

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

Cynthia Fox

5 TEL EXT

725-0642

LEAVE BLANK	
JOB NO	<u>NC1-GRS-83-7</u>
DATE RECEIVED	<u>9-21-83</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>10-13-83</u> Date	<u>[Signature]</u> 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>9/20/83</u>	<u>[Signature]</u>	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 item 26 to General Records Schedule 18</p> <p>26. <u>Classified or Classifiable Information</u> <u>Nondisclosure Agreements</u></p> <p>Copies of nondisclosure agreements, such as SF 189, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order or statute, ^{These forms should be} maintained separately from personnel security clearance files.</p> <p>Destroy when 50 years old.</p>		<u>11/22</u>