

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

National Archives and Records Service

3 MINOR SUBDIVISION

Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER

Thomas W. Wadlow

5 TEL EXT

13-35185

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED JUL 16 1975	JOB NO NC - 64-76-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<p align="right">7-22-75 <i>Jane E. O'Neil</i> Date <i>acting</i> Archivist of the United States</p>	

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

7/11/75 *Thomas W. Wadlow* Director Records
[Signature] *Disposition Division*
 (Date) (Signature of Agency Representative) (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
18.	<p>General Records Schedule 18, is hereby amended:</p> <p>Item 23. Personnel security clearance case files containing a record of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter I-2 of the Federal Personnel Manual. Dispose 20 years after date of last action. Transfer to Federal Records Center 5 years after date of last action.</p>		

Approved for the
United States Civil Service Commission by: *[Signature]*

Date: 7/11/75