

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NC1-352-83-1	
DATE RECEIVED 7-18-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7/19/83 <i>Date</i>	<i>Robert W. May</i> <i>Archivist of the United States</i>

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 Information Resources Management

3. MINOR SUBDIVISION  
Authorization Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Sandy Groves

5. TEL. EXT.  
566-1643

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>7/6/83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hiebert</i> William W. Hiebert	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
	<p><u>ADP Management Services Program Records</u></p> <p>Change to the disposition schedule for:</p> <p>27D10. <u>ADP agreements and delegations.</u> Documents accumulated in preparing agreements with, or letters delegating responsibility to, other Federal agencies to purchase, lease, and maintain ADP equipment; to operate ADP equipment pools and centers; or to perform other ADP operations. This file category is limited to agreements and delegations not reflected in directives or described elsewhere in this chapter.</p> <p>Cut off annually when canceled or obsolete, hold 5 years, and retire to FRC. Destroy when 10 years old.</p>	NC1-352-81-2	<i>item</i>

115-107  
*Copy to agency  
2/26/87*

MASS DATA CHANGE SHEET WILL BE  
FORWARDED WITH PRINTED CHANGE

# APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER  
NC1-352-83-1

## SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

## SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Ronald J. Heise</i>	July 18, 1983
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Moody</i>	7/18/83
CONCURRENCES			

## SECTION III - APPRAISER'S COMMENTS

Item 27D10 is presently authorized for disposal when 5 years old. The agency, however, has indicated an administrative and legal need of these records for ten years. I recommend approval of this request.

Concurrence by NNF is not necessary since the records are already approved for disposal.