REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK		
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKE
	c. Routine materials containing no substantive information regarding official daily activities of other than high level officials as defined in "a" above and records of all Federal employees containing substantive information, the substance of which has been incorporation official files.	ve; he		
	Destroy when no longer needed.			
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