

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
 Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
 Office of Human Development

3. MINOR SUBDIVISION
 Architectural & Transportation Barriers Compliance Board

4. NAME OF PERSON WITH WHOM TO CONFER
 Frances Curtis

5. TEL. EXT.
 245-1591

LEAVE BLANK	
DATE APPROVED	JOB NO.
APR 1977	NC 1 439 772
NOTED BY: [Signature]	
DATE: 4-14-77	
NAME: James P. O'Neil	
TITLE: Acting [Title]	

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 3 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.

2/15/77 (Date) Eugene J. Reed, Jr. (Signature of Agency Representative) Russell O. Hess (Signature of Agency Representative) Dept. Records Mgt. Officer (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>General Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>a. Records of the Architectual and Transportation Barriers Compliance Board.</p> <p>1) Minutes and transcripts of Board Meetings, published annual reports, transcripts and reports resulting from national hearings held by the Board, and documents pertaining to the establishment and procedures (procedures manual) of the Board. PERMANENT: Transfer to FRC when 10 years old; offer to NARS when 20 years old.</p> <p>2) Other Materials: Apply disposal instructions of items 1-c and 1-d.</p> <p>b. Records of the National Advisory Committee on an Accessible Environment.</p> <p>1) Minutes and transcripts of Committee Meetings, annual and special reports, and documents pertaining to the establishment of the Committee. PERMANENT: Transfer to FRC when 10 years old; offer to NARS when 20 years old.</p> <p>2) Other Materials: Apply disposal instructions of items 1-c and 1-d.</p>		

4/11/77 - Changes with approval of F. Curtis
 Four copies, including original, to be submitted to the National Archives and Records Service
 Copied sent to NCA, NNB and agency
 also plus 4/19/77

Architectural and Transportation Barriers Compliance Board
Office of Human Development, DHEW

- C. 2.* Balance of general subject file, excluding routine nonrecord material.

Break files every 2 years and transfer remaining material to records center when segment is 5 years old. Dispose of when 10 years old.

- D. 2.* Routine, nonrecord materials may be disposed of as provided in items 2 and 5 of this schedule.

2. Nonrecord Reference Materials (Resource Files)

Reading files (Chronological files), information copies, working papers, and publications received for reference use.

Authorized Disposition

Break files at end of each year. Dispose of when 1 year old or when no longer needed for reference.

3. Grants and Contracts File

Case files for grants and contracts for research, demonstrations and development projects. The Division of Grants and Contract Management, OHD, is the office of record.

Authorized Disposition

- a. Official Grant File: Transfer to Federal Records Center 1 year after close-out. ~~Dispose of 6 years after transfer if audit has not been performed or if an audit was performed and there are no outstanding problems.~~ *Destroy*
~~If a grant is audited and findings indicate adjustment, such grant file shall be transferred to the Federal Records Center 1 year after final disposition of findings and disposed of 6 years after transfer.~~ *close out*
Working File: Dispose of 3 years after final close-out. *destroyed* *final disposition of findings.*

Architectural and Transportation Barriers Compliance Board
Office of Human Development, DHEW

- b. Official Contract File: Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years. Dispose of 6 years after final payment.

Working File: Dispose of 3 years after final close-out.

4. Compliance Complaints and Waivers Files

Correspondence dealing with complaints received concerning lack of accessibility in buildings and facilities covered under the Architectural Barriers Act of 1968 (P.L. 90-480). This includes all materials pertinent to administrative and judicial proceedings regarding such complaints.

Authorized Disposition

~~PERMANENT~~. Transfer to Federal Records Center within 5 years after close of case; ~~offer to NARS when 20 years old.~~

Destroy 10 years after close of calendar year in which case was completed; earlier disposal is authorized.

5. Routine Correspondence

Letters, including copies of replies referred from the offices of the White House, Congress, and government agencies or received directly from persons requesting general information. Correspondence concerning matters of minor administrative character which contains no information or significance not elsewhere recorded such as giving general information; referring inquiries elsewhere; making routine arrangements for speeches, meetings, and travel for editing, printing, and distribution of publications; forwarding or acknowledging letters and publications, and similar subjects.

Authorized Disposition

Break files at end of each year. Dispose of when 1 year old.

1. Frances Curtis 2/14/77
Administrative Officer, A&TBCB

2. Robert Johnson 2/14/77
Acting Executive Director, A&TBCB

3. Dorothy J. Butler 7-15-77

4. _____

5. _____

**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)
 Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
 Office of Human Development

3. MINOR SUBDIVISION
 Architectural & Transportation Barriers Compliance Board

4. NAME OF PERSON WITH WHOM TO CONFER
 Frances Curtis

5 TEL. EXT.
 245-1591

LEAVE BLANK		
DATE RECEIVED 2 MAR 1977	JOB NO. 439 77	
DATE APPROVED NCI		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS	DATE
	SESSION	
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
(Date)	Archivist's Representative	

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 3 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.

2/15/77
 (Date)

Eugene J. Reed, Jr.
 for Russell O. Hess
 (Signature of Agency Representative)

Dept. Records Mgt. Officer
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>General Subject File</u></p> <p>Files are broken down alphabetically and by subject.</p> <p>Alphabetical name files contain exchange of general correspondence.</p> <p>Subject file consists of correspondence pertaining to special subject matters, memoranda, reports, issuances, documents relating to Board meetings, including minutes of each meeting, documents pertaining to the National Advisory Committee on an Accessible Environment, including minutes of its meetings, and documents pertaining to national hearings relating to accessibility.</p> <p><u>Authorized Disposition</u></p> <p>a. Documents pertaining to the establishment of the Board, procedures, and policies, including minutes of each meeting; documents pertaining to the establishment of the National Advisory Committee, procedures, and policies, including minutes of each meeting; annual reports, reports resulting from national hearings held by the Board; etc.</p> <p>PERMANENT. Transfer to Federal Records Center when 10 years old. Offer to NARS when 20 years old.</p>		

APPRAISAL REPORT ON DISPOSITION OF RECORDS

DATE

JOB NUMBER

April 11, 1977 NCL 439-77-2

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Except as indicated in Section II.

GENERAL ACCOUNTING OFFICE CONCURRENCE

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

Items 1-a-1 and 1-b-1.

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

Peter N. Langness

DATE

4/11/77

SECTION VI - APPROVAL/CONCURRENCES

APPROVAL

mt

DIRECTOR, RECORDS DISPOSITION DIVISION

Carmelita S. Ryan

DATE

4/11/77

CONCURRENCES

Harold J. Pinkell (Acting)

NNF

DATE

4-13-77

DATE

DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS

Items 1-a-1 and 1-b-1 are approved for permanent retention. These records document the significant policy decisions of the Architectural and Transportation Barriers Compliance Board, and provide a chronological summary of major programs relating to the primary functions of the Board. The records will be offered to NARS when they are 20 years old.

TO DISPOSE OF RECORDS
(See Instructions on Reverse)

DATE APPROVED	NO. 439 77
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	CONGRESS DATE
	SESSION
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(Date)	Archivist's Representative

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
Office of Human Development

3. MINOR SUBDIVISION
Architectural & Transportation Barriers Compliance Board

4. NAME OF PERSON WITH WHOM TO CONFER
Frances Curtis

5. TEL. EXT.
245-1591

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Handwritten: 3/23/77

2/15/77 (Date) Eugene J. Reed, Jr. (Signature of Agency Representative) Dept. Records Mgt. Officer (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY

TO : Mr. Larry Herrmann
Director, Office of Administrative
Services, GAO

DATE FEB 15 1977

✓ Mr. Thomas Wadlow
Director, Records Disposition
Division, NARS

FROM : Department Records Management Officer

SUBJECT: Request for Authority to Dispose of Records

Attached for your concurrence and/or approval is a proposed records disposition schedule for records of the Developmental Disabilities Office, Office of Human Development, HEW. GAO attention is directed specifically toward Item 4.

Any questions regarding the schedule may be addressed to Twana Mims of OHD on 245-0335. Thank you for your assistance.

Eugene J. Reed, Jr.
for Russell O. Hess

Attachment

MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY

TO Mr. Larry Herrmann
Director, Office of Administrative
Services, GAO

DATE FEB 16 1977

✓ Mr. Thomas Wadlow
Director, Records Disposition
Division, NARS

FROM Department Records Management Officer

SUBJECT. Request for Authority to Dispose of Records

Attached for your concurrence and/or approval is a proposed records disposition schedule from the Architectural and Transportation Barriers Compliance Board, Office of Human Development, HEW. We believe that GAO will have an interest in Item 3. Any questions regarding the schedule may be addressed to Frances Curtis of ATBCB at 245-1591.

Thank you for your assistance.

Eugene J. Reed, Jr.
for Russell O. Hess

Attachment

March 17, 1977

Disposition Schedule NCl-439-77-02

Director
Records Disposition Division:

I examined the records of the Architectural and Transportation Barriers Compliance Board and conferred with Ms. Francis Curtis who works with the records of the Board. As a result of my examination and consultation I decided that although the SF 115 is acceptable with minor changes as submitted, it would clarify matters considerably if item number one were revised. I spoke with Ms. Curtis concerning the revision and the other important change that I propose, and she concurred with my suggestions. (For a good summary of the history and functions of the Board see the attached brochure.)

Item number 1 lists a multitude of records which are included in the general subject file. The functions, policy decisions, and important actions of the board are recorded in detail in the transcripts of the bi-monthly Board meetings. Any policy material which the Board meeting addresses is recorded as the agenda for the Board meeting at the beginning of each transcript. In addition, the Board prepares an annual report summarizing its work. Currently the total accumulation of records which are permanent according to this definition is $2\frac{1}{2}$ cubic feet. Further accumulation of $1\frac{1}{2}$ cubic feet per year is projected.

The National Advisory Committee on an Accessible Environment is documented quite adequately in the minutes and transcripts of its quarterly meetings and in its annual and special reports. The total accumulation of permanent records of the Committee is presently 1 cubic foot. Further accumulation of $\frac{1}{2}$ cubic foot per year is projected.

Item number 4 concerns records created in fulfilling what the attached brochure calls the primary mission of the Board. This mission is to investigate complaints and ensure compliance with the Federal law requiring barrier free construction of buildings covered by the law. The Board submitted the schedule under consideration, listing the correspondence, investigative, and legal records relating to complaints as permanent. This was done not because it believed the records to be of enduring value, but because the history of the board is so brief that it was unable to decide exactly how long possible precedent case files should be preserved. After speaking with Ms. Curtis, and conferring with other members of the Board's staff, we reached a mutually acceptable disposal schedule which is as follows: Transfer to Federal Records Center within 5 years after the close of the case. Destroy 10 years after the close of the calendar year during which the case was completed; earlier destruction is authorized. This schedule duplicates that used for investigations of possible violations of the Social Security Act.

All important complaints are addressed in detail by the Board Meetings and thus amply documented in the transcripts. Any actual judicial proceedings arising out of complaints are rare and are documented by the transcripts of the Board, its annual reports, and the records of the Civil Service Commission Administrative Law Judge, who serves as the final arbiter.

In item 3 minor changes were agreed to by Ms. Curtis in order clarify disposition instructions.

John W. Saunders
Records Disposition Division

GENERAL SERVICES ADMINISTRATION
ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1.	Jane Smith, NNF										
2.	Peter Laugesen										
3.											
4.											
5.											

<input type="checkbox"/> ALLOTMENT SYMBOL	<input type="checkbox"/> HANDLE DIRECT	<input type="checkbox"/> READ AND DESTROY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> IMMEDIATE ACTION	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> AS REQUESTED	<input type="checkbox"/> INITIALS	<input type="checkbox"/> SEE ME
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> NECESSARY ACTION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> CORRECTION	<input type="checkbox"/> NOTE AND RETURN	<input type="checkbox"/> YOUR COMMENT
<input type="checkbox"/> FILING	<input type="checkbox"/> PER OUR CONVERSATION	<input type="checkbox"/> YOUR INFORMATION
<input type="checkbox"/> FULL REPORT	<input type="checkbox"/> PER TELEPHONE CONVERSATION	<input type="checkbox"/>

ANSWER OR ACKNOWLEDGE ON OR BEFORE April 8, 1977

PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

NCI-439-77-2

Comments:

Please see attached memo.
JJS
3-31-77

Jan changed in 1-a and
4/14/77 *1-b*

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMROL			BUILDING, ROOM, ETC.		
Jack Saunders						NCD					
						TELEPHONE			DATE		
						724-1621					

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE

INTRASERVICE MEMORANDUM AND ENDORSEMENT

___ OF ___ PAGES

SUBJECT OR TRANSACTION

Comments on Disposition job no. NCl-439-77-02

FROM	TO	DATE AND MESSAGE
NNF	NCD	<p>3-31-77. NNF and NNFS have no objection to this job with the exception of item 1 (a and b) which is not acceptable in its present form for the reasons set forth in detail in the attached comments of Mr. Finster. I am in complete agreement with him on all points, but am particularly concerned about the probability that item 1 comprises <u>several</u> series which must be separately identified and described in order to meet our requirements for permanent items. Furthermore, the need for tightening up the language used on the SF 115 is obvious. For example, as NNFS has noted, there is an important difference between "transcripts ... resulting from national hearings" and transcripts of the proceedings at national hearings.</p> <p><i>Jane F. Smith</i> JANE F. SMITH</p> <p>Director Civil Archives Division</p>
NCD	NNF	<p>4-4-77. I agree with Mr. Finster's criticism of the language I used in my revision of item 1 of this schedule except that I do not feel it is necessary to specifically list the documents pertaining to the establishment of the board which should be retained. Ms. Curtis, who wrote the schedule, had a few, brief documents in mind, and I do not see how any more could be added to their number.</p> <p>As Mr. Laugesen explained in his telephone conversation with Mr. Finster on 4-1-77, the records are actually filed in a general subject file. I rewrote the first item of the schedule in order to best reflect the actual</p>

(Over)

FROM	TO	DATE AND MESSAGE (Continuation)
		manner in which the documents are filed and will be retired. Item
		one consists of two series, the records of the board and its advisory
		committee. To artificially divide this small volume of records into
		several arbitrary subseries would not serve any meaningful purpose.
		After all, the annual accumulation of records of the board and its
		advisory committee is two cubic feet.
		Because it is based on the manner in which the board maintains its files
		I believe my revision of this schedule should be approved as rewritten.
		John W. Saunders
		Records Disposition Division
NNFS (NNT)	NC)	<p>4/6/77 Schedule acceptable as modified and in the light of comments of Messrs. Laugesen and Saunders. Jerome Fuster</p>

INSTRUCTIONS FOR FURTHER CONTINUATION - If a series of messages on one subject requires more than one page, front and back, continue it on additional sheets, consecutively numbered. Arrange all such sheets with page one on top and staple them together. Begin a new series for messages written after a different type of document is added to the dossier.

Comments on NCL-439-77

Item la. (1) I don't question the desirability of retaining the specified records, but they certainly constitute more than one series and so should be in more than one item.

Besides, I do not care for some of the language: "transcripts and reports resulting from national hearings held by the Board, and documents pertaining to the establishment and procedures (procedures manual) of the Board." There are several things wrong with this language:

(1) I suppose the "national hearings" are those in which the Board hears about matters of broad application (like the housing needs of handicapped individuals in the Chicago meeting of June 1975). So, if transcripts of the proceedings are actually kept, why not refer to them as such - rather than as "transcripts resulting," which sounds perhaps like some follow-up product.

(2) As for the reports, let's make those the reports to the President and Congress, lest the language be interpreted by someone as applying to subsidiary reports generated by the Board's staff that go to various places, internally and externally. For example, if the Board, in consequence of a national hearing, wrote to a given agency about how well or ill the agency was meeting the problems aired at the hearing, I do not consider that we should want to accession that document, for its species would be multiplied many times - possibly as many times as there are agencies.

(3) There ought to be tight definitions of the types of documents pertaining to the "establishment" of the Board so that subsidiary materials can be excluded from transfer to NN. Incidentally do the documents contemplated by the present language include files about relevant legislation? *They* should.

(4) If "documents pertaining to" also modifies "procedures," the language here, too, should be tightened to exclude drafts, transmittals, clearances, and so on. Perhaps the procedures manual is all we need retain.

Item lb. (1) Shall we infer that records below the Committee level are excluded? I ~~think~~ think that they should be. Or does this item apply to records of the subcommittees also?

Are the reports only those made to the Board or do they ~~also~~ include internal reports?

Also, for this item, the same comments as in la. (1) regarding series and documents about establishment.

Jerome Finster
3-29-77

**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1. Jane Smith						NMF					
2. Peter Laugesen						NCD					
3.											
4.											
5.											
<input type="checkbox"/> ALLOTMENT SYMBOL <input type="checkbox"/> HANDLE DIRECT <input type="checkbox"/> READ AND DESTROY <input type="checkbox"/> APPROVAL <input type="checkbox"/> IMMEDIATE ACTION <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> AS REQUESTED <input type="checkbox"/> INITIALS <input type="checkbox"/> SEE ME <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> NECESSARY ACTION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> CORRECTION <input type="checkbox"/> NOTE AND RETURN <input type="checkbox"/> YOUR COMMENT <input type="checkbox"/> FILING <input type="checkbox"/> PER OUR CONVERSATION <input type="checkbox"/> YOUR INFORMATION <input type="checkbox"/> FULL REPORT <input type="checkbox"/> PER TELEPHONE CONVERSATION <input type="checkbox"/>											
<input checked="" type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE <u>April 18, 1977</u> <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____											

REMARKS

NCl-439-77-2 (see changes in item 1)

Comments:

NCD

Schedule acceptable as modified and in the light of comments of Messrs. Laugesen and Saunders. NMF/ENMF 4/6/77

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL			BUILDING, ROOM, ETC.		
Jack Saunders						NCD					
						TELEPHONE			DATE		
						724-1621					