

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Lead NCI 2 June 80

LEAVE BLANK

JOB NO

NCI-64-80-1

DATE RECEIVED

June 5, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-28-80
Date

DM Nae
Archivist of the United States

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

5. TEL EXT

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>5/27/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i>	E. TITLE GSA Records Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The purpose of this request is to provide for the immediate disposal on a one-time basis of GSA Forms 439 and 7015 and to revise item 75B55 of the <u>GSA Records Maintenance and Disposition System Handbook</u>, OAD P 1820.2, to delete that portion of the disposition instructions relating to these forms. The description and proposed disposition for these records follows.</p> <p><u>Disposition Authorization File</u>. GSA Forms 439, Report of Disposition of Records, and GSA Forms 7015, Notice of Intent to Dispose of Records (used only by Central Office), signed by agency representatives authorizing the disposal of records in Federal records centers.</p> <p>Destroy immediately.</p>		<i>1 item</i>

Copies to NNT, all FRC's