REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO
NATIONAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF RECORDS ADMINISTRATION

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Jerome Nashorn

5 TELEPHONE EXT
501-6050

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 records are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence □ is attached, or □ is unnecessary

B DATE
3/29/91

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE
Records Officer, NARA

7 ITEM NO
1

8 DESCRIPTION OF ITEM
1301 Records Administration Program Subject Files

Correspondence and related records documenting policies, procedures, and standards of office programs including adequacy of documentation, agency program evaluations, audiovisual records, electronic records, files maintenance, records disposition, and vital records.

1301-1 Records maintained by the Office of Records Administration.

   a. Agency correspondence files consisting of correspondence with or about specific agencies. Arranged by name of agency.

   Disposition: TEMPORARY. COFF annually. Destroy when 5 years old.

   b. General subject files consisting of correspondence, memorandums, reports, and other records relating to all aspects of records administration, including records disposition policies and procedures, NARA-sponsored training, files maintenance, agency program evaluations, and similar matters. Arranged alphabetically by subject.

   Disposition: PERMANENT. COFF annually. Transfer to National Archives in 5-year blocks when 10 years old.

9 GRS OR SUPERSEDED JOB CITATION
N1-64-90-1

10 ACTION TAKEN (NARS USE ONLY)
CHRM 130/1