

RG 95
1124

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
(See Instructions on Reverse)

DATE RECEIVED MAY 23 1974	LEAVE BLANK JOB NO.
DATE APPROVED NC 174-245	
CONGRESSIONAL AUTHORIZATION	

- TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**
1. FROM AGENCY OR ESTABLISHMENT
U. S. Department of Agriculture
2. MAJOR SUBDIVISION
Forest Service
3. MINOR SUBDIVISION
Division of Administrative Services
4. NAME OF PERSON WITH WHOM TO CONFER
W. F. Hice 5. TEL. EXT.
447-6101
6. CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6374 *James E. O'Neil*
Date Administrator of the United States
Acting

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 described on 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.

5/21/74 (Date) *W. F. Hice* (Signature of Agency Representative) Records Management Officer (Title)

7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
1	<p>The Division of Administrative Management is responsible for developing, correlating, and controlling directives system policies and procedures. This Division coordinates all directives at the Washington Office level regardless of functional origin or application. The coordination responsibility includes final review and approval of adherence to directives standards such as coding, writing, format, duplication, and conflict. This schedule requests authority to dispose of paper copy of the following records after microfilming has been completed and accepted.</p> <p>1100 Directives, dating from 1958. J.L.W./W.F. Hice 1 Record Copies 24 May 1974</p> <p>Record copy of directives (issuances or amendments (including emergency directives and related material) is permanent in the originating office only. This file contains a printed copy of the new and/or revised material and a copy of obsolete pages where applicable.</p>		<p>FS Records Retention Plan - Items 1 thru 1b and Schedule NN-166-135</p>
<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original plus one diazo copy of each microfilm shall be transferred to the Washington National Records Center, Suitland, Maryland, or filed to the Office of the National Archives, National Archives and Records Service.</p> <p style="text-align: right;"><i>W. F. Hice</i> J.L.W./W.F. Hice 24 May 1974</p>			