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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-378-99-1 | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED 3-4-99 | |
| 1. FROM (Agency or establishment) Economic Development Administration | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Office of the Chief Counsel | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Victoria Kruk, DOC records officer | 5. TELEPHONE (202) 482-3344 | DATE 3-16-99 | ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i> |
| 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 3/2/99 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Victoria A. Kruk</i> | | TITLE Department Records Management Officer |
| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. | <p>Legal Subject Files of the Chief Counsel</p> <p>Records consisting of correspondence, memorandums, reports, opinions, reviews of regulations and proposed legislation, legal issues, and similar materials from internal and external sources pertaining to legal affairs of EDA. The files are arranged by topic, and reflect the activities and responsibilities of the Chief Counsel and the Deputy Chief Counsel.</p> <p>PERMANENT. Close files annually at the end of the FY and transfer to the FRC 2 years after closure. Transfer to the National Archives 20 years after closure.</p> | N1-378-79-2, Item 169 | |

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copy to: Agency, NWMB, NWMW