

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-381-85-3
DATE RECEIVED	11-30-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3/26/85 <i>Date</i>	<i>Robert M. Warner</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Economic Opportunity

2. MAJOR SUBDIVISION
Community Action Program

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Michael J. Sullivan, NCWA

5. TEL EXT
763-7504

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 3 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 11-30-84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Warner</i>	E. TITLE Director, Records Disposition Division (NARS)
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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
1.	Community Action Program Director's Correspondence, 1965-69 (70 cubic feet). Correspondence, memoranda, telegrams, audit and narrative reports, congressional testimony, printed materials. Arranged by subject. Disposition: Permanent. Offer to the National Archives in 1986. WNRC accessions: 381-68A4538 (34 cubic feet); 381-70A2043 (27 cubic feet); 381-71A4154 (9 cubic feet, Boxes 1-4 and 11-15).		
2.	Community Action Program Executive Correspondence, 1967-69 (14 cubic feet). Copies of outgoing and original incoming correspondence signed by the Director, Deputy Director, and Executive Officer, and other officials of the Community Action Program. Arranged chronologically. Disposition: Permanent. Offer to the National Archives in 1986.		

7 items

Copies to NC, NL, NNF, 4-5-85; 88.

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WNRC accessions: 381-70A2104 (8 cubic feet); 381-71A4154 (6 cubic feet, Boxes 5-10).

- 3. Research and Demonstration Project Report Files, 1966-71 (11 cubic feet).

This series consists of reports prepared by institutions (colleges and universities), consultant-type organizations, and grantees. Reports include progress made in various research areas specified in OEO contracts. Arranged by project.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-72A7614 (11 cubic feet, Boxes 1-11).

- 4. Grant Documentation Cards, 1966-67 (2 cubic feet).

The Grant Documentation Record, OEO HQ Form 0-38, provides the name and address of the grantee and lists actions taken in processing the grant and the date of action. Arranged by grant number.

Disposition: Destroy immediately.

WNRC accession: 381-72A7614 (2 cubic feet, Boxes 12-13).

- 5. Training and Technical Assistance Service Division Consultant Files, 1966-67 (24 cubic feet).

This series contains materials documenting the activities of Lear-Siegler, Inc., Consultant Utilization Branch. The files consist of personnel materials such as consultant roster data (i.e. biographic data on the consultants) and consultant assignment notices. They also contain some consultant visit reports which consist of narrative reports and attachments such as progress reports, sample schedules of daily activities, sample menus, and handbooks of goals and activities. Arranged alphabetically by name of consultant.

Disposition: Destroy immediately.

WNRC accession: 381-68A5424 (24 cubic feet, Boxes 21-44).

- 6. Community Action Program Status Reports, 1965-67 (73 cubic feet).

This series consists of several generations of program progress reports (i.e. CAP Form 20 and CAP Form 53) which provide information on the title of the component (i.e. Head Start, Training and Technical Assistance, etc.),

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date span of grant and approval date, staffing, financing, and participants. Arranged by grant number.

Disposition: Destroy immediately.

WNRC accession: 381-68A5424 (18 cubic feet, Boxes 1-9 and 52-60); 381-70A1560 (55 cubic feet).

- 7. Program Mangement Division, Management Policy Branch Subject, 1967-69 (7 cubic feet).

Correspondence, memoranda, reports, data sheets, functional statements, contracts, financial status reports, questionnaires, evaluations, drafts of publications and reports, workpapers, and printed materials. Arranged by subject.

Disposition: Destroy immediately.

WNRC accession: 381-73-55 (7 cubic feet).