

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Read NCD 24 Dec 80*

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	<b>NC1-GRS-81-4</b>
DATE RECEIVED	<b>January 5, 1981</b>
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>1-28-81</b> <i>Date</i>	<i>John M. Stone</i> <i>Archivist of the United States</i>

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 <b>12/24/80</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean K. Fraley</i>	E. TITLE <b>For Acting Director, Records Disposition Division</b>
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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
<b>1.</b>	<p><b>Amendment to General Records Schedule 16, Administrative Management Records, Item 4, Forms Files</b></p> <p><b>4. Forms Files</b></p> <p><b>a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.</b></p> <p><b>DESTROY 5 years after related form is discontinued, superseded, or cancelled.</b></p>		

*1 item*

*Closed Out: 1-30-81 : (K.T.)  
Copy to Agency*