

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 31 1976	JOB NO.
DATE APPROVED NC1 - 12-76-1	

12
 TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Education

2. MAJOR SUBDIVISION
Management Systems and Analysis Division

3. MINOR SUBDIVISION
Audit Liaison and Coordination Staff

4. NAME OF PERSON WITH WHOM TO CONFER
William Wooten

5. TEL. EXT.
245-8314

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-22-76 *James P. Choddy*
 Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3/26/76
 (Date)

Eugene T. Reed, Jr.
 Eugene T. Reed, Jr.
 (Signature of Agency Representative)

Acting Dept. Records Mgt Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>OE Records Control Schedule B-400</p> <p>Item 35. Master Set of Audit Reports on Office of Education Programs (regional and central office) with related correspondence and administrative documentation. This set of audit reports provides the central source within OE of information for audits performed under the auspices of the Audit Agency of the Department of Health, Education, and Welfare on Office of Education Programs.</p> <p>Destroy 5 years after completion of audit.</p>		

Copy to Agency + MW 4-23-76