

Rec'd NCD 4 Feb 81 AM

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-269-81-2	
DATE RECEIVED 2-4-81	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-6-81 Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
Office of Administrative Services

3. MINOR SUBDIVISION
Offices Service Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Ray Hershberger

5. TEL. EXT.
566-0673

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>1/29/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Acting Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Offices Service Program Files</u> Changes to descriptions, additions, and disposition schedules are contained in the enclosed chapter 19 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN 168-103 NCL-269-78-1 NCL-269-80-7 NCL-269-80-8	

19D20. Local transportation controls. Documents accumulated in obtaining, controlling, and issuing tokens, toll tickets, or passes used for public conveyances or in connection with transportation. Included are requisitions, vouchers, bills, control cards or registers, and similar or related records.

Cut off at end of fiscal year, destroy when 4 years old.

19D21. Parking control files. Documents accumulated in collecting and controlling fees for internal GSA employee parking. Included are parking permits; applications; reports; ADP listings of locations, fees, and names; collection vouchers; and related records.

Cut off annually, destroy when 3 years old.

19D22-19D24. Reserved.

19D25. Freight transportation. Documents accumulated in the shipment of office supplies, furniture, equipment, and household effects. Included are copies of Government or commercial bills of lading, receiving documents, transit certificates, and similar or related records.

Cut off at end of fiscal year, destroy when 4 years old.

19H1. Centralized mailing lists files. Documents accumulated in establishing, maintaining, and controlling GSA mailing lists. Included are applications, letters, transaction documents supporting changes to the mailing list, master detail cards, lists of bidders and their addresses, production reports, analysis billing documents, and related records. Titles and disposition instructions for these records are as follows:

a. Mailing lists.

Destroy when superseded, canceled, or obsolete.

b. Master detail cards.

Cut off inactive or deleted records at end of the fiscal year after each purge of the mailing list is completed, destroy when 2 years old.

c. Application forms and other source documents.

Cut off inactive files at end of the fiscal year after each purge of the mailing list is completed, destroy when 2 years old.

d. Exception listings.

Cut off at end of the fiscal year in which they become inactive, destroy when 1 year old.

e. Working papers. (Tickler files, suspense control documents, charge cards, etc.).

Destroy when no longer needed. *(Transfer to FAC not authorized)*. *Admin*
file
229481

f. Billing documents.

Cut off at end of the fiscal year, destroy when 3 years old.

g. Statistical and historical records. Correspondence establishing policy, procedures, precedence, studies, analysis, production reports, and related records.

Place in inactive file when superseded, canceled, or obsolete, destroy when 1 year old.

19H2-19H5. Reserved.