

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	<i>N1-411-90-8</i>
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	<i>5-22-90</i>
1. FROM (Agency or establishment) US General Accounting Office		NOTIFICATION TO AGENCY	
2. MAJOR 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Analysis Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Claudia Bradley	5. TELEPHONE EXT. 275-3830	DATE <i>8/12/91</i>	ARCHIVIST OF THE UNITED STATES <i>Claudia Bradley</i>
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 3 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 <i>5-17-90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Staples</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>
	Master Job Files and Master Product Folder (See Attachments)		

Attachments

090-08 MASTER JOB FILE

The primary file for each GAO assignment describing the decisions and events that affected the assignment and final products. The case file includes confirmation letters, tracking forms, assignment plans, summaries of job-related meetings, work progress reports, trip reports, correspondence sent to agencies, workpaper summaries, etc. The files are maintained in the headquarters division/office responsible for the assignment and regional and overseas offices involved in the assignment.

a. Master Job Files

TEMPORARY

Cut off after completion of assignment; retain on site for 1 year then transfer to FRC. Destroy 3 years after completion of assignment.

NC1-217-82-1
090-08

- b. Master Job Files for Historically Significant Assignments, such as those resulting in extensive national media attention; approval of new legislation by Congress; or substantive change
1. Paper Records to existing legislation*

PERMANENT

Cut off after completion of assignment; retain on site for 1 year then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.

~~2. Machine Readable Records~~

~~PERMANENT~~

~~Cut off after completion of assignment. Print GRS 20, out in hard copy. Retain on site for 1 year, then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old. Item 2a~~

*(NOTE: Final determination of the value of these records rests with NARA. Files found not to have research value will be returned to the agency or destroyed, depending upon GAO wishes.)

090-10
cont'd

Camera Copy of GAO's products maintained by
the Office of Publishing and Communications

NON-RECORD

TEMPORARY

Cut off at end of FY in which product is issued;
retain on site for 3 years. At the end of 3 years,
OPC reviews reprint history of report, then determines
to keep the materials until no longer needed, or destroy
the camera copy if no longer needed for reprint.