

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-309-84-2	
DATE RECEIVED 11-2-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal-not approved" or "withdrawn" in column 10	
7-5-84 <i>Date</i>	<i>Alvin May</i> <i>Archivist of the United States</i>

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.

C. DATE 6/2/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Elizabeth Zaic</i>	E. TITLE Records Officer
-------------------	--	-----------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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.		

NCW, NNS & NNF sent 7-17-84 by Dmw.

Agency sent 7-18-84 by Dmw.

MASS DATA CHANGE SHEET NOT REQUIRED