

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-137-97-4</i>	DATE RECEIVED <i>10-11-96</i>
1 FROM (Agency or establishment) General Services Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Management Services			
3 MINOR SUBDIVISION Information Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5 TELEPHONE (202) 501-2262	DATE <i>2-5-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 <i>10/10/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	TITLE GSA Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
7	Customer Supply Center System See attached.		

115-109
MAR 11 1997 *MPW*

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

*Copy to Agency
NWR&A*

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

**RECORD
SYMBOL****DESCRIPTION OF RECORD****AUTHORIZED DISPOSITION**

04D026

Customer Supply Center System. The CSC system supports GSA customers' order processing, shipment document creation and order confirmation by a wide range of media and by applying on-line real time information as to availability of stock. Sales, inventory, customer, receiving, sales adjustment and shipping data is contained in the database.

1. Database is updated daily via an online real time system whenever a transaction is placed by a customer.

2. Management reports, sales and customer reports, daily transaction reports (GRS 20/6)

Temporary Data is kept in database for 2 years than deleted.

Temporary *Sc 12/19/94*
~~Disposable.~~ Delete information when superseded.

Delete when no longer needed.