

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
 Office of Management Services

3 MINOR SUBDIVISION
 Information Management Division

4 NAME OF PERSON WITH WHOM TO CONFER **5 TELEPHONE**
 Sharon Lighton (202) 501-2262

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-137-97-1

DATE RECEIVED
 10-11-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **ARCHIVIST OF THE UNITED STATES**
 3-5-97 *John W. Carl*

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 ___ 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**
 10/10/96 *Sharon Lighton* *for* 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Sales Automation System (SASy) See attached.		

MAR 11 1997 *m/v*

*copy to Agency
 NWREA*

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04D023	<p>Sales Automation System (SASy). This database contains data on bidders, contracts, submitted bids, inventory (miscellaneous and vehicles), payments, and agency addresses. The database is used by the Sales Automation System (SASy) to automate the sale of Government personal property. It provides notification of property to property custodians and owners, evaluate bids, prepare notice of awards, issue default notices, and maintains a defaulted bidders list.</p>	<p>Temporary Cut off after final payment is received and copy to on-line archive Delete 3 years after cutoff</p>
	1 Sales/contract records	
	2 Other files	<p><i>SV</i> <i>12/19/14</i> Temporary Disposable Delete information when no longer needed</p>