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)
   U.S. Civil Service Commission
2. MAJOR SUBDIVISION
   Bureau of Management Services
3. MINOR SUBDIVISION
   Office Services Division
4. NAME OF PERSON WITH WHOM TO CONFER
   Charles R. Chesek
5. TEL. EXT.
   632-4510
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... 

7. ITEM NO.
8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
      a. Copy maintained by Office of Program Analysis - Break annually. Destroy three years after break.
      b. Copy maintained by submitting office - Break annually. Destroy three years after break.
   b. Attachments...

9. SAMPLE OR JOB NO.
10. ACTION TAKEN

11. Date
    Donald J. Biglin
    (Signature of Agency Representative)
12. Title
    Director, Bureau of Management Serv.