DESTROY when 27 years old.

*Amended by
RH Smith 8/19/79
RH 130479*