

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO  NC1-291-83-1	
DATE RECEIVED 5-9-83	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-20-83 <i>Date</i>	<i>Robert W. Warr</i> <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Federal Property Resources Service

3. MINOR SUBDIVISION

Office of Real Property

4. NAME OF PERSON WITH WHOM TO CONFER

Sandy Groves

5. TEL EXT.

566-1643

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>5/4/83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hebert</i>	E. TITLE Chief, Records and Forms Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Real property disposal case files (See description attached)	NN-170-30 NN-171-1	
	<i>Marjorie L. Roman</i> Clearance Officer Federal Property Resources Service 5/4/83		3 items

115-107 *Copy to Agency 2/20/83*

**MASS DATA CHANGE SHEET ATTACHED**

All FOIA, NARR, NAR, NAF sent out 4-27-83 by DMW.

33D1. Real property disposal case files. Documents used in reporting, as excess, real property and related personal property no longer required by Federal agencies, screening for utilization and transferring property between Federal agencies, and disposing of property determined to be surplus to the needs of the Federal Government. Included are reports of excess; notices of availability; requests for withdrawal from excess or surplus; inspection and appraisal reports; requests for property, including authorizations and approvals of disposition; applications for public use; determinations of surplus; transfer, donation, exchange, lease, use permit and assignment, and sales documents; easements and deeds; drawings and specifications; bids and invitations; documents relating to the care and handling of property pending its disposition; correspondence with other Federal agencies, State and local governments, private organizations, or individuals; and related records.

a. Central Office: PERMANENT.

(1) Current Records: Out off following completion of case, and forward to the appropriate region for retirement under 33D1b.

(2) Records previously retired to the Washington National Records Center: Offer to appropriate NARS Regional Archives Branch when 25 years old in 5 year blocks.

Note.--No Central Office records will be retired to NARC after the publication of this Change to the Handbook.

b. Regional Offices: PERMANENT. Out off following completion of case, hold 1 year, and retire to FRC. Offer to NARS when 25 years old in 5 year blocks.

c. ~~chase money mortgage~~ Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, and allowance lists, as well as duplicate copies of title papers, provided that (a) the records can be segregated without harm to other documents of enduring value, (b) no responsibility is attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) if the property is released for historical use or purpose the user agrees to retain it and return it to the Federal Government immediately upon the discontinuance of its use for historic purposes.

Transfer to a new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

(GRS 4/7)