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  
   Council on Environmental Quality  

4. NAME OF PERSON WITH WHOM TO CONFER  
   Nell Doering/Steve 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 disposition of the agency's records; that the records proposed for disposal in this Request of ___ 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.  
   X B Request for disposal after a specified period of time or request for permanent retention.

   C. DATE  
      3/25/81  

   D. SIGNATURE OF AGENCY REPRESENTATIVE  
      Nell Doering  

   E. TITLE  
      EOP Records Management Officer  

   F. DESCRIPTION OF ITEM  
      (With Inclusive Dates of Retention Periods)  

   G. SAMPLE OR JOB NO.  
      NCL-429-81-4  

   H. ACTION TAKEN  
      NCL-429-79-1

   1. Council on Environmental Quality  
      The statements are arranged by numbers assigned by order of receipt at CEQ. The computer produced index allows access in four ways: by number, by subject, by originating agency, and by geographic area.
      PERMANENT. Offer to NARS when 4 years old.  
      (Approx. 175 linear inches)  
      b. Hardcopy of final EIS's and drafts of EIS's not finalized.
      Destroy when 25 years old or sooner if no longer of administrative and legal use to CEQ.