

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)

~~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

5 TEL EXT

Rosanne Butler

724-1402

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 11/7/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond Bradley</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
26h(4)	<p>Amendment by addition of an Item (4) to GRS 1, 26h:</p> <p>Agency copy of annual report of Affirmative Action accomplishments.</p> <p>Destroy 5 years from date of report.</p>		

*"agency" copy to Jean Keating, 11/21/83, by RTB
no other copies needed for distribution*

LEAVE BLANK	
JOB NO	NCL-GRS-83-4
DATE RECEIVED	7-7-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-16-83 Date	<i>Rosanne Butler</i> Archivist of the United States

1 item