

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*Rec'd NCD 12/80/14*

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  
Office of Administration

3. MINOR SUBDIVISION  
Information Management and Services Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Stephen Rudzinski

5. TEL. EXT  
395-3367

LEAVE BLANK

JOB NO.  
NC1-364-80-2

DATE RECEIVED  
July 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-10-80 *James E. O'hell*  
 Date acting 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  
1-24-80

D. SIGNATURE OF AGENCY REPRESENTATIVE  
*Nell Doering*

E. TITLE  
 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.	Records of the Special Representative for Trade Negotiations  Appeal Items to the Trade Executive Committee, 1964  1 inch  DESTROY IMMEDIATELY.		
2.	Miscellaneous File of the Trade Staff Committee, 1970-72  1 inch.  DESTROY IMMEDIATELY.		
These records were appraised as lacking permanent value in NC3-364-79-1.			

*Copy to NNF - Agency*

*2 items*