

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-64-93-2	DATE RECEIVED 5-12-93
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Management and Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Policy and Program Analysis Division			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence Patlen	5. TELEPHONE 501-5110	DATE 7-1-94	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peters</i>

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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
		NARA Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	102-3 (NARA Regulations Case Files)  Regulation review case files maintained by NAA that do not result in a new or revised regulation.  COFF on completion of review. Destroy at end of next review cycle.		
2.	103 External Directive Case Files		
2a.	103-1 Official case files of NARA Bulletins and GRS transmittals maintained by NAA. Arranged by directive number.  PERMANENT. COFF when superseded or canceled. Transfer to NARA in 10 year blocks when 20 years old.	N1-64-87-1: 103-1	
2b.	103-2 Official case files of other external directives maintained by the originating office.  PERMANENT. COFF when superseded or canceled. Transfer to NARA in 10-year blocks when 20 years old.	N1-64-87-1 103-1	

*Copies sent to NNE(w) and NCF and Agency @ 7/7/94*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER

PAGE

2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	902 <u>Legislation Case Files</u>		
3a	902-1 Case files relating to legislation <del>proposed by</del> <i>or which</i> significantly affecting <del>NARA</del> <i>the mission, structure, organization</i> <i>or policies of NARA</i> . PERMANENT. COFF at the end of each Congress. Transfer to NARA in 4-year blocks when 15 years old.	N1-64-87-1: 902-1	
3b	902-2 Case files relating to legislation that does not significantly affect NARA.  COFF at the end of each Congress. Destroy when 6 years old.	N1-64-87-1: 902-2	