

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-137-97-5</i>	DATE RECEIVED <i>10-11-96</i>
1 FROM (Agency or establishment) <i>General Services Administration</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Office of Management Services</i>			
3 MINOR SUBDIVISION <i>Information Management Division</i>		DATE <i>3-5-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER <i>Sharon Lighton</i>	5 TELEPHONE <i>(202) 501-2262</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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/10/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	TITLE <i>GSA Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>Requisitioning, Ordering and Documentation System (ROADS)  See Attached.</i>		

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*copy to: Agency  
WWREA*

<b><u>RECORD SYMBOL</u></b>	<b><u>DESCRIPTION OF RECORD</u></b>	<b><u>AUTHORIZED DISPOSITION</u></b>
04D027	<p><b>Requisitioning, Ordering and Documentation systems (ROADS).</b> Roads is a multifunction support system which provides management information and operational support and control of procurement activities of the Automotive Center ROADS is composed of six main modules.</p> <p>1 Requisitioning, Ordering and Documentation Modules</p> <p>a) Requisition module. This module accepts vehicle requisitions from government agencies, assigning Requisition and Purchase Numbers (RPN) sequentially.</p> <p>b) Solicitation module. This module groups requisitions by standard item numbers generating a solicitation for offers on the vehicle requirements</p> <p>c) Offers module. Tracts vendor offers against solicitations.</p> <p>d) Contract module This module tracks vendor offers against solicitations.</p> <p>e) Engineering module Tracks the special vehicles assigned to Engineering for additional specifications</p> <p>2) Management Reports module (GRS 20/6). Daily, weekly and monthly reports</p>	<p>Temporary. Cutoff at the end of the fiscal year and copy to on-line archive. Delete information 2 years after cutoff.</p> <p>Temporary Delete when no longer needed</p>