ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition
(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
1	P (Active)	
2	P (Active)	
3	P (Active)	
4	P (Active)	
5	P (Active)	
6	T (Active)	
7	T (Active)	
8 / a	T (Inactive)	superseded by NC1-220-85-03 / 1
8 / b	T (Inactive)	superseded by NC1-220-85-03 / 2
9	T (Active)	
10 / a	T (Active)	
10 / b	T (Active)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO: NC1-220-85-1

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

DATE RECEIVED: 12-06-84

1 FROM *(Agency or establishment)*: Committee for Purchase from the Blind and Other Severly Handicapped

2 MAJOR SUBDIVISION: None

3 MINOR SUBDIVISION: None

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required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	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
E. Richard Alley, Jr.	557-1145	3/29/85	Robert M. Warner

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 4 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
12-5-84	C W Fletcher	Executive Director

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)*
	This Committee was established by Congress by Public Law 92-28, on June 23, 1971. The purpose of the Committee is to increase the employment opportunities for the blind and other severely handicapped individuals. The Committee achieves its objective by directing the Government's procurement of selected commodities and services to qualified workshops for the blind and other severely handicapped. The major functions and responsibilities for the Committee are: determining which commodities and services the Government procures are suitable for production or provision by qualified workshops, publish the list of commodities and services in the Procurement List, determine the fair market price and revise the price in accordance with the changing market conditions, designate one or more central nonprofit agencies to facilitate the distribution of Government orders among workshops, establishing rules and regulations, and assuring that workshops for the blind will have preference over workshops for the other severely handicapped in the production of commodities. This is the Committee's initial schedule.		11 items

115-108 Copy to NC, NNI, NNF, NNB, agency 2 apr 85 MH

NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

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.	Minutes of Committee Meetings Files Agenda, minutes of meetings and related briefing materials and correspondence. Arranged chronologically. PERMANENT. Offer to NARS in 10 year blocks when 20 years old. (Vol. on hand, 1972-present=1 cu. ft.; Acc.=1/10 cu. ft./yr.)		
2.	Speech Files Speeches by Committee's executives relating to the mission of the Committee. Arranged by name of speaker. PERMANENT. Offer to NARS in 10 year blocks when 20 years old (Vol. on hand, 1972-present=.2 cu. ft; Acc.=1/4 in./yr.)		
3.	Numbered Memorandum Files Formal issuances to the staff announcing changes to Committee policies and procedures. Includes Administrative, Additions, Pricing and Workshop memorandum. Arranged chronologically by type of memo. PERMANENT. Offer to NARS when 20 years old in 10 year blocks. (Vol. on hand, 1977-present=1/4 cu. ft.; Acc.=1/2 in./yr.)		
4.	Publication Files One copy of each publication issued by the Committee, includes Annual Report and Procurement Lists. Arranged chronologically by type. PERMANENT. Offer to NARS when ~~20~~ 5 years old in ~~10~~ 5 year blocks. (Vol. on hand, 1972-present=1/2 cu. ft.; Acc.=1/2/in./yr.)		

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)*

5. General Correspondence Files

Correspondence sent to and received from other Government agencies, Congressmen, and private organizations and individuals. Arranged annually by numerical classification systems.

PERMANENT. Transfer to FRC when 5 years old. Offer to NARS in 5 years blocks when 10 years old. (Vol. on hand, 1972-present=2 cu. ft.; Acc.=0.3 cu. ft./yr.)

6. Pricing Files

Case files consisting of all records needed to determine price of service or commodity. Includes statement of work, amendments or modifications thereto, pricing proposal, correspondence, determination and findings, notice of addition or change and other related materials.

Temporary. DESTROY 1 year after being superseded.

7. Master Item Files

Case files consisting of all records relating to changes to the Procurement List. Includes initial requests, Federal Register notice, request for site survey, vote letters, notices and other related materials.

Temporary. DESTROY individual information one year after being superseded. DESTROY the file one year after being deleted from Procurement List.

8. Workshop Files

a. Non-Producing Workshop Files

Consists of certification by state from central nonprofit agencies (CNA), verification (Committee Forms 401/402), correspondence and other related materials on workshops that are not producing.

Temporary. Return files to CNA after 1 year or whenever workshop does not have an item on assignment register.

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)
	b. Producing Workshop Files Consists of records under "a" above plus annual reports (Committee Forms 403/404), trip reports, and other related materials on producing workshops. Temporary. Transfer to non-producing files when workshop does not have an item on Procurement List. RETURN to CNA one year after workshop does not have an item on assignment register or Procurement List.		
9.	Court Case Files Case files consisting of all materials relating to court cases brought against the Committee. Temporary. Transfer to FRC 5 years after close of case. DESTROY 20 years after close of case.		
10.	Assignment Register Consists of listings of commodities and services assigned for development with monthly updates and supporting requests for assignment. a. Temporary. DESTROY assignment register two years after being superseded. b. Temporary. DESTROY requests for assignment one year after date of request.		