

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

LEAVE BLANK	
JOB NO	NC1-GRS-83-6
DATE RECEIVED	9-12-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
29 SEP 1983 <i>Date</i>	<i>Robert W. Kay</i> <i>Archivist of the United States</i>

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  
Jean E. Keeting

5 TEL EXT  
724-1648

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 <u>9/8/83</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond Amodeo</i>	E TITLE <i>Director, Records Disposition Division</i>
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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 GRS 23, Records Common to Most Offices, item 2, Schedules of Daily Activities.</p> <p><u>Schedules of Daily Activities</u></p> <p>Calendars, appointment books, schedules, logs diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined to be "personal records" are not covered by this item.</p> <p>no change in subitems a and b</p>	NC1-GRS-79-1	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. Routine materials containing <u>no</u> 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 incorporated into official files.</p> <p>Destroy when no longer needed.</p>		