Schedule Number: NC1-309-84-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
The records covered by this schedule were destroyed, according to their disposition.

Date Reported: 09/16/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   Small Business Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Elizabeth Zaic

5. TEL EXT
   653-6446

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.

   D DATE
   11-2-83

   D SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

   E TITLE
   Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   1
   WNRC Accession 309-68A1882, boxes 1-11.
   Videotapes and/or films relating to training individuals about how to operate a small business. Titles include:
   "Managing the Small Business", "The Role of Management in Small Business", and "Functions of the Manager", among others of a similar type.
   Destroy immediately.

   [Signature]

115-107
MASS DATA CHANGE SHEET NOT REQUIRED

Agency sent 7-18-84 by Dmw.