

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| LEAVE BLANK | |
| JOB NO | NCl-291-84-1 |
| DATE RECEIVED | 1-23-84 |
| 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the disposal request including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10 | |
| 3-12-84 <i>Date</i> | <i>[Signature]</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 12/27/83 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> WILLIAM W. HIEBERT | E TITLE Chief, Records and Forms Mgmt Branch |
|--------------------|----------------------------------------------------------------------------------|-------------------------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| | <p>33D55. Real property disposal reports. Documents reflecting real property utilization and disposal transactions and activities of GSA and other government agencies. Included are regional, national summary, and consolidated reports of real property reported as excess; agency reports on utilization and disposal; machine-prepared reports on utilization, donation, transfer, and sale, other reports and listings, and related records.</p> <p>a. Central Office responsible for preparation and/or consolidation of:</p> <p>(1) Congressional and White House (Property Review Board) required reports:</p> <p>PERMANENT. Cut off annually, hold 5 years, and retire to FRC. Offer to NARS when 25 years old <i>17 10 yr blocks,</i></p> <p>Note: The official file of the Congressional Report "Explanatory Statement of Proposed Negotiated Sale of Surplus Real Property" is filed with the appropriate case file under 33D1, and a copy is filed in 33D55.</p> <p><i>NCW, NMF, NNB & Agency sent 3-19-84 by DMW</i></p> | NCl-291-81-1 | <i>3 items</i> |

MASS DATA CHANGE SHEET NOT REQUIRED

| Request for Records Disposition Authority – Continuation | | JOB NO | PAGE OF 2 of 2 |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>(2) Other reports:</p> <p> Cut off annually, destroy when superseded, canceled, obsolete or no longer needed.</p> <p> b. Other offices: Cut off annually, destroy when 2 years old, except machine listings which may be destroyed when no longer needed.</p> | | |