

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK RG 25	
DATE RECEIVED 5 SEP 1973	JOB NO. NN-174-049
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
DATE 10-5-73	ARCHIVIST OF THE UNITED STATES <i>James B. Rhoads</i>

**TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

**1. FROM (AGENCY OR ESTABLISHMENT)
 National Labor Relations Board**

**2. MAJOR SUBDIVISION
 Division of Administration**

**3. MINOR SUBDIVISION
 General Services Branch**

4. NAME OF PERSON WITH WHOM TO CONFER Hildebrand Ebanks	5. TEL. EXT. 254-9488
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6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

8-30-73
(Date)

Thomas G. Brazier
(Signature of Agency Representative)

Records Management Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Confidential Service Records Files are created and maintained by the Security Office and contain information on former employees of the Agency.</p> <p>These files contain memorandums from Agency to employees, 5 x 8 cards on employees' description, I. D. cards, employees' identification cards and letters on personnel actions.</p> <p style="text-align: center;">Justification: These files have been microfilmed. * Non-Record material. Destroy.</p> <p style="text-align: right; font-size: 1.2em;">[*per authorization of H. Ebanks CSR 9/18/73]</p>		DISPOSAL APPROVED