

Red NCO 34 New 2199

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409**

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
Debra W. Leahy

5 TEL EXT
724-1068

LEAVE BLANK	
JOB NO NC1-GRS-81-10	
DATE RECEIVED March 24, 1981	
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<i>4/10/81</i> Date	<i>[Signature]</i> 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 <i>3/25/81</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Wooley</i>	E TITLE Acting 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
1.	<p>Amendment to General Records Schedule 1, Civilian Personnel Records, item 3.</p> <p><u>Personnel Correspondence Files.</u></p> <p>Correspondence, reports, memoranda, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.</p> <p>Destroy when three years old.</p> <p>Office of Personnel Management Concurrence: <i>Wells - E. Hoff</i> <i>3/19/81</i> _____ _____ Name/Title Date</p>	GRS 1/3	<i>Item</i>

*Closed Out 4-14-81: R.T.D.
Copies to NCF Staff Members*