REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on separate page)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY

2. MAJOR SUBDIVISION
OFFICE OF LEGISLATIVE AFFAIRS

3. MINOR SUBDIVISION
OFFICE OF LEGISLATIVE AFFAIRS

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel J. Rooney

5. TELEPHONE
202 482 0517

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

x is not required; __ is attached; or __ has been requested.

DATE 10/3/02
SIGNATURE OF AGENCY REPRESENTATIVE

7.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Congressional Correspondence Files
Copies of incoming and outgoing correspondence with Congressional officials. The papers are almost entirely duplicated in files maintained in the Executive Secretariat and in the primary operating units that prepare the responses.

TEMPORARY. Cut off files after each Congressional election. Destroy files three years after cutoff.

9. GRS OR SUPERSEDED JOB CITATION
N1-40-92-5, item 36

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER 71-040-03-1

DATE RECEIVED 12-3-2002

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

STANDARD FORM 115 (REV. 3-91)
PREVIOUS EDITION NOT USABLE

Prescribed by NARA
36 CFR 1228