

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

P. 6147  
2 items

*COPY FILED*

|  |  |   |
|--|--|---|
| DATE RECEIVED<br><b>APR 8 1974</b>   |  | JOB NO<br><b>NC 174-203</b>                             |
| 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 "with-drawn" in column 10 |  |   |
| Date<br><b>4-25-74</b>   |  | <i>James B. Roads</i><br>Archivist of the United States |

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

*8647*

|  |                       |
|--|-----------------------|
| 1 FROM (AGENCY OR ESTABLISHMENT)<br>SELECTIVE SERVICE SYSTEM |                       |
| 2 MAJOR SUBDIVISION<br>National Headquarters                 |                       |
| 3 MINOR SUBDIVISION<br>State Headquarters and Local Boards   |                       |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>COL David C. Rogers  | 5 TEL EXT<br>183-7114 |
| 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

*4/11/74* *David C. Rogers* Administrative Services Division Mgr.  
(Date) (Signature of Agency Representative) (Title)

| 7<br>ITEM NO  | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---|--|--------------------------|--------------------|
| 1   | Registrant File Folders (SSS Form 101) and Contents of deceased registrants:<br><br>Destroy six months after proof of death  | NN-171-145<br>NN-171-79  |                    |
| 2   | Registrant File Folders (SSS Form 101) and Contents of registrants whose registration has been cancelled:<br><br>Destroy six months after cancellation of registration | NN-171-145<br>NN-171-79  |                    |
| NOTE: THIS SCHEDULE SHOULD BE CONSIDERED AN AMENDMENT TO JOB NO. NN-171-145 |  |                          |                    |

*Copy sent to the agency 4/29/74 (P)*

(Handwritten: 105)

| <u>SUBJECT</u>   | <u>DISPOSITION</u>  | <u>FORMER JOB NUMBER</u>  |
|--|---|---|
| (7) Notification of Entry into Active Service (DD Form 53) and Report of Separation from the Armed Forces of the United States (DD Form 214).  | Remove for donation or destruction on 26th year of birth  | DISPOSAL APPROVED<br>NN-170-109   |
| (8) All Cover Sheets (SSS Form 101) and contents exclusive of items 4c (1), (2), (3), (4), (5), (6) and (7) above.   | Destroy on 26th year of birth   | NN-171-34<br>NN-171-59<br>DISPOSAL APPROVED                                 |
| Routine inquiries, replies, thereto, and other correspondence in which no administrative decisions or policies are involved, and other material of transitory value in National Headquarters, Service Centers, and the respective State Headquarters   | Destroy after 3 months  | DISPOSAL APPROVED<br>General Schedules                                      |
| Original signed copy of Instructions issued by the Office of the Director, the respective State Directors or by their authority.   | <u>Permanent</u>  |   |
| State Committees on Scientific, Engineering and Specialized Personnel:   |   |   |
| a. Minutes of Meeting.<br>b. Forms and Correspondence with related attached papers.  | <u>Permanent</u>  | NN-169-61<br>Destroy after 1 year<br>DISPOSAL APPROVED                      |
| Copies of Appointment Orders for Uncompensated personnel filed at State Headquarters.  | Destroy after 1 year or after Administrative needs are fulfilled                                      | DISPOSAL APPROVED<br>II-NN-2978   |
| Files of Uncompensated Personnel located in State Headquarters who have been separated for any reason.   | Destroy 1 year after separation   | DISPOSAL APPROVED<br>II-NN-2978   |
| Records in National Headquarters, Service Centers, and State Headquarters as described in General Schedules.   | Destroy as specified in the schedules   | DISPOSAL APPROVED<br>Approved by the Comp. Gen. of the U.S. April 14, 1965. |
| Cover Sheets (SSS Form 101 and contents) of deceased registrants registered under the Universal Military Training and Service Act, as amended, and of the Military Selective Service Act of 1967, as it may be extended, renamed or otherwise modified, after proof of death is received and acceptable to the Selective Service System. | Destroy 2 years after death or when deceased would have reached 26 years of age, whichever is earlier | DISPOSAL APPROVED<br>II-NN-3507   |

(Handwritten: 171-145)

SUBJECT

DISPOSITION

FORMER JOB  
NUMBER

Standby Reserve Folders (SSS Form 90 and contents) under Section 627(a) of Title 10 of the U.S. Code:

a. Deceased Standby Reservists after proof of death is received and acceptable to the Selective Service System.

Destroy 2 years after death or when deceased would have reached 26 yrs. of age whichever is earlier  
DISPOSAL APPROVED  
II-NN-3506  
II-NN-3507

b. Standby Reservists who are not registrants and have been removed from the program.

Destroy three years after removal  
DISPOSAL APPROVED

c. Standby Reservists who are registrants and have been removed from the program. (See item 4)

Destroy with the Cover Sheet  
DISPOSAL APPROVED

Cover Sheets (SSS Form 101 and contents) of registrants whose registration was cancelled and no record found of a subsequent registration in the State of registration.

Destroy after three years or when he would have reached 26 yrs. of age, whichever is earlier  
II-NN-3507  
DISPOSAL APPROVED

Records of Local Boards of Transfer:

a. Duplicate Cover Sheets (SSS Form 101 and contents) for registrants transferred for classification pursuant to Section 1623.10 of Selective Service Regulations.

Destroy 1 year after final action was taken  
349-S138  
349-S139  
DISPOSAL APPROVED

b. Copies of Transfers for Armed Forces Physical Examination or Induction (SSS Form 230) and copies of predecessor forms, which related or attached papers, for registrants transferred for physical examination or induction pursuant to the provisions of Selective Service Regulations.

Destroy 1 year after final action was taken  
DISPOSAL APPROVED