

6 Oct 81

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. Railroad Retirement Board

2. MAJOR SUBDIVISION
Bureau of Supply and Service

3. MINOR SUBDIVISION
Division of Files, Records and Supply

4. NAME OF PERSON WITH WHOM TO CONFER
Alfred Meredith

5. TEL. EXT.
312-585-4014

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 10/6/81	JOB NO. NC1-184-82-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-27-81 (Date)	<i>[Signature]</i> Archivist of the United States

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.

9-28-81 *[Signature]* Director of Supply and Service
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Employer's supply requisition form G-615. This form used specifically by the railroad retirement board and railroad industry to requisition forms, envelopes used only by the above listed entities. (a.) Arranged chronologically, break file after 1 year, hold 1 year then destroy, accumulation is at least one cubic foot per year.		

No mass data sheet required.
Closed Out: 12-2-81: (T.I.)
Copy to NNF

1 item