

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-429-93-3	DATE RECEIVED 8-3-93
1. FROM (Agency or establishment) EXECUTIVE OFFICE OF THE PRESIDENT		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF ADMINISTRATION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT OFFICE			
4. NAME OF PERSON WITH WHOM TO CONFER Nell Doering	5. TELEPHONE (202) 395-3367	DATE 11-18-93	ARCHIVIST OF THE UNITED STATES <i>Candy Hurling Peters</i>
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8-3-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Doering</i>	TITLE EOP RECORDS MANAGEMENT OFFICER	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached: OFFICE OF NATIONAL DRUG CONTROL POLICY Schedule for: Correspondence Files		
<i>Copies sent to NN-W, NN-T, NCF 12/10/93</i>			

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF NATIONAL DRUG CONTROL POLICY
OFFICE OF THE DIRECTOR
OFFICE OF THE EXECUTIVE SECRETARIAT

1. **CORRESPONDENCE FILES.** These files consist of public opinion correspondence about drug prevention and control addressed to the Office of National Drug Control Policy referred from the White House and Congress, and received directly from the general public, State and local governments, civic groups, student bodies, parent teacher associations, and others. The files are maintained by control number. There is a finding aid by subject and the sender's name that refers to the control number for retrieval purposes. The volume accumulated is about 30 cubic feet each year.

Disposition. TEMPORARY. Transfer to the Washington National Records Center at the end of each year or when no longer needed for administrative purposes. Destroy ~~when~~ 8 years ~~old~~. after closing.