

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC1-370-76-6</b>
DATE RECEIVED	<b>JUL 12 1976</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-22-76 Date acting	<i>James E. O'Neil</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Commerce**

2. MAJOR SUBDIVISION  
**National Oceanic and Atmospheric Administration**

3. MINOR SUBDIVISION  
**Finance Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
*Walter V. Barbash*  
**Walter V. Barbash, Chief, Mgmt Ser. Br.**

5. TEL EXT  
**443-8571**

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ivy V. Parr</i> <b>Ivy V. Parr</b>	E. TITLE <b>Departmental Records Management Officer</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The item below describes records maintained by the Washington office of NOAA's Finance Division. They wish to destroy the paper copies of these records after the stated time and retain them in microfilm (COM). The original records are required to be held for less than ten years.</p> <p>NOAA Record Schedule 5, item 4:</p> <p>Records used as posting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in this schedule.</p> <p>a. Original records.</p> <p align="right">microfilm is determined adequate substitute.</p> <p>Destroy hard copies after <del>3 months</del> <b>3</b> years old.</p> <p><del>Records</del> microfilm <del>will</del> <b>when</b> RCT/NARS &amp; RT/NOAA, 7-12-76</p> <p>b. Copies.</p> <p align="right">microfilm is determined adequate substitute</p> <p>Destroy hard copies after <del>3 months</del> <b>2</b> years old.</p> <p><del>Retain</del> microfilm <del>will</del> <b>when</b></p> <p><i>Copy to Agency 7-26-76 AD</i></p>	NC 174-228	