

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

20007114

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

LEAVE BLANK	
JOB NO	
NCL-184-81-1	
DATE RECEIVED	
May 28, 1981	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-6-81 Date	<i>[Signature]</i> Archivist of the United States

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 <i>[Signature]</i>	E. TITLE Director of Supply and Service
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Change of address source documents. BRC</p> <p>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.</p> <p>(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.</p>		

*Closed Out: 7-13-81: (f.i.t.)
Copy to SNC-C, NNBR & Agency*

Item