

**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)

Department of Labor

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

President's Committee on the Employment of
the Handicapped

4. NAME OF PERSON WITH WHOM TO CONFER

Elinor Johnson

5. TEL. EXT.

961-5580

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 28 1975	JOB NO. NC-220-75-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-18-75 (Date)	James R. Rouse 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3/26/75
Date

Alta L. Bell
(Signature of Agency Representative)

Departmental Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1,	<p>The President's Committee on the Employment of the Handicapped facilitates the development of maximum employment opportunities for the handicapped.</p> <p><u>PCEH Publications</u></p> <p>-- Master copies of the magazine <u>PERFORMANCE</u>, including photographs, background materials, and other processed publications of PCEH, 1950-71. <u>PERMANENT</u></p> <p>-- Retain 2 years (cy) in immediate office after publication is issued. Transfer files to the Federal Records Center, and offer to the National Archives after 3 years.</p>	<p>NN-4623</p> <p>2 items</p> <p>6(6)</p>	
2.	<p>-- <u>Official files of The President's Committee on Employment of the Handicapped (PCEH)</u></p> <p>Files include weekly information reports, news-letters, PCEH 20th Anniversary material, minutes of Blue Ribbon Ad Hoc Committee meetings; and of the Committee on the Physically Handicapped. Materials and preliminary "study" re Ad Hoc Committee on Disadvantaged; reports to Executive Committee; minutes of Executive Committee meetings and mailings to PCEH members; mailings to Members of the Senate and the House; and budget presentations for various years, 1950-71.</p>	<p>(1) - 5(c)</p> <p>(2) - 6(A)</p> <p>(3) - 3</p> <p>(4) - 4</p>	

6 items

Copy to Agency 6/23/75
WNAC

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>PERMANENT</u> -- Retain files in immediate office for 3 years, then transfer files to Federal Records Center for 3 years, and then destroy. Offer to NARS every 5 years (1975, 1980, 1985, ...)</p> <p>26. Correspondence covering mailings to PCEH members and to members of the Senate and House of Representatives.</p> <p>Destroy files in immediate office when 3 years old or sooner if no longer needed for reference.</p>		

D. Reiss
Asst. Dir.
Edmond 19/11/75