REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
National Archives & Records Administration

1 MAJOR SUBDIVISION
2 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Richard Marcus

5 TELEPHONE NUMBER
(301) 713-7330

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required ☐ is attached, or ☑ has been requested

DATE
FEB 12 2002

SIGNATURE OF AGENCY REPRESENTATIVE
Richard Marcus

TITLE
NARA Records Officer

7 ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached page(s)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
(NARA USE ONLY)
1421– Reference Service Communications Files

1421–5 Routine requests for information and copies of forms and publications, in both paper and electronic format, which require no research for reply. Also includes copies of replies that may be created. (GRS 23, Item 7)

Destroy when request is fulfilled