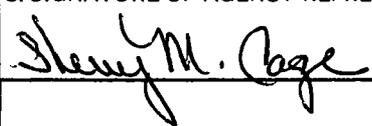
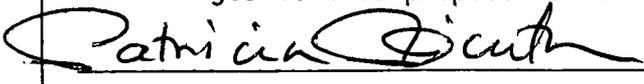


|   |                                    |  |   |
|---|------------------------------------|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>                  |                                    | LEAVE BLANK  |   |
| TO <b>GENERAL SERVICES ADMINISTRATION<br/>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                    | JOB NO<br><b>N1-40-89-1</b>  | DATE RECEIVED<br><b>9/27/89</b>   |
| 1 FROM (Agency or establishment)<br><b>Department of Commerce</b>   |                                    | NOTIFICATION TO AGENCY   |   |
| 2 MAJOR SUBDIVISION<br><b>Office of the Secretary</b>   |                                    | In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. |   |
| 3 MINOR SUBDIVISION   |                                    |  |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><b>Sherry M. Cage</b>   | 5 TELEPHONE EXT<br><b>377-5481</b> | DATE<br><b>2/12/90</b>   | ARCHIVIST OF THE UNITED STATES<br> |
| 6 CERTIFICATE OF AGENCY REPRESENTATIVE  |                                    |  |   |

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 proposed for disposal in 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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

|                           |  |  |
|---------------------------|--|--|
| B. DATE<br><b>9-14-89</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br> | D. TITLE<br><b>Department Records Management Officer</b> |
|---------------------------|--|--|

| 7 ITEM NO. | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|------------|---|----------------------------------|---|
|            | <p align="center"><b>OFFICE OF THE SECRETARY</b></p> <p>The Office of the Secretary consists of the Secretary and the Secretarial officers, designated staff immediately serving these officials, and a number of Departmental offices which have Departmentwide functions or perform special program functions directly on behalf of the Secretary.</p> <p>The series of records described on the attached are not included in Records Disposition Authority N1-40-79-1 or the General Records Schedules, except for Item 3, which has been adopted to Departmental needs.</p> <p>All changes to this proposed schedule have been approved by:</p> <p> <b>29 Jan 90</b><br/>NARA Appraiser Date</p> <p> <b>2/2/90</b><br/>DOC Records Officer Date</p> |                                  |   |

1. Invitations. Consists of routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events.

a. Acceptances

- (1) Invitations accepted by the Secretary, Deputy Secretary, Assistant Secretaries, or other Secretarial Officers - Dispose when 3 years old.
- (2) All Others - Dispose when 1 year old.

b. Rejections

- (1) Invitations rejected by the Secretary, Deputy Secretary, Assistant Secretaries, or other Secretarial Officers - Dispose when 1 year old.
- (2) All others - Dispose when no longer needed for current business.

2. Chronological File. Consists of an extra copy of documents prepared or signed and maintained in date order.

a. Documents prepared in the Office of the Secretary or Deputy Secretary - ~~PERMANENT.~~ and

Documents prepared in the Office of a Assistant Secretary or other Secretarial Officials - Dispose when 4 years old.

b. All Others - Dispose when 2 years old.

3. Appointment Books and Daily Schedule of Meetings.

- a. Secretary or Deputy Secretary - Dispose <sup>of</sup> ~~when~~ 10 years ~~old.~~ after close of the official's tenure.
- b. Assistant Secretary, or other Secretarial Officials - Dispose <sup>of</sup> ~~when~~ 3 years ~~old.~~ after close of the official's tenure.
- c. All Others - Dispose when 1 year old or when no longer needed for current business.