REC	DUEST FOR RECORDS DISPOSITION AUT	FOR RECORDS DISPOSITION AUTHORITY JOB NO				
(See Instructions on reverse)				NC1-220-85-3		
TO GENERAL	L SERVICES ADMINISTRATION		DATE RECEIVED			
NATIONA	AL ARCHIVES AND RECORDS SERVICE, WASHI	9-12-85				
	y or establishment) Committee for Purc			TION TO AGENO		
2 MAJOR SUBC	<u>ınd Other Severely Handicapped</u> Division	l	In accordance with the the disposal request, in	ncluding amendme	ents, is approved	
None 3 MINOR SUBD	UVISION	except for items that approved" or "withdra	iwn" in column 1	O If no records		
None	117131014		are proposed for disposed not required	sal, the signature o	t the Archivist is	
	RSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE ARCHI	VIST OF THE UN	ITED STATES	
E. Rich	ard Alley, Jr.	557-1145	12-19-85	ianl L	amre	
I hereby cert that the reco agency or w Accounting (attached.	tify that I am authorized to act for this agenords proposed for disposal in this Request of the needed after the retention perion Office, if required under the provisions of T	f2 page ds specified, and itle 8 of the GA	(s) are not now need that written conci	led for the bu urrence from	siness of this the General	
A GAO cond	currence 🔲 is attached, or 🗵 is unnecessa	ary				
B DATE C SIGNATURE OF AGENCY REPRESENTATIVE D TITLE						
8/20/85	Cut Feether	Exe	cutive Direct	or	10 ACTION TAKEN	
7 ITEM NO	8 DESCRIPTION (With Inclusive Dates or Re			9 GRS OR SUPERSEDED JOB CITATION		
/.	Workshop Files			NC1-220		
	a. Non-Producing Workshop Fi	les		 		
:	Consists of certification by state from central nonprofit agencies (CNA), verification (Committee Forms 401/402), correspondence and other related materials on workshops that are not producing. (1) Articles of Incorporation and By Laws or other					
	documents establishing agency:					
C	(2) Initial Annual Reports (Committee Forms 401/402):					
Destroy upon receipt of a more recent report.						
4	orrespondence:					
	Destroy after five years old.					
4	Temporary. 4)					
	Return Articles of Incorporat documents establishing agency workshop does not have an ite or Procurement List (5) Destroy	to CNA one	year after		43 2	

REQUES	ST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	108 NO		PAGE 2 OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTIC TAKEN (NARS US ONLY)
	correspondence and all other related materials whenever above records are returned to CNA.			
	b. Producing Workshop Files			
	Consists of records under "a" above plus annual reports (Committee Forms 403/404), trip report and other related materials on producing works () Articles of Incorporation and By Laws or other documents establishing agency: Destroy when replaced by updated documents. (2) Annual Reports: Destroy after three years. (3) Workshop Inspection Reports: Destroy prior reports when most recent report	s, hops.		
(received. Correspondence: Destroy after five years old. Temperary. Transfer to nonproducing files whe workshop does not have an item on Procurement Return Articles of Incorporation and By Laws of other documents establishing agency to CNA one	List. r		
	after workshop does not have an item on assignment register or Procurement List.	ment		
·				