

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	<i>NI-411-90-4</i>
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	<i>3/12/90</i>
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE EXT.	DATE
6. CERTIFICATE OF AGENCY REPRESENTATIVE			ARCHIVIST OF THE UNITED STATES

**General Accounting Office**

**General Services and Controller**

**Records Administration**

**Claudia Bradley**

**275-3830**

*Act's*

*10/26/90*

*Claudia Bradley*

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>2-27-90</i>	<i>Norma Staples</i>	<b>Records Administrator</b>

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	(See Attachment)		

*Copies sent to agency, NNL, NCF 10/31/90*

SUBSCHEDULE 045 TASK FORCES/COMMITTEES FILES

Files created by task forces/committees to advise the Comptroller General, Congress, or agency officials about ongoing or future programs. They include records produced by contractors and consultants for the agency.

045-02 TASK FORCE/COMMITTEE FILES

- a. Official files of task forces/committees relating to the mission and organization of the Office and committees advising the Congress, includes minutes of meetings along with the agenda, correspondence received, and copies of letters sent concerning the work of the task force/committee, organizational charts, functional statements, budget records, directives/orders, and chronological files. Also included is one copy of published or unpublished reports, studies, pamphlets, posters, project files, news releases, speeches, and related records. (See GAO Order 0413.1, Chapter 3 for additional information on task forces/committees files.)

PERMANENT

Cut off file at termination of task force/committee. Transfer to FRC after cutoff. Offer to NARA 20 years after cutoff.

- b. Official files of task forces/committees relating to administrative support activities, such as personnel, information management, computer security, financial management, security and safety, travel, and the like includes records described in "a" above.

TEMPORARY

Cut off file at termination of task force/committee. Transfer to FRC after cutoff. Destroy 20 years after cutoff.

- c. Staff reference files include extra copies of correspondence, reports, and studies used only for convenience of reference, and publications from other government agencies, or private organizations and institutions.

*Nonrecord*

TEMPORARY

Destroy when no longer needed for current reference.

- d. Individual member's copies of material described in "a" and "b" above.

*Nonrecord*

TEMPORARY

Destroy when no longer needed for current reference.

Note. Use CRS Subschedule 011 to dispose of Office Administrative files created by task forces/committees.