

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Nell Doering

395-3367

LEAVE BLANK	
JOB NO NCI-130-84-1	
DATE RECEIVED 7-5-84	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-6-84 Date	<i>Robert M. Warr</i> 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	
7/5/84	<i>Nell Doering</i>	EOP Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO 10 ACTION TAKEN
1.	<p><u>Collected Subject Files of the White House Office (1869-1976).</u></p> <p>These records document routine housekeeping and administrative activities of the White House Office and contain duplicate copies of such program items as press releases, briefing books, transcripts, and publications relating to areas of particular interest.</p> <p style="text-align: center;"><u>DESTROY IMMEDIATELY.</u></p>		
2.	<p><u>Financial Records of the White House Office.</u></p> <p>Consists of special accounts maintained for miscellaneous expenses; purchase order, personal, and general ledgers.</p> <p style="text-align: center;"><u>DESTROY IMMEDIATELY.</u></p>		
3.	<p><u>White House Office Organizational Charts, 1974-75.</u></p> <p>Oversize charts prepared and used for press briefings to the President, cabinet, and senior White House staff.</p> <p style="text-align: center;"><u>DESTROY IMMEDIATELY.</u></p>		<i>3 items</i>

NRF sent 7-12-84 by DMW.