REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
   U.S. Civil Service Commission

2. MAJOR SUBDIVISION
   Bureau of Management Services

3. MINOR SUBDIVISION
   Records Administration Section

4. NAME OF PERSON WITH WHOM TO CONFER
   Charles R. Chesek

5. TEL. EXT.
   24510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

   I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

   A. The records have ceased to have sufficient value to warrant further retention.
   B. The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

   JUN 20 1974

   Donald J. Biglin, Director
   (Signature of Agency Representative)

   Bureau of Mgt. Services
   (Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Observer's Report (third copy). Break quarterly and transfer to the Staging Area. Destroy two years after date of election for which they were prepared.</td>
<td>Sample Attached</td>
<td>Sample returned 04/21/75</td>
</tr>
<tr>
<td>2.</td>
<td>Related material pertaining to the Commission's participation in the Voting Rights Program: Monthly Report of Voting Rights Applicants; Daily Report on Voting Rights Examining; Cumulative Totals on Voting Rights Examining; Reports on Hearings, etc. Break quarterly and transfer to the Staging Area. Destroy two years after date of election for which they were prepared.</td>
<td>Sample Attached</td>
<td>Sample returned 04/21/75</td>
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</tbody>
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