

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

LEAVE BLANK	
JOB NO  <b>NC 1-64-76-3</b>	
DATE RECEIVED <b>AUG 19 1976</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>8-25-76</i> Date	<i>James B. Phares</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  
**National Archives and Records Service**

3 MINOR SUBDIVISION  
**Office of Federal Records Centers**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Ronald L. Heise**

5 TEL EXT  
**376-8827**

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 4 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>8/19/76</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas W. Wadlow</i>	E TITLE <b>Director, Records Disposition Division</b>
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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
9.	<p><u>General Records Schedule No. 14</u> is hereby amended to include the following new items:</p> <p><u>Freedom of Information Act (FOIA) Requests Files.</u></p> <p>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 including the originals or copies of the records being requested.</p> <p>a. Correspondence and supporting documents <u>[excluding the originals or copies of the records requested]</u>:</p> <p>(1) granting access to all the requested records. Dispose of 2 years after date of reply.</p> <p>(2) responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay the agency reproduction fees;</p>		<i>17 items</i>

Request for Records Disposition Authority - Continuation	JOB NO	PAGE OF <b>2</b> <b>4</b>		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKEN
10.	<p>(a) Dispose of 2 years after date of reply if not appealed.</p> <p>(b) Dispose of appealed requests as authorized under item 10.</p> <p>(3) denying access to all or part of the records requested:</p> <p>(a) Dispose of 5 years after date of reply if not appealed.</p> <p>(b) Dispose of appealed requests as authorized under item 10.</p> <p>b. Originals or copies of requested records:</p> <p>Dispose of in accordance with approved agency disposition instructions for the related records, or with the related FOIA request, whichever is later.</p> <p><u>Freedom of Information Act Appeals Files.</u></p> <p>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, including the originals or copies of denied records.</p> <p>a. Correspondence and supporting documents, <del>exclusive of the originals or copies of the records denied</del>.</p> <p>Dispose of 4 years after final denial by agency, or 3 years after final adjudication by courts, whichever is later.</p> <p>b. Originals or copies of denied records.</p> <p>Dispose of in accordance with approved agency disposition instructions for the related records, or with the related FOIA request, whichever is later.</p>			
11.	<p><u>FOIA Control Files.</u></p> <p>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request and name and address of requestor.</p>			

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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>a. Registers or listing:</p> <p>Dispose of 5 years after date of last entry.</p> <p>b. Other files:</p> <p>Dispose of 5 years after final action by the agency or after final adjudication by courts, whichever is later.</p>		
12.	<p><u>FOIA Reports Files.</u></p> <p>Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>a. Annual reports at Departmental or agency level:</p> <p>PERMANENT. Offer to NARS with related agency records.</p> <p>b. Other reports:</p> <p>Dispose of when 2 years old or sooner if no longer needed for administrative use.</p>		
13.	<p><u>Freedom of Information Act Administrative Files.</u></p> <p>Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>Destroy when 2 years old or sooner if no longer needed for administrative use.</p>		
14.	<p><u>Privacy Act Accounting of Disclosure Files.</u></p> <p>Files maintained under the provision of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p>		

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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
15.	<p><u>Privacy Act Amendment Case Files.</u></p> <p>Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); and to an individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3). Includes all actions from the initial request to amend a records through the final appeal.</p> <p>a. Statement of disagreement and agency justification for refusal to amend a record:</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.</p> <p>b. Other records, <u>exclusive of</u> those filed under item 14 above:</p> <p>Dispose of 4 years after final determination by agency or 3 years after final adjudication by the courts, whichever is later.</p>		
16.	<p><u>Privacy Act Reports Files.</u></p> <p>Recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Office of Management and Budget and Congress and the Report on New Systems.</p> <p>a. Annual reports at Departmental or agency level:</p> <p>PERMANENT. Offer to NARS with related agency records.</p> <p>b. Other reports:</p> <p>Dispose of when 2 years old.</p>		
17.	<p><u>Privacy Act General Administrative Files.</u></p> <p>Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p> <p>Dispose of when 2 years old or sooner if no longer needed for administrative use.</p>		