REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1 FROM (Agency or establishment) Committee for Purchase from  
   Blind and Other Severely Handicapped

2 MAJOR SUBDIVISION  
   None

3 MINOR SUBDIVISION  
   None

4 NAME OF PERSON WITH WHOM TO CONFER  
   E. Richard Alley, Jr.

5 TELEPHONE EXT  
   557-1145

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 2 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

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<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>CITATION</th>
<th>TAKEN</th>
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<tbody>
<tr>
<td>1</td>
<td>Workshop Files</td>
<td>NC1-220</td>
<td></td>
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<tr>
<td>a.</td>
<td>Non-Producing Workshop Files</td>
<td>85-1</td>
<td>Item 8</td>
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</table>
| b.      | Articles of Incorporation and By Laws or other documents establishing agency:  
          Destroy when replaced by updated documents.  
| c.      | Initial Annual Reports (Committee Forms 401/402):  
          Destroy upon receipt of a more recent report.  
| d.      | Correspondence:  
          Destroy after five years old.  
| e.      | Return Articles of Incorporation and By Laws or other documents establishing agency to CNA one year after workshop does not have an item on assignment register or Procurement List.  
|         | Destroy Committee Form 401/402,  

9 GRS OR SUPERSEDED JOB CITATION  
10 ACTION TAKEN (NARS USE ONLY)
 correspondence and all other related materials whenever above records are returned to CNA.

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.

(1) Articles of Incorporation and By Laws or other documents establishing agency:
   Destroy when replaced by updated documents.

(2) Annual Reports:
   Destroy after three years.

(3) Workshop Inspection Reports:
   Destroy prior reports when most recent report received.

(4) Correspondence:
   Destroy after five years old.
   Temporary. Transfer to nonproducing files when workshop does not have an item on Procurement List. Return Articles of Incorporation and By Laws or other documents establishing agency to CNA one year after workshop does not have an item on assignment register or Procurement List.