

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

61 items (See Instructions on Reverse) *RG-12*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION

Office of Education

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Ellsworth Sacks

5. TEL EXT

245-8314

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED AUG 27 1974	JOB NO NC - 12-75-1
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 "with-drawn" in column 10	
<u>10-4-74</u> (Date)	<i>Ellsworth Sacks Jr.</i> Archivist of the United States

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

Aug 19, 1974 (Date) Ellsworth Sacks (Signature of Agency Representative) OE RECORDS OFFICER (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><u>Records Control Schedule</u></p> <p align="center"><u>Office of Education</u></p> <p>The attached records control schedule supersedes the former Office of Education Schedule (issued as section B-400 of the HEW records control manual) and all amendments to it. In conjunction with the HEW <u>Department Staff Manual on Records Management</u>, and the <u>General Records Schedules</u>, which are approved by the Archivist of the United States, this records control schedule provides complete coverage of OE records in Washington, D.C., and in the Regional Offices.</p> <p>The HEW staff manual includes information on identifying record and non-record material, and must be consulted to make this records control schedule fully effective.</p> <p>Items designated as "Permanent" will be offered to the Archives of the United States after the prescribed period of time.</p>		

9/16/74 - CAO concurrence has been requested.

Copy to Agency 10/10/74 CR