

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC1-328-85-1	DATE RECEIVED 4-8-86 (revised)
1. FROM (Agency or establishment) National Capital Planning Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Carto/Graphic Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Francis H. Deter, Jr.	5. TELEPHONE EXT. 724-0211	DATE 5-21-86	SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 4/8/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>William H. Hoffman</i>	D. TITLE NCPC Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Cartographic records which reflect the Commission's activity as planning coordinator for Federal development in the National Capital Region. These records are a continuation of those described in entry 23 of the Record Group 328 inventory (1977). Each map or drawing bears a reference to related minutes of specific Commission meetings.</p> <p>Arranged according to the NCPC map file system which is based upon geographic area, subject, and sequence. The volume maintained in NCPC offices is approximately 180 cubic feet; about 65 cubic feet will be transferred to WNRC. The annual accumulation is estimated at 16 cubic feet.</p> <p><u>PERMANENT</u>. Cutoff at close of calendar or fiscal year and transfer to WNRC. Offer to NARA in five year blocks when ten years old.</p>		