

Rev NCO 7 Jun 80/H

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)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Jerome Nashorn

5 TEL EXT
724-1027

LEAVE BLANK	
JOB NO	NCL-GRS 80-4
DATE RECEIVED	June 5, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-9-80, James E. O'Neil Date Acting Archivist of the United States	

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

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 6/7/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Director, Records Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p>Amendment to General Records Schedule 16, Administrative Management Records</p> <p><u>Records Holdings Files.</u></p> <p>Statistical reports of agency records holdings (including SF 136) required by the General Services Administrative, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p> <p>a. Records held by offices which prepare reports on agency-wide records holdings for submission to the General Services Administration: Destroy when 3 years old.</p> <p>b. Records held by other offices: Destroy when 1 year old.</p>		

2 items