

REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCL-NU-81-1	
DATE RECEIVED	
January 13, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-21-81	<i>[Signature]</i>
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
 Department of the Navy

2. MAJOR SUBDIVISION
 Office of the Chief of Naval Operations

3. MINOR SUBDIVISION
 Naval Records Management Div (OP-09B15)

4. NAME OF PERSON WITH WHOM TO CONFER
 Mrs. A. P. Wenberg

5. TEL. EXT.
 695-1921

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 _____ 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 08 JAN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Director, Naval Records and Information Management Division
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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
5050	<p><u>MEETING, CONFERENCE, CONVENTION AND VISIT RECORDS</u></p> <p>(1) MINUTES AND REPORTS OF MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS</p> <p>(a) <u>Official record copies</u>, excluding routine visits. Dispose of with related functional subject matter files or with general correspondence files of the activity or office.</p> <p>(b) <u>Official record copies</u> of a routine nature. Destroy when 6 months old.</p> <p>(c) <u>All other copies</u> not covered in pars (a) or (b) above. Destroy when purpose has been served.</p>	XXXXXXXXXX	

3 items

*Closed Out: 1-22-81: K.T.D.
 Copy sent to Agency*