

**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)

National Archives and Records Centers

2. MAJOR SUBDIVISION

Office of Federal Records Centers

3. MINOR SUBDIVISION

Records Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Wadlow

5. TEL. EXT.

35183

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|--|--|
| DATE RECEIVED JUL 23 1974 | JOB NO. NC - 64 - 75 - 2 |
| NOTIFICATION TO AGENCY | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| <u>8-14-74</u> (Date) | <u>James B. Rhoads</u> Archivist of the United States |

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/23/74 Thomas Wadlow 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 |
|-------------|--|----------------------|------------------|
| | <p>Amend the following items in the General Records Schedules to provide for a three year retention (as opposed to the present four year retention).</p> <p>GRS 2 Items 4, 7, 9⁽²⁾, 17b, 18 thru 23 GRS 3 Items 7 a and b, 11, 13 GRS 5 Item 5b GRS 7 Item 4a GRS 8 Items 3, 4, 7a and b, 8a</p> <p>This action will bring the retention periods for these items into conformity with other fiscal records listed in GRS 6 which recently were reduced to a standard 3 year retention.</p> <p><u>Tom Wadlow</u> Approved <u>8/5/74</u> Date</p> | | |
| | | | <u>21 items</u> |