

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>APR 8 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 381 -75-3</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>4-21-75</u> Date	<u>James B. [Signature]</u> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Community Services Administration

2. MAJOR SUBDIVISION  
Office of Public Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
John Macomber

5. TEL. EXT  
254-5150

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 1 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.

3/19/75  
(Date)

Bettie Henderson  
(Signature of Agency Representative)

Rec. Mgmt. Officer  
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Office of Economic Opportunity Office of Public Affairs		
1.	Tapes of spotmasters, input tapes of spotmasters, tags and takes of spotmasters, isolated music mixes, etc. including "soul," country-western, "Top Forty," "Grand Ole Opry," Spanish and English narratives, and "fact reports in capsule" formats. They range from 20 seconds to 4:30 minutes each, on 2", 3", 5", and (more rarely) 7" reels, at various speeds.		
2.	Tapes representing work midway in the editing process between original inputs and finished products, usually spotmasters.		
3.	Tapes of either fragments of sound recordings, or recordings rendered unintelligible due to sound distortion or because of reuse without proper erasures.		
4.	Tapes of "pro forma" ceremonies such as oaths of office; "talent" performances of unusually poor quality; recordings made to test microphone levels; and tracks for slide films.		
5.	Tapes of material unrelated to OEO mission and functions, and generally devoid of other historical, social, or evidential value.		

Copy to Agency 4/23/75 [Signature]

5 items