

Rec'd NCD 7 Jul 80 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-GRS-80-6

DATE RECEIVED

July 8, 1980

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-10-80
Date *Acting* *James E. O'Neill*
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
NATIONAL ARCHIVES AND RECORDS SERVICE

2 MAJOR SUBDIVISION
OFFICE OF FEDERAL RECORDS CENTERS

3 MINOR SUBDIVISION
RECORDS DISPOSITION DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Jerome Nashorn

5 TEL EXT
724-1027

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 <i>7/3/80</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard Walden</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.	<p><u>Records Management Files</u></p> <p>Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports; and mail management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.</p> <p>Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.</p>		

1 item