

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec NCD 21 May 80

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Arms Control & Disarmament Agency

2. MAJOR SUBDIVISION
Office of Administration

3. MINOR SUBDIVISION
Budget & Fiscal

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Pennie E. Davis

5. TEL. EXT
632-0931

LEAVE BLANK

JOB NO
NC1-383-80-1

DATE RECEIVED
May 21, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-30-80 *James P. O'Neil*
Date *Archivist* 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 _____ 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 5/20/80 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John H. Murphy</i> | E. TITLE Deputy Administrative Director |
|---------------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|---|----------------------|------------------|
| 1. | Budget background records consisting of general correspondence, working papers, cost statements, rough drafts, language sheets, narrative statements, copies of congressional hearings, and other background material relating to budget estimates and justifications for ACDA operating levels in support of agency functional programs (1962-1972). DISPOSITION: DESTROY IMMEDIATELY. | | |
| 2. | Passenger reimbursement and general travel and transportation records consisting of travel orders, per diem vouchers, transportation requests, general correspondence and forms documenting official travel in support of ACDA's functions (1962-1972). DISPOSITION: DESTROY IMMEDIATELY. Above series cover records in Accession Nos. 383-77-0114 (8cu. ft) and 383-77-0116 (4cu. ft) at WNRC. | | 2 items |

Copies to agency, NNFD, NCWA 6-6-80