

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-GRS-87-4	DATE RECEIVED December 17, 1986
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Appraisal & Disposition Division		4 NAME OF PERSON WITH WHOM TO CONFER Jean F. Keating	5 TELEPHONE EXT 724-1457
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE 12-18-86	ARCHIVIST OF THE UNITED STATES <i>Francis A. Burke</i>

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, 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 12/8/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE Director Records Appraisal & Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Change to General Records Schedule (GRS) 14. Information Services Records 16. <u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of the requested record or a copy thereof. a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). * * * * * (3) Denying access to all or part of the records requested. (a) Request <u>not</u> appealed. Destroy 6 years after date of reply. * * * * *	NI-64-76-3	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
17.	<p><u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or a copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).</p> <p>Destroy 6 years after final determination by agency or 3 years after final adjudication by courts whichever is later.</p>	NC1-64-76-3	