

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-424-88-1

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

DATE RECEIVED

2-19-88

1 FROM (Agency or establishment)

Consumer Product Safety Commission

2 MAJOR SUBDIVISION

Division of Management Services

3 MINOR SUBDIVISION

Administrative Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Mary A. Reid

5 TELEPHONE EXT.

492-6666

DATE

4/5/88

ARCHIVIST OF THE UNITED STATES

*Claudia Freier*

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

2/16/88

C SIGNATURE OF AGENCY REPRESENTATIVE

*Mary A. Reid*

D TITLE  
GPO Records Management Officer

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SUPERSEDED  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)

Revision of NC1-424-76-1, item 15

1.

15b. Clippings

Clippings arranged by product code and used in investigating consumer products and safety and used as evidence in product litigation and other regulatory activities.

Cut off at end of fiscal year. Transfer to WNRC when 5 years old. Destroy when 15 years old.

*1 item*