

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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LEAVE BLANK	
JOB NO NCI-174-82-3	
DATE RECEIVED 12-15-81	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-16-81 Date	<i>Blank Was</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Labor

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of Information, Publication and Reports

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Kuhns

5. TEL EXT

523-7343

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/14/81	<i>Elaine J. Jackson</i>	Departmental Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	The Office Files of Richard Conn, The Department of Labor Bicentennial Director, 1973-1977, which consists of the following items:		
1	Boxes containing working papers, drafts, etc. of the Department of Labor's book, <u>The American Worker</u> .		
2	File Cabinet Drawer #1: Memoranda, planning papers, correspondence, contracts and other written material on bicentennial activities sponsored by DOL, i.e. exhibits, film, contata.		
3	File Cabinet Drawer #2: Memoranda, correspondence, reports working papers, etc., on publications prepared for bicentennial activities.		
4	File Cabinet Drawer #3: General information on bicentennial activities sponsored by other Federal agencies and/or organizations, i.e., Smithsonian Institute, Federal Committee on Bicentennial activiries, Bicentennial Task Force Subcommittee, Philadelphia, Pa., etc.		
5	File Cabinet Drawer #4: General Correspondence and routine administrative papers on all aspects of the bicentennial staff and activities		

115-107

Closed Out: 12-22-81 : [Signature] Copy to Agency

**MASS DATA CHANGE
SHEET NOT REQUIRED**

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Elaine

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Disposition: Destroy Immediately</p> <p>Note: The five permanent series in the Office files of Richard Conn are described in job NC3-174-82-1. Four of those series (Background File on <u>The American Worker</u>; Correspondence with authors of chapters that were published in <u>The American Worker</u>; Unused chapters; and the David Brody File) were removed from item 1. Another series (Congressional Correspondence Concerning Brody Chapter) was removed from item 4. All of those series have been placed in a box which has been marked as containing records that should go to the National Archives. That box is one of the three boxes described in the attachment to the SF 258 in NC3-174-82-1.</p>		