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:
   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 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)

9. SAMPLE OR
   JOB NO.

10. ACTION TAKEN

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>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.</td>
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