

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|--|--|
| LEAVE BLANK | |
| JOB NO NC1-GRS-83-3 | |
| DATE RECEIVED 7-6-83 | |
| 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 7-21-83 Date | <i>[Signature]</i> Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 T. Lane Moore | 5 TEL EXT 724-1060 |
|---|-----------------------|

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 2 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 7/6/83 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Morley</i> | E TITLE Director Records Disposition Division |
|------------------|--|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| | <p>Amendment by addition of subitem c. to General Records Schedule 16, item 12</p> <p>c. Records created to comply with provisions of the "Government in the Sunshine" Act.</p> <p>(1) Transcriptions and minutes of closed meetings.</p> <p>Permanent. Offer to NARS with related formal minutes approved for permanent retention in agency records control schedule.</p> <p>(2) Electronic recordings for which verbatim transcripts do not exist.</p> <p>Permanent. Offer to NARS 5 years after creation, or when no longer needed for current use, whichever is sooner.</p> <p>(3) Electronic recordings for which verbatim transcripts exist.</p> <p>Destroy when no longer needed.</p> | | 4 items |

NNM, NNS, + NNF's copy sent out 7-27-83 by Dmw.

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF 2
2

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| | <p>(4) Annual Reports made to Congress</p> <p>Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedules or when 20 years old, whichever is sooner.</p> | | |