

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-352-84-1</i>	
DATE RECEIVED <i>7-3-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>7-20-84</i> Date	<i>Robert M. Kase</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 Information Resources Management

3. MINOR SUBDIVISION
Information Management Assistance Division

4. NAME OF PERSON WITH WHOM TO CONFER
Marria Braden

5. TEL EXT
535-7934

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 6/28/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hiebert</i> William W. Hiebert	E. TITLE GSA Records Officer
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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
1.	<p><u>Records and Information Management Program Records</u></p> <p>Change to the disposition schedule for:</p> <p>76A15. <u>Program survey file.</u> Documents accumulated in analyzing and recommending changes in records management systems for Federal, State, and local governments, regardless of whether such actions resulted from a formal or informal arrangement with the affected organization. Included are contracts, interagency agreements, project outlines, final reports, agency plans for systems implementation, copies of surveys, and related records.</p> <p>Cut off after final report is published, hold 2 years, and retire. Destroy when 8 years old.</p>	NCI-64-77-4	1 item

115-107

Mass Data Change Sheet required. (forwarded with annotated page change), Date 8/14/84

Agency sent 8-27-84 by DMW. All FRCs sent 8-30-84

STANDARD FORM 115
Revised April, 1975
Prescribed by General Service Administration