

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <b>N1-GRS-89-4</b>	DATE RECEIVED <b>7-18-89</b>
1 FROM (Agency or establishment) <b>National Archives and Records Administration</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of Records Administration</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Records Appraisal and Disposition Division</b>		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jeanne Young</b>	5 TELEPHONE EXT. <b>724-1491</b>	DATE <b>9/27/89</b>	<i>CVS</i> <b>Claudia Miller</b>

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, 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 <b>7-18-89</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>Director, Records Appraisal and Disposition Division</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p>Change to General Records Schedule 14, Informational Services Records, item 25.</p> <p>Privacy Act Reports Files.</p> <p>Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at the departmental or agency level.</p> <p>Destroy when 2 years old.</p> <p>[NOTE: The GRS does not cover the biennial report to Congress from the Office of Management and Budget.]</p>		