REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Selective Service System

2. MAJOR SUBDIVISION
   National Headquarters

3. MINOR SUBDIVISION
   State Headquarters

4. NAME OF PERSON WITH WHOM TO CONFER
   C. E. Boston

5. TEL. EXT.
   343-7117

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

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   All existing records and all like records, which may be generated in the future, required to document court cases against violators of the Military Selective Service Act.

   At present, these records include:
   SSS Forms 112 and 112-A - Minutes of Local Board or Appeal Board
   SSS Form 120-A - Action by Appeal Board
   SSS Form 121 - Docket Book of Appeals
   SSS Form 201 - Notice of Induction Call on Local Board
   SSS Form 261 and 261-A - Delivery List

   "Destroy after five years. Earlier destruction is authorized when administrative needs have been fulfilled." (Excluda violation in violator's file folder)

NOTE:
   The retention period specified above constitutes a change in the retention of these records indicated in National Archives Job No. NN-171-145 and will provide a uniform disposal schedule for all violator-associated records and will eliminate "permanent retention" for SSS Forms 112 and 121.
The recent practice in Selective Service System has been to place copies of these violator-associated records, pertinent to each violator in his file folder, thus completely documenting each case and eliminating any requirement for long retention. The violator's record was maintained separately from the individual's folder.

The General Counsel of the Selective Service System interposes no objection to the proposed disposal schedule for these records.