

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-411-91-3	DATE RECEIVED 1-28-91
1. FROM (Agency or establishment) U.S. General Accounting Office		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Information Management and Communications		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 MINOR SUBDIVISION Office of Security and Safety		DATE 9-12-91	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT. 275-8116		
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 _____ 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 1-22-91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Anna Stapleton</i>	D. TITLE Director, Records Management Center
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	014-10 UNIT SECURITY SITE FILES Documents pertaining to inspections, violations, education and training, inventories, and any other security activity related to the site. TEMPORARY Destroy 1 year after the site has closed.		
	014-16 SECURITY CLASSIFICATION CORRESPONDENCE Documents relating to the classification, or downgrading of specific documents. TEMPORARY Cut off at the end of FY; destroy when 2 years old.	NC1-217-85-2	
	014-22 CLASSIFIED DOCUMENT INVENTORY FILES Inventories of classified documents held. Also may include reports on missing classified documents, but not documents receipts. a. Secret and below: TEMPORARY Cut off at end of FY; destroy when 2 years old.	NC1-217-85-2	

WITHDRAWN

b. Top Secret

TEMPORARY

Cut off at end of Fy; destroy when 5 years old.

014-82 BOC: PERSONNEL SECURITY INVESTIGATION BUDGET FILES
Copies of invoices pertaining to payment for
background investigation conducted by DIS and
OPM for GAO.

TEMPORARY

Destroy 1 year after payment has been made.

014-84 OFFENSE/INCIDENT REPORT
Copies of reports from guards at GAO Sites on
various offenses or incidents.

TEMPORARY

Destroy when 3 years old.

014-86 LOCAL AGENCY CHECKS/CREDIT REPORTS
Copies of local agency checks and credit
reports. (Original copies are maintained
in individual security files.)

TEMPORARY

Destroy 6 months after date of report.

014-88 INTERNAL INVESTIGATIVE FILES
Files created as a result of investigations
internal to GAO.

TEMPORARY

Destroy 3 years after date of last action.