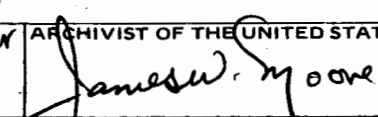


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK JOB NO. N1-291-91-2
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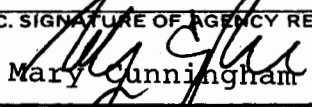
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	DATE RECEIVED 5-28-91
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1. FROM (Agency or establishment) GENERAL SERVICES ADMINISTRATION	NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.		
2. MAJOR SUBDIVISION OFFICE OF ADMINISTRATION			
3. MINOR SUBDIVISION INFORMATION MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER MAURY GRUNDY	5. TELEPHONE EXT. 202-501-2983	DATE 8/13/91	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 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 5/27/91	C. SIGNATURE OF AGENCY REPRESENTATIVE  Mary Cunningham	D. TITLE GSA Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Changes in retention periods are requested for the following records series in Chapter 33 - PROPERTY Program Records: 33A45a(2), 33A95d, 33B1, and 33D1b. These records series are contained in the GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>		

Copy sent to Agency NCF 8/22/91

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
33A45.	<p><u>Personal property sales center establishment files.</u> Information accumulated in establishing, relocating, consolidating, or continuing surplus personal property sales centers. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.</p>	Cut off at the end of the fiscal year.
	a. Records relating to established sales centers.	
	(1) Central Office (NC1-291-81-1).	Hold 5 years and retire to FRC. Destroy 20 years after cutoff.
	(2) Other offices (→):	
	(a) Annual report.	Destroy 10 years after cutoff.
	(b) Other records. (NC1-291-81-1)	Hold 1 year and retire to FRC. Destroy 4 years after cutoff.
	b. Records relating to sales centers not established (NC1-291-81-1).	Cut off at the end of the fiscal year following disapproval.
	(1) Central Office.	Destroy 5 years after cutoff.
	(2) Other offices.	Destroy 1 year after cutoff.
33A95.	<p><u>Utilization and disposal reports.</u> Information that reflects personal property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national, summary and consolidated reports of personal property reported as excess; agency reports on the utilization and disposal of excess and surplus personal property, including property replaced under the exchange sale authority; machine-prepared reports on utilization, donation, transfer and sale of excess and surplus personal property, including property in contractor inventories; other reports and listings; and related records.</p>	NOTE: Reports accumulated in office responsible for consolidating and preparing regional and GSA-wide reports are described in ch. 19.
	a. Governmentwide and agencywide consolidated and summary reports accumulated at the Central Office (NC1-291-81-1).	Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
b. Other reports (NC1-291-81-1).	c. Machine listings (NC1-291-81-1).	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
d. Unusual cases (determined as significant by management) (NC1-291-81-1)		Destroy when no longer needed.
33B1.	<u>Rehabilitation facility establishment files (- - -)</u> . Information accumulated in establishing, relocating, consolidating or disestablishing Federal personal property rehabilitation facilities, and in determining whether to obtain rehabilitation services from other organizations instead of establishing Federal facilities. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.	Destroy when no longer needed.
	a. Records relating to established facilities.	Cut off at the end of the fiscal year; destroy 3 years after cutoff.
	b. Files relating to facilities not established.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
33D1.	<u>Real property disposal case files.</u> Information used in (1) reporting as excess real property and related personal property no longer required by Federal agencies, (2) screening for utilization, (3) transferring property between Federal agencies, and (4) disposing of property determined to be surplus to the needs of the Federal government. Included are reports of excess; notices of availability; requests for withdrawal from excess or surplus; inspection and appraisal reports; requests for property, including authorizations and approvals of disposition; applications for public use; determinations of surplus; transfer, donation, exchange, lease, use permit and assignment, and sales documents; easements and deeds; drawings and specifications; bids and invitations; documents relating to the care of property pending disposition; correspondence with other Federal agencies, State and local governments, private organizations or individuals; and related records.	NOTE: This record series contains emergency operating records.

RECORD SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

a. Central Office (NC1-291-83-1).

Permanent. Cut off following completion of case and send to the appropriate region for retirement to FRC under par. 33D1b.

NOTE: Central Office records cannot be retired to the Washington National Records Center (WNRC). Records retired to the WNRC before November 13, 1984, are permanent records and will be offered to NARA when 25 years old in 5-year blocks. In most cases, CO does not maintain disposal case files but may keep original documents that must be forwarded to the appropriate region for inclusion in the regional case file.

~~b. Regional offices (- - -).~~

~~Permanent. Cut off following completion of case; hold 1 year and retire to FRC. Transfer to NARA when 50 years old in 5-year blocks.~~ (WITHDRAWN)

c. Other records. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including (if pertinent as determined by the releasing agency) site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records and allowance lists, as well as duplicate copies of title papers, provided that (1) the records can be segregated without harm to other documents of enduring value, (2) no responsibility is attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance and (3) if the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately on the discontinuance of its use for historic purposes (NC1-291-83-1).

Transfer to new custodian on completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

→ 1) the records are not scheduled for permanent retention elsewhere in this manual (see ch. 42 & 43)

all changes to this page, including the withdrawal of item (b) were agreed to by Mae Simms of GSA on 8/8/9

Marc Wolfe