

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

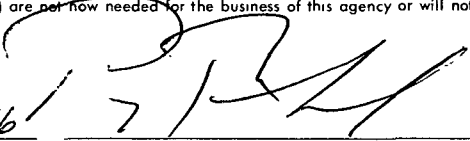
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 18 1976	JOB NO.
NC1-423-76-1	
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 "with-drawn" in column 10.	
Date	<i>Archivist of the United States</i>

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice
2. MAJOR SUBDIVISION
Law Enforcement Assistance Administration
3. MINOR SUBDIVISION
Office of the Comptroller
4. NAME OF PERSON WITH WHOM TO CONFER
Tom Dercola, Records Mgt. Staff
5. TEL. EXT.
376-3728
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3-15-76 

Assistant Administrator
Office of Operations Support

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Attached is proposed Change 2 to LEAA Handbook 1330.2, Files Maintenance and Records Disposition.</p> <p>This change is required by GSA Bulletin FPMR B-58 (10/24/75). Change 1 to HB 1330.2 partially reflected the new requirements set forth in the GSA Bulletin. However, by letter of 1/20/76, the Acting Director, Records Disposition Division, informed of a need to further revise Disposition Standard No. 801-06 in accordance with provisions of the GSA Bulletin.</p> <p>Specifically, the changes were made on pages 167, beginning at paragraph a, thru page 168 ending at the completion of paragraph b(2). The inclusion of other paragraphs/pages is for proper pagination within the handbook.</p>		

H. J. Jones