

IDENTIFICATION LABEL - PREPOSITIONED RECORDS		
TO	<input type="checkbox"/> 1ST ALT. SITE <input type="checkbox"/> 2ND ALT. SITE <input type="checkbox"/> RO _____ SITE	ITEM NO.
FROM	SERVICE/STAFF OFFICE	DATE
GSA <input type="checkbox"/> CO <input type="checkbox"/> RO _____		
FREQUENCY OF DISPATCH		

ITEM

ITEM MAINTENANCE AND DISPOSITION INSTRUCTIONS

GENERAL SERVICES ADMINISTRATION GSA FORM 1656-B (REV. 6-90)

INSTRUCTIONS FOR PREPARING GSA FORM 1656-B

- TO.** Check site destination. GSA emergency site locations are shown in column 3 of GSA Form 1656. If regional office site, include the number designation for that region.
- ITEM NO.** Same as entry in column 1, GSA Form 1656.
- SERVICE/STAFF OFFICE.** Enter office symbol or name of service or staff office and check Central Office or regional square as appropriate. If regional office, show number designation for the region.
- DATE.** Enter date material is packaged and forwarded.
- FREQUENCY OF DISPATCH.** Same as entry in column 5 of GSA Form 1656.
- ITEM IDENTIFICATION.** Same as entry in column 2 of GSA Form 1656.
- ITEM DISPOSITION INSTRUCTIONS.** Same as entry in column 6 of GSA Form 1656.