
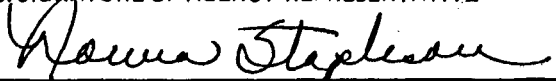


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|--|--------------------------------------|---|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. | N1-411-90-6 |
| 1. FROM (Agency or establishment) U.S. GENERAL ACCOUNTING OFFICE | | DATE RECEIVED | 3/22/90 |
| 2. MAJOR SUBDIVISION General Services and Controller | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Records Administration | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Claudia Bradley | 5. TELEPHONE EXT. 275-3830 | DATE 3/28/91 | 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 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 3-2-90 | C. SIGNATURE OF AGENCY REPRESENTATIVE  | D. TITLE Records Administrator |
|--------------------------|--|--|

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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> |
|-------------|---|-----------------------------------|--|
| | SCHEDULE OF DAILY ACTIVITIES FILES Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of federal employees serving in an official capacity. Materials determined to be "personal records" are not covered by this item. | | |

Copies sent to agency, NNL 3/29/91

Materials created by the following high level officials:
the Comptroller General; Assistant Comptroller General;
Special Assistant to the Comptroller General; General
Counsel; Director, Office of Special Investigations;
Counselor to the Comptroller General; Assistant
Comptroller General for Planning and Reporting; and
Assistant Comptroller General for Operations; and
Assistant Comptroller General for Policy.

PERMANENT

Center
Cut off at the end of the calendar year. Transfer to GAO's
Records Management when 1 year old. Retire to FRC.
Transfer to NARA when 15 years old. If the offer is not
accepted, NARA will return the records to GAO.

*RMC
changes, OK
CB, 20-91*