

Red NCO 14 Nov 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-220-80-1	
DATE RECEIVED	
11-14-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-28-79 <i>June E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)  
National Commission on Employment and Unemployment

2. MAJOR SUBDIVISION  
Statistics ( NCEUS )

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Cathy Glasgow

5. TEL EXT  
632-7460

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 2 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 <i>11/14/79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sar A Levitan</i>	E TITLE <i>Chairman</i>
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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.	Records of the Commission on Employment and Unemployment Statistics ( NCEUS ) Staff Records, 1977 - 1979.  Arranged by name of staff member. Includes letters seeking jobs with NCEUS with, in a few cases, copies of their scholarly articles in support of their job applications; xerox copies of SF 171s; and extra copies of leave slips and notices of personnel action.		
2.	<i>Destroy immediately.</i> Administrative Correspondence Files, 1977 - 1979.  Includes correspondence concerning requests for copies of publications, the scheduling and printing of public hearings, arrangements with consultants for writing, rewriting and publishing the background papers, and other routine business of NCEUS. Also includes files of Chairman Sar Levitan and Executive Director Arvil Adams, both of which consist of correspondence about routine administrative matters.		
3.	<i>Destroy immediately.</i> Working Papers and Background Files, 1977 - 1979.  Includes drafts of the final report and of the		

*sent to Agency 12-4-79*

*3 items*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>(continued)</p> <p>background papers; staff option papers summarizing information on different topics for the commissioners; copies of articles, publications, reports, statistical data, charts, and tables gathered for reference from other Federal agencies, private groups, and individuals; and copies of questionnaires, charts, and tables prepared by the staff for the information of the commissioners.</p> <p><i>Destroy immediately.</i></p>		