## 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:**  
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

**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.**

<table>
<thead>
<tr>
<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24-80</td>
<td>Neil Doering</td>
<td>EOP Records Officer</td>
</tr>
</tbody>
</table>

**7. ITEM NO.**  
**8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods):**

1. Records of the Special Representative for Trade Negotiations  
   1. 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 NC1-364-79-1.

**9. SAMPLE OR JOB NO.**  
**10. ACTION TAKEN**  

2 items

[115-127]  
[Copy to Agency]