

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
 OFFICE OF ECONOMIC OPPORTUNITY

2. MAJOR SUBDIVISION
 OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION
 ADMINISTRATIVE SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER
 J. B. CIESLOWSKI

5. TEL. EXT.
 254-5360

RG-381 6 items

LEAVE BLANK	
DATE RECEIVED FEB 21 1973	JOB NO.
DATE APPROVED	NN- 173- 51
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
6-6-73 DATE	<i>James E. O'Neil</i> 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 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.

Feb. 20, 1973. *J. B. Cieslowski* Records Management Officer
 (Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1610	FORMS MANAGEMENT RECORDS		
1610.1	<u>Forms Numerical Files.</u> Case files containing a copy of form and revision, request for approval and justifications, copies of prescribing directives, and related correspondence. <u>TEMP.</u> Retire to FRC three years after rescinded or superseded. Destroy 7 years after retirement. (See GRS 16, Item 4.)		DISPOSAL APPROVED
1610.2	<u>Forms Functional Files.</u> Case files consisting of a sample copy of each current form. Destroy individual form when superseded or canceled. (GRS 16, Item 9).		DISPOSAL APPROVED
1610.3	<u>Forms Register.</u> A register used to record and control the assignment of form numbers. Retire to FRC on phase-out of Agency. Destroy after 7 years.		DISPOSAL APPROVED
1610.4	<u>Forms Index and Directives Files.</u> Periodic indexes listing current and obsoleted forms, procedural and policy directives, and facsimile manual containing illustrations of forms. Destroy after 15 years. <u>RETAIN.</u> Offer to National Archives for appraisal as permanently valuable records. (P.R. 6 June 1973)		DISPOSAL NOT APPROVED
1610.5	<u>Forms General Correspondence Files.</u> Correspondence concerning forms management matters - not pertaining to any specific form. Destroy after 2 years.		DISPOSAL APPROVED
1610.6	<u>Forms Reports Files.</u> Reports concerning forms management progress, status and plans. Destroy after 5 years.		DISPOSAL APPROVED