In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- is not required;
- is attached; or
- has been requested.

**DATE**

10/01/96

**SIGNATURE OF AGENCY REPRESENTATIVE**

VICKI S. THORPE

**TITLE**

(304) 480-6553

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**7. ITEM NO.**

115-109

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See attached.
FINAL REPORT

Cut off end of calendar year. Destroy 1 yr after new agrees with

Return 5 yrs after cut off. Reference chs-01. Do not cut off end of calendar yr. Transmit to

Form No: PD 4389-1 Series No: A Copy

Org. Abrev: OA/DM/EHR

NEW 39

Authority

ABSENCE FROM THE JOB 1/0-1/15: TO REPRESENT THE UNION

Description of Item

Item No. IN-53-97-01-2002

In accordance with

APPROVED NOMINATIONS, CORRESPONDENCE, REPORTS AND RELATED HANDBOOKS

NEW-1699

Authority

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Request for Record Disposition Authority