REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on separate page)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	LEAVE BLANK (NARA use only) JOB NUMBER N1-040-03-1
1. FROM (Agency or establishment) DEPARTMENT OF COMMERCE	DATE RECEIVED 12-3-2002
2. MAJOR SUBDIVISION OFFICE OF THE SECRETARY	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION OFFICE OF LEGISLATIVE AFFAIRS	
4. NAME OF PERSON WITH WHOM TO CONFER Daniel J. Rooney 5. TELEPHONE 202 482 0517	DATE 2-10-03 ARCHIVIST OF THE UNITED STATES John W. Carlin

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/3/02	Daniel J. Rooney	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	**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.	N1-40-92-5, item 36	

cc NWMW, Agency