

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NI-137-91-2</i>
1 FROM (Agency or establishment) General Services Administration		DATE RECEIVED <i>5-6-91</i>
2 MAJOR SUBDIVISION Office of Administrative Programs and Support		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
3 MINOR SUBDIVISION Information Collection Management Branch		
4 NAME OF PERSON WITH WHOM TO CONFER Wm McHugh	5 TELEPHONE EXT 501-2942	DATE <i>7/15/91</i> for ARCHIVIST OF THE UNITED STATES <i>James W Moore</i>

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 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, 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 5-2-91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>John L. Hughes for:</i> Mary L. Cunningham	D. TITLE Chief, Information Collection Mgt. Branch/GSA Records Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
66D15	<p><u>Marketips (N - -)</u>. Documents accumulated in developing information distributed to FSS customers through Marketips. Included are submissions from GSA offices, drafts, finished official copy, one printed copy, and related records.</p> <p>Item description unchanged. Program office requests changing present disposition of "Cut off annually. Destroy 3 years later." to that given above.</p>	<p>Cut off when new issue of Marketips is published. Destroy 6 months later.</p> <p>(NC1-137-78-2)</p>	

Copy sent to agency 7/15/91