

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| | |
|---|---|
| LEAVE BLANK | |
| DATE RECEIVED MAY 28 1975 | JOB NO NC-429-75-1 |
| 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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10 | |
| 6-17-75 Date | <i>James B. [Signature]</i> Archivist of the United States |

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Special Action Office for Drug Abuse Prevention

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Richard N. Sutter

5 TEL EXT
456-6600

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

5/20/75 (Date) *Richard N. Sutter* (Signature of Agency Representative) Administrative Officer (Title)

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| 1 | Contract and grant files, 1972-1975, consisting of case files of contracts and grants awarded by the Special Action Office for Drug Abuse Prevention under terms of Section 223 of the Drug Abuse Office and Treatment Act of 1972 (Public Law 92-255). Incomplete contracts and contracts completed after April 1, 1975, have been transferred to the National Institute on Drug Abuse. Transfer to Federal Records Center. Dispose of after 6 years. | | |
| 2 | Congressional correspondence files, consisting of routine correspondence with congressmen and citizens referred through Congress, 1971-1975. Dispose of immediately. | | |
| 3. | Federal agency budget submissions relating to funding drug abuse prevention programs. These submissions were provided for Special Action Office review. Dispose of immediately. | | |
| 4 | Individual staff files other than those of the Directors of the Special Action Office for Drug Abuse Prevention, the Deputy Director, General Counsel, and Assistant Director for Policy Development and Coordination. Individual staff files consist primarily of reference copies of office records, chronological files, working papers, and reference material. Dispose of immediately. | | |

Copy to Agency & WNRC 6/19/75

4 items