

Rb-381-5 ultra

Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 3-IV-106
115-102

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 CONGRESSIONAL AND PUBLIC AFFAIRS

3. MINOR SUBDIVISION
OFFICE OF CONGRESSIONAL AFFAIRS

4. NAME OF PERSON WITH WHOM TO CONFER
BARBARA E. GAFFNEY

5. TEL. EXT.
193-5418

LEAVE BLANK	
DATE RECEIVED APR 3 - 1973	JOB NO.
DATE APPROVED	NN-173-201
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
5-29-73 DATE	<i>James B. Rhoads</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 2 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.

March 27, 1973 (Date) *J. B. Wislowski* (Signature of Agency Representative) Records Management Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(1412)	<u>Congressional Liaison Records.</u> These files document the conduct of Office of Economic Opportunity liaison with Members of Congress, their staff, and related efforts.		
(1412.1) 1.	<u>Congressional Liaison Program Direction Files.</u> Files relating to the conduct of Congressional liaison activities by authorized OEO staff. Includes program support briefings of Members of Congress or their staff, as well as documentation of intermittent reports on agency accomplishments and operations. <i>Retain: JP 5-24-73</i> Disposition: Temporary. COF end of CY. Retire to FRC 1 year after COF. RFC to destroy after 11 years.		DISPOSAL NOT APPROVED /
(1412.2) 2.	<u>Congressional Inquiries Files.</u> Documents relating to Congressional inquiries and replies on Agency activities (except those concerning Agency appropriation submissions; information requested by Congressional investigating committees or GAO personnel assigned to Committee staff; or requests for comments on proposed or pending legislation). Included are written, telephoned, or personal inquiries and records of replies, written or oral. <i>JP 5-24-73 (a) except for WNRC accession 381-73-4, to be retained</i> Disposition: Temporary. COF end of Calendar Year. Retire to FRC 1 year after COF for destruction 5 years after COF. (NOTE: OEO Office of General Counsel recommended retention for 11 years for reasons stated in attached memo. Office of Public Affairs OK'd a 5-year retention in early 1972. If a longer than 5-year retention is approved the WNRC should be notified to amend retentions on		DISPOSAL NOT APPROVED / DISPOSAL APPROVED

Needs to be reviewed

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(1412.3) 3.	<p>69A-3741; 70A-4357; 70A-7155; 71A-4809; 381-73-4; 381-73-20. Total volume 109 cu. ft.</p> <p><u>Congressional Digests and Summaries.</u> Reference files on document research maintained on a daily basis as to Congressional activities of interest to the Agency, including analysis of insertions in the Congressional Record and related materials.</p> <p>Disposition: Destroy after 25 years. Retire to Federal Records Center when reference activity diminishes.</p>		DISPOSAL APPROVED
(1412.4) 4.	<p><u>Congressional Grants Announcement Files.</u> Grants announcements and releases to Congress concerning OEO grants actions, technical contracts, pilot programs, special emphasis or other innovated programs. (See also 1405, Public Affairs Grants Press Releases.)</p> <p>Disposition: Record copy: Destroy after 25 years. Retire to FRC 2 years after COF. All other copies: Destroy when no longer needed for reference.</p>	Samples attached.	DISPOSAL APPROVED