

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	<b>NI-GRS-87-13</b>
1 FROM (Agency or establishment) <b>National Archives and Records Administration</b>		DATE RECEIVED	<b>5-28-87</b>
2 MAJOR SUBDIVISION <b>Office of Records Administration</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Records Appraisal and Disposition Division</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Ronald L. Heise, NIRC</b>	5 TELEPHONE EXT <b>724-1493</b>	DATE <b>8-5-87</b>	ARCHIVIST OF THE UNITED STATES <i>Frank J. Bunk</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 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 <b>5/29/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE <b>Director, Records Appraisal and Disposition Division</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p><b>GENERAL RECORDS SCHEDULE 6, ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS</b></p> <p><b><u>Administrative Claims Files.</u></b></p> <p>a. <b><u>Claims against the United States.</u></b> Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full, or (2) allowed in full or in part, and final payment of the amount awarded. EXCLUDING claims covered by Item 1c of this schedule.</p> <p>Cutoff file at end of fiscal year.</p> <p>DESTROY when 6 years and 3 months old.</p> <p>b. <b><u>Claims by the United States subject to the Federal Claims Collection Standards, and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).</u></b> Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims</p>		

*Copies to agency, NCF, NNM, NNF, GRS file* *6 items*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
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>Collection Standards (4 C.F.R. chapter II). EXCLUDING claims covered by Item 1c of this schedule.</p> <p>(1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 C.F.R. part 103.</p> <p>Cutoff at end of fiscal year.</p> <p>DESTROY when 6 years and 3 months old.</p> <p>(2) Claims for which collection action has been terminated under 4 C.F.R. part 104</p> <p>Cutoff at end of fiscal year.</p> <p>(a) Claims for which the Government's right to collect was not extended.</p> <p>DESTROY 10 years and 3 months after the year in which the Government's right to collect first accrued.</p> <p>(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.</p> <p>DESTROY 3 months after the end of the extended period.</p> <p>(3) Claims which the agency administratively determines are not owed to the United States after collection activity was initiated.</p> <p>Cutoff at end of fiscal year.</p> <p>DESTROY when 6 years and 3 months old.</p> <p>c. <u>Claim files that are affected by a court order or that are subject to litigation proceedings.</u></p> <p>DESTROY when the court order is lifted, litigation is concluded, or when 6 years and 3 months old, whichever is later. (Claim files that become part of the litigation records will be disposed of in accordance with the agency schedule for such records.)</p>		