

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

- 1. FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration
- 2. MAJOR SUBDIVISION  
National Archives and Records Service
- 3. MINOR SUBDIVISION  
Office of Federal Records Centers
- 4. NAME OF PERSON WITH WHOM TO CONFER  
William Wooten, NCD
- 5. TEL. EXT.  
22243
- 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUL 10 1974</b>	JOB NO. <b>NC - 64 - 75 - 1</b>
NOTIFICATION TO AGENCY	
<p>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.</p> <p align="right">7-26-74 <i>James E. O'Neil</i> (Date) <i>ACTING</i> Archivist of the United States</p>	

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.

7/10/74 *Thomas Wooten* Acting Director, Records  
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This job amends the provisions of the General Records Schedules which presently limit the applicability of the various disposal authorizations to those records created after a specific time period.</p> <p>Agencies may now destroy records based on the disposal authorizations in these schedules without any further concurrence from the National Archives and Records Service (GSA), except that any records created <u>prior</u> to the specific dates, as given in the individual schedules must first be offered to the National Archives for permanent retention. If the offer is rejected, the records may be disposed of by the agency without further authorization from the National Archives.</p> <p>The paragraphs in the individual schedules and the general introduction will be so amended before they are reissued. The specific exclusion of certain types of records as called for in the individual schedules is continued in force.</p>		

*1 item*