

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

LEAVE BLANK	
JOB NO <i>NCI-121-84-1</i>	
DATE RECEIVED <i>4-25-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-17-84</i> Date	<i>William W. Liebert</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**General Services Administration**

2 MAJOR SUBDIVISION  
**Public Buildings Service**

3 MINOR SUBDIVISION  
**Appraisal Staff**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Gladys Franklin**

5 TEL EXT  
**535-7974**

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 1 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 <i>4/19/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Liebert</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
	<p><u>Property Appraisal Program Records</u></p> <p>Enclosed is the proposed revised disposition schedule for the Appraisal Case Files (30A15b). This schedule will be included in the GSA Records Maintenance and Disposition System (OAD P 1820.2) when this program section is updated.</p>	<i>NCI-121-79-1</i>	

Concurrence:

LB *Mick 4/19* DRA *Raymond 4/19*

PRZ *Berge 4/19*

30A15. Appraisal case files. Documents accumulated as a result of appraisals made by GSA staff or by contract appraisers. Included are requests for appraisal estimates; proposals; notifications of acceptance of proposals; contracts and amendments; specifications; appraisal reports, supporting documents, and exhibits; analyses and reviews; and related records.

- a. Reports received by the Central Office for spot check only:  
Cut off annually, destroy when 2 years old.
- b. Case files: Cut off at the end of fiscal year, hold 5 years, and retire to FRC. Destroy ~~after 15 additional years.~~ when 20 yrs old.

*DATA 4/30/64  
per acceptance call  
with R. Franklin. 11/48*