

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Centers

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas Wadlow

5 TEL EXT
35183

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED JUL 23 1974	JOB NO NC - 64 - 75 - 2
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 'with drawn' in column 10	
<u>8-14-74</u> (Date)	<u>James B. Rhoads</u> Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7/23/74 Date Thomas Wadlow (Signature of Agency Representative) Acting Director, Records Disposition Division (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Amend the following items in the General Records Schedules to provide for a three year retention (as opposed to the present four year retention).</p> <ul style="list-style-type: none"> GRS 2 Items 4, 7, 9⁽²⁾, 17b, 18 thru 23 GRS 3 Items 7 a and b, 11, 13 GRS 5 Item 5b GRS 7 Item 4a GRS 8 Items 3, 4, 7a and b, 8a <p>This action will bring the retention periods for these items into conformity with other fiscal records listed in GRS 6 which recently were reduced to a standard 3 year retention.</p> <p align="right"> <u>James Wadlow</u> Approved <u>8/5/74</u> Date </p>		

21 men