**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**To:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR)
WASHINGTON, D.C. 20408

1. **FROM (Agency or establishment):**
   US Government Printing Office

2. **MAJOR SUBDIVISION:**

3. **MINOR SUBDIVISION:**

4. **NAME OF PERSON WITH WHOM TO CONFER:**

5. **TELEPHONE:**

6. **AGENCY CERTIFICATION**

   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

   - [ ] is not required;
   - [ ] is attached; or
   - [ ] has been requested.

   **DATE:** 6/11/96
   **SIGNATURE OF AGENCY REPRESENTATIVE:** [Signature]
   **TITLE:** Director, Office of Administrative Support

7. **ITEM NO.**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

   GPO Form 78, GPO Entry/Departure Register, used to record names of outside contractors, service personnel and visitors admitted to GPO. Register consist of visitor's name, time of entry and departure, badge number and purpose of visit.

   **TEMPORARY.** Destroy when 3 years old or when no longer needed for current agency business, whichever is sooner.

   **Exception to GRS 18, Item 20.**

   [signature]