

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)

General Services Administration

2 MAJOR SUBDIVISION

Administrative Services Division

3 MINOR SUBDIVISION

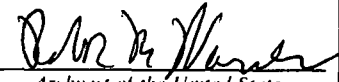
Information Management Branch (R-8)

4. NAME OF PERSON WITH WHOM TO CONFER

Peggy B. Futrell

5 TEL EXT

566-1879

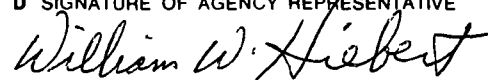
| | |
|---|---|
| LEAVE BLANK | |
| JOB NO <u>NC1-269-83-1</u> | |
| DATE RECEIVED <u>4-28-83</u> | |
| NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <u>5-2-83</u> Date |  Archivist of the United States |

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 1 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>4/27/83</u> | D SIGNATURE OF AGENCY REPRESENTATIVE  | E TITLE Chief, Records and Forms Management Branch |
|---------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|---|--------------------|---------------------|
| | <u>Office Service Program Files</u> Changes to descriptions, additions, and disposition schedules are contained in the enclosed chapter 19-H to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). | | <u>NC1-269-81-2</u> |

*Copy to agency
5/6/83*

B. J. Tom

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/data printouts.
Destroy when replaced with superseded card/printout or when cancellation of mail list is requested by the applicant.
- c. Active and inactive application forms and other source documents.
(Includes correspondence from customers requesting changes to their mail lists.)
 - 1. Mail list 301 (Standard Form 129, Bidder's Mailing List Application for FSS procurement bidders) and 306 (GSA Form 457, FSS Publications Mailing List Application): Cut off files at the end of each quarter, destroy 18 months after the date initially input into computer.
 - 2. All other mail lists: Cut off files at the end of each quarter, destroy 6 months after the date initially input into computer.
- d. Error listings.
Cut off at the end of each quarter, hold 3 months and destroy.
- e. Working papers. (Tickler files, suspense control documents, etc.)
Destroy when no longer needed (transfer to FARC not authorized).
- f. Billing documents.
Cut off at end of fiscal year, hold 3 years and destroy.
- g. Statistical and historical records. (Correspondence establishing policy, procedures, precedence, studies, analysis, production reports, and related records.)
Cut off at end of fiscal year, hold 2 years and destroy.

19H2-19H5. Reserved.