

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  N C I 1 8 4 7 8 3	
DATE RECEIVED 1 0 MAR 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-19-78 Date	<i>James B. Rhodes</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Railroad Retirement Board

2. MAJOR SUBDIVISION  
Bureau of Supply and Service

3. MINOR SUBDIVISION  
Division of Mail, Files and Records

4. NAME OF PERSON WITH WHOM TO CONFER  
Alfred Meredith

5. TEL EXT  
387-4525

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.

A Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>D. J. Tavel</i>	E. TITLE Director of Supply and Service
---------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Employee Work Measurement Record.  Weekly Work Measurement Record, RRB Form G-387e or equivalent, and Field Service Daily Tally Record of Time Distribution, RRB Form G-387f or equivalent, relating to RRB employees' work activities from both headquarters and field offices. Includes reject listing, original, and correction forms.  a. Paper input forms: Destroy upon verification of magnetic tape.  b. Magnetic Tape--master and security copies: Release for reuse after third update cycle.  c. Paper output: Destroy when 2 months old or no longer needed for reference; whichever is sooner.		
2.	Monthly Work Measurement Report  Consolidation of the Weekly reports of employee's activities.  a. Magnetic Tape--master and security copies: Release for reuse when one year old.		<i>Items</i>

115-107  
sent to agency, NNF, 4NC, 5NC-C, 5NC-D, 6NC, 7NC, 8NC, 9NC-L, 9NC-S, 10NC - 4/20/78

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	b. Paper output: Destroy when 2 years old <sup>or</sup> no longer needed for reference, whichever is sooner.		