REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   U.S. Railroad Retirement Board

2. MAJOR SUBDIVISION
   Bureau of Retirement Claims

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Alfred Meredith

5. TEL EXT
   312-585-4014

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
   5-21-81

   D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

   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.
   Change of address source documents.
   BRC
   RRB forms G-607, G-607a, written address correction requests from annuitants and brown check mailing envelope with change of address written on reverse side.
   (a.) Arranged chronologically, break file after 5 months, send to FARC, hold 4½ years then destroy.
   Accumulation is at least 36 cubic feet per annum.

   [Signature]

   STAN|ARD FORM 115
   Revised April, 1975
   Prescribed by General Services Administration
   FPMR (41 CFR) 101-11.4

   Copy to: 5NC-C, NNBA Agency