

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-GRS-83-5
DATE RECEIVED	8-29-83
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
30 AUG 1983	<i>[Signature]</i> Archivist of the United States
Date	

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

5 TEL EXT

Edward F. Barrese

724-1999

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 <u>8/30/83</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Mowley</i>	E TITLE Director Records Disposition Division
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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
1.	General Accounting Ledgers. General accounts ledgers showing debit and credit entries and reflecting expenditures in summary. Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7/2	
2.	Appropriation Allotment Files. Allotment records showing status of obligation and allotments under each authorized appropriation. Destroy 6 years and 3 months after the close of the fiscal year.	GRS 7/3	

2 items