

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

National Archives and Records Service

3. MINOR SUBDIVISION

Office of Federal Record Centers

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas W. Wadlow

5. TEL. EXT.

22213

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3/8/74 Thomas Wadlow Acting Director, NCR  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>All records of departments and agencies whose disposal is contingent on General Accounting Office audit are now disposable in accordance with the following provision:</p> <p>"Dispose after audit by the General Accounting Office or when three years old, whichever is earlier."</p> <p>This provision supersedes all previous authorizations in any list and schedule where General Accounting Office audit is required, as a condition for disposal.</p>		