

The original should be returned to the individual. A number of them include the original approval & concurrence signatures of agency heads. As we have taken no formal action on the schedules, the volume of the material is considerable, I see no need to retain (make and retain) copies for our

Mrs. Margaret Gray  
Records Management Officer  
Government of the District of Columbia  
Department of General Services  
613 G Street, NW, Room 1117  
Washington, DC 20001

Dear Mrs. Gray:

At your request, and in accordance with our recent telephone conversation, we have withdrawn and returned to you under separate cover the records disposition schedules submitted for our review under the reimbursable agreement for storing and servicing District of Columbia Government records at the Washington National Records Center (WNRC) and the National Personnel Records Center (NPRC). These schedules comprise the following:

1. Metropolitan Police Department (Schedule #2J, 2nd Edition, 4th Amendment)
2. Metropolitan Police Department (Schedule #2K)
3. District of Columbia General Hospital (Schedule #42)
4. Public Employee Relations Board (Schedule #37)
5. Department of Environmental Services (Schedule #3, 2nd Edition)
6. Recorder of Deeds (Schedule #2IB, 2nd Edition)
7. Board of Elections and Ethics (Schedule #35, Amendment 1)
8. Metropolitan Police Department (Schedule #2K, Amendment 1)

In the future, District agencies may implement records schedules on receipt of formal approval of the D.C. Government. Your office should continue to furnish WNRC with copies of the approved schedules, and the D.C. Government should continue to adhere to the records storage procedures set forth under Section II of Attachment I to the NARS-D.C. Government agreement, including the proviso that all D.C. Government records considered for transfer to WNRC must be covered by a schedule providing for their disposition.

We appreciate your cooperation in this matter.

Sincerely,

(Signed) Linda N. Brown

LINDA N. BROWN  
Acting Assistant Archivist  
for Federal Records Centers

OFFICIAL FILE:NC CONCURRENCE: NNF concurs 11/24/82 (NNF)  
DAY FILE:NC CONCURRENCE: (NN)  
NCI-351-81-1 to -5 and 82-1 to -3  
NCW  
HWOLFINGER:pla:11/24/82 #w, 11/24/82 JK 11/24/82

Closed out as withdrawn 11-30-82:cm