

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCl-220-85-3	DATE RECEIVED 9-12-85
1 FROM (Agency or establishment) Committee for Purchase from Blind and Other Severely Handicapped		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION None		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION None			
4 NAME OF PERSON WITH WHOM TO CONFER E. Richard Alley, Jr.	5 TELEPHONE EXT 557-1145	DATE 12-19-85	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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

B DATE 8/20/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>C. J. Fletcher</i>	D TITLE Executive Director
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	<p><u>Workshop Files</u></p> <p>a. <u>Non-Producing Workshop Files</u></p> <p>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.</p> <p>(1) Articles of Incorporation and By Laws or other documents establishing agency: Destroy when replaced by updated documents.</p> <p>(2) Initial Annual Reports (Committee Forms 401/402): Destroy upon receipt of a more recent report.</p> <p>(3) Correspondence: Destroy after ^{when} five years <i>old</i>.</p> <p>Temporary.</p> <p>(4) 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.</p> <p>(5) Destroy Committee Form 401/402,</p>	<p>NCl-220</p> <p>85-1 Item 8 a & b</p>	

10 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 2
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)
	<p>correspondence and all other related materials whenever above records are returned to CNA.</p> <p>b. <u>Producing Workshop Files</u></p> <p>Consists of records under "a" above plus annual reports (Committee Forms 403/404), trip reports, and other related materials on producing workshops.</p> <p>(1) Articles of Incorporation and By Laws or other documents establishing agency: Destroy when replaced by updated documents.</p> <p>(2) Annual Reports: Destroy after three years.</p> <p>(3) Workshop Inspection Reports: Destroy prior reports when most recent report received.</p> <p>(4) Correspondence: Destroy after^{in 90-2} five years <i>old</i>.</p> <p>(5) 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.</p>		