

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-287-88-1	DATE RECEIVED 12-8-87
1. FROM (Agency or establishment) Government Printing Office		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Superintendent of Documents		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Library Programs Service			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Brungart	5. TELEPHONE EXT. 275-1114	DATE 3/8/88	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 2 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 11/17/87	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GPO Records Officer Deputy Director for Support Services
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Administrative history: The Government Printing Office (GPO) began operations with Congressional Joint Resolution 25 of June 23, 1860. GPO prints, binds, and distributes Government publications, forms, and blank books, as outlined and defined in the Act of October 22, 1968, as amended (82 Stat. 1238; 44 U.S.C. 101 et seq.) The operations of the Superintendent of Documents, the Library Division both were authorized under the Printing Act of 1895 (also included in 44 U.S.C. 101 et seq.). As stated in 44 U.S.C. 174, the Library Division is responsible for compiling and issuing the <u>Monthly Catalog of U.S. Government Publications</u>, in which cataloging, indexing, and terms of availability are shown for publications issued by the various departments and agencies of government. The <u>Monthly Catalog</u> consists of 12 regular issues plus one annual <u>Periodicals Supplement</u>. Each of these contains records for an average of 2,000 publications. The Library Division also converts many U.S. Government publications to microfiche for distribution to Federal depository libraries.</p> <p>1. <u>PUBLICATIONS</u>: Includes one copy of every document issued or published by the Public Printer and the head of each executive department, independent agency, and establishment of the Government, which is listed in the <u>Monthly Catalog of U.S. Government Publications</u>, as prescribed in Title 44, Chapter 19, paragraph 1711, <u>United States Code</u>.</p> <p>A. Paper copy (no microfiche equivalent). Arranged according to Superintendent of Documents classification system. Separate sequence and packaging for maps.</p>		

(3 items)

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7. ITEM NO.	8. DESCRIPTION OF ITLM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>PERMANENT. Cumulate in blocks of 4 years and transfer to FRC. * Transfer to the National Archives in 4 year blocks when the latest is 4 years old. (total retention 8 years)</p> <p>B. Microfiche (no paper equivalent)</p> <p>(1) Silver halide master negative and one diazo copy. Arranged according to Superintendent of Documents classification system. Master negative and diazo copies maintained in separate series. PERMANENT. Cumulate in blocks of 4*years. (Depending on volume cumulated per block, transfer to FRC.) Transfer* to the National Archives in 4*year blocks when the latest is 4*years old. <u>Certification:</u> This certifies that the publications described above have been filmed in accordance with the standards set forth in 36 CFR 1230.14.</p> <p>(2) Diazo or visecular copies. NON-PERMANENT. Dispose when no longer needed for administrative purposes. Do not transfer to FRC.</p> <p>Cubic feet of permanent records - 1,600.</p> <p>Estimated Annual Rate of accumulation - 450 to 500 cubic feet.</p> <p>*Changes approved by Mary McWilliams in telephone conversation on 2-23-88. <i>MDV</i></p>		