

**REQ: FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(For instructions on the use of this form see National Archives Manual
 on the Disposition of Federal Records)

LEAVE BLANK		RG 235
DATE RECEIVED	03 JUL 1973	JOB NO
DATE APPROVED		173-349
NOTIFICATION TO AGENCY		
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED		
7-18-73	<i>James B. Rhoads</i>	
DATE	ARCHIVIST OF THE UNITED STATES	

TO: THE ARCHIVIST OF THE UNITED STATES,
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Cuban Refugee Assistance Program

2 MAJOR SUBDIVISION

Family Services Division - State of Florida

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Charles A. Cassell

5 TEL. EXT

526-7474

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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

3 July 1973 *Thomas W. Padgett*

(Date)

(Signature of Agency Representative)

NC

(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<u>INACTIVE CASE RECORDS</u> Case records not involving overpayment and/or collection effort. Dispose seven years after the year in which case is closed.		DISPOSAL APPROVED
2.	<u>CASE RECORDS</u> Case records in which termination of collection efforts has been approved by higher authority. Dispose seven years after the year in which termination is approved.		DISPOSAL APPROVED
3.	<u>CANCELLED CHECKS</u> Cancelled and void C. R. A. warrants. Dispose seven years after the year in which cancelled or voided.		DISPOSAL APPROVED