

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

LEAVE BLANK

JOB NO

NI-13790-1

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

DATE RECEIVED

1/29/90

1 FROM (Agency or establishment)

General Services Administration

2 MAJOR SUBDIVISION

Federal Supply Service

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4 NAME OF PERSON WITH WHOM TO CONFER

Mary Cunningham

5 TELEPHONE EXT

535-7691

DATE

2/5/90

ARCHIVIST OF THE UNITED STATES

Claudia Pfeiffer

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 \_\_\_\_\_ 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

1/22/90

C SIGNATURE OF AGENCY REPRESENTATIVE

Mary Cunningham

D TITLE

GSA Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

1.

Unscheduled Records Of Willis S. MacLeod, Relating to the Development of Standardized Federal Procurement. (Accession 137-59A-1677, Boxes 1-11, 17-58, incl. 31A).

Subject Files Relating to the Federal Catalog System, 1942-1947. Accession 137-59A-1677. Boxes 1-11.

Consists of correspondence, memoranda, reports, minutes of meetings, charts, and publications from other federal and non-federal agencies. Relates to the creation of a Federal Catalog System, which was aimed at standardizing procurement in the United States Government. The feasibility of establishing such a catalog was debated from near the end of World War II until 1947, when it was decided that one should be developed. The actual compiling of the catalog was a major interagency project that lasted from 1948 until about the end of 1952. This series provides basic documentation for the feasibility studies and interagency discussions that preceded the compilation of the catalog. These records document the highest level of discussion and decision-making regarding the catalog.

3 items

Copies sent to agency, NCF 7761 MT 3/1/90

7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p>Closed series: volume - 11 cubic feet</p> <p>Disposition: PERMANENT. Transfer immediately to the National Archives. Records in these accessions already appraised as disposable under the General Records Schedule, an approved NARA schedule, duplicate, unidentifiable, fragmentary, unrelated, or non-archival material may be destroyed during processing without further notification to the agency.</p> <p><u>Subject files of the Special Assistant to the Office of Civilian Requirements, War Production Board, 1942-45. Accession 137-59A-1677. Boxes 17-25.</u></p> <p>Consists of correspondence, memoranda, reports, minutes of meetings, and staff bulletins. Arranged alphabetically by subject in three segments, concerning: Standards; Commodity Programs; and Consumers. Contains materials that document decision-making activities of the Office of Civilian Requirements. Contains also statistical tables on the production and distribution of dozens of civilian commodities during World War II. There are also numerous reports on various aspects of the wartime economy, particularly as it related to the production of civilian goods.</p> <p>Closed Series: volume - 9 cubic feet.</p> <p>Disposition: PERMANENT. Transfer immediately to the National Archives. Records in these accessions already appraised as disposable under the General Records Schedule, an approved NARA schedule, duplicate, unidentifiable, fragmentary, unrelated, or non-archival material may be destroyed during processing without further notification to the agency.</p>		
3.	<p><u>Directors Files, Standards division, Federal Supply Service, 1921-1952. Accession 137-59A-1677. Boxes 26-58.</u></p> <p>Consists of correspondence, memoranda, reports,</p>		

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>
	<p>minutes of meetings, budgetary materials, copies of technical publications, and bulletins. These records provide the official documentation for the Standards Division for the years 1945-1952; two folders of materials date back to 1921. Among other things, the records document the compilation of the Federal Catalog, a major interagency undertaking that required five years and millions of dollars to complete; the result was a modern, standardized, U.S. Government procurement system. These records are arranged in segments, each documenting a major facet of work by the Standards Division or a major instance of cooperation with another agency.</p> <p>Closed series: volume - 34 cubic feet</p> <p>Disposition: PERMANENT. Transfer immediately to the National Archives. Records in these accessions already appraised as disposable under the General Records Schedule, an approved NARA schedule, duplicate, unidentifiable, fragmentary, unrelated, or non-archival material may be destroyed during processing without further notification to the agency.</p>		