

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-64-96-1	DATE RECEIVED 10-27-95
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION -		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5 TELEPHONE 301-713-6730	DATE 11-20-95	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 10/24/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Hadyka</i>	TITLE NARA Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
.	Amendments to the NARA comprehensive records disposition schedule (FILES 203, apps.)		
1	113 Quarterly reports of program activities sent by Office Heads, Staff Directors and Service Directors, quarterly reports prepared by divisions and units, and periodic program reports of the National Historical Publications and Records commission.	N1:64-87-1: 113	
1	113-3 Quarterly reports (feeder reports) prepared by Divisions and Field Unit directors for Office Heads and Service Directors.	N1-64-87-1: 113-3	
2	1 Record copies sent by subordinate units and maintained by Office Heads and Service Directors. PERMANENT. Cut off in 10-year blocks. Transfer to the National Archives of the U.S. 10 years later. <i>NOTE: The NARA records manual will be changed so that Item 1a(1) above will replace the disposition authority NI-64-87-1: item 1402-1a: Quarterly narrative reports . . . prepared by branches and divisions in NN, NS, and NL</i>	N1-64-87-1: 113-3a	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

2 OF 2

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(2)	<p>b. Other copies, including copies maintained by subordinate units.</p> <p>Cut off annually. Destroy when 3 years old.</p>	<p>N1-64-87-1: 113-3b</p>	