Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 3-IV-106
115-103

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

DATE RECEIVED JOB NO.

DATE APPROVED

NC - 362-75-7

E GENERAL SERVICES ADMINISTRATION,			110100	- 10-1	
	P.C. 20408		<del></del>		
1. FROM (AGENCY OR ESTABLISHMENT)  ACTION  2. MAJOR SUBDIVISION  Administration and Finance		NOTIFICATION TO AGENCY			
		_ In accordance wi	In accordance with the provisions of 44 U.S.C.		
		3303a the dispos ments, is approv	al request, incl ed except for i	tuding amend- tems that may.	
		be stamped "disp	be stamped "disposal not approved" or		
		"withdrawn" in c	olumin 10.5	• , •	
		- 6-23-75	1/11/2 50	Mill	
	5. TEL. EXT. 8105	Date	rchivist of the	United States	
anno	254-3 <del>525</del>	acting		<u> </u>	
OF AGENCY REPRESENTATIVE:		•			
		disposal of records, and	that the records de	escribed in this list o	
The records will cease to have suffice to warrant further retention on the of the period of time indicated on rence of the event specified.  John F. Nolan, Direct	ficient value e expiration in the occur-	Land istrative S	ervices I	Division	
8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN		
Employee Assistance Health	Records				
Assistance Program which s material for medical perso personnel. Contains form A&F/PER will place record	serve as responded or country that the serve as responded in the serve	ource nseling file			
	AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DO CY OR ESTABLISHMENT)  VISION  istration and Finance VISION  istrative Services Division  SON WITH WHOM TO CONFER  anno  OF AGENCY REPRESENTATIVE:  ify that I am authorized to act for the head of this agency in pages are proposed for disposal for the reason indicated: ("  cords have be have sufficient to warrant further retention on the of the period of time indicated or rence of the event specified.  John F. Nolan, Direct  (Signature of Agency Representation of the cords maintained and assistance Program which is material for medical personel. Contains form  A&F/PER will place record upon employee separation of a years and destroy.	AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408  EY OR ESTABLISHMENT)  VISION  istration and Finance  VISION  istrative Services Division  SON WITH WHOM TO CONFER  anno  OF AGENCY REPRESENTATIVE:  ify that I am authorised to act for the head of this agency in matters pertaining to the pages are proposed for disposal for the reason indicated: ("X" only one)  cords have author by the cords will case to have sufficient value to warrant further retention on the expiration of the proposition of the period of the intilicated graph the occur-  rence of the event specified.  John F. Nolan, Director of Admin  (Signature of Markey Representative)  B. DESCRIPTION OF ITEM  (WITH INCLUSIVE DATES OR RETENTION PERIODS)  Employee Assistance Health Records  Health records maintained under the Error material for medical personnel or cour personnel. Contains form HSM-55.  A&F/PER will place record in inactive upon employee separation from Agency.  3 years and destroy.	NOTIFE  NOTIFE	ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408  NY OR ESTABLISHMENT)  N SINCE THE CONTROL OF THE PROPERTY OF AGMITISTRATIVE SERVICES DIVISION  SISTRATION OF AGENCY REPRESENTATIVE:  19 The records will cease to have sufficient value by have sufficient of the reason indicated: ("X" only one)  10 Date sufficient of the disposal of records, and that the records of bare sufficient while the sufficient value by have sufficient further rectained on the experience of the event specified.  10 DATE sufficient value by the sufficient	