

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 17 Nov 79

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Bureau of Alcohol, Tobacco & Firearms

3. MINOR SUBDIVISION
Information Management Div.

4. NAME OF PERSON WITH WHOM TO CONFER
Jack O'Leary

5. TEL. EXT.
566-7927

LEAVE BLANK

JOB NO
NC1-436-80-1

DATE RECEIVED
11-13-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-5-79 *James E. O'Neill*
Date *acting* Archivist of the United States

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 11/6/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jon S. Baker</i>	E. TITLE Chief, Records & Reports Mgt. Br.
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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.	<p>Congressional Correspondence Files- These files contain correspondence with members of Congress. Also contained in the files are copies of incoming correspondence and related supporting and background documents.</p> <p><i>Transfer to FRC when 2 years old.</i></p> <p>DESTROY when five years old.</p>		<i>item</i>

Closeout
Copy to O'Leary agreed to per and ink change on 11/30/79. JEB
NEW NDF JE 12-11-79 JE