

11V 661

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 918 77 2
DATE RECEIVED	19 AUG 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-23-77 Date	<i>James B. Rhoads</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 the Treasury

2 MAJOR SUBDIVISION
Bureau of Engraving and Printing

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. H. T. Krisak

5 TEL EXT

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 8-15-77	D SIGNATURE OF AGENCY REPRESENTATIVE <i>H. T. Krisak</i>	E TITLE Superintendent Management Services Division
-------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Bureau Forms Record Books - 1923</p> <p>Each of the 22 volumes measures 17" x 24" and contains samples of all forms, ledger sheets, reports, etc., in use at the time. Brief narrative explanations describe originator, data recorded and routing, and many of the forms are filled in to reflect typical use. The forms relate to a wide variety of organizational components.</p> <p>Total volume - 3 cubic feet.</p> <p><i>Destroy Immediately Upon Approval of this Schedule. EBB 8/19/77</i></p> <p><i>NINF has informally agreed to the destruction of these records. EBB 8/19/77</i></p>		

115-107
Sent to agency and NINF-8/24/77