

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 13 1974	JOB NO.
DATE APPROVED NC - 362 - 75 - 2	

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Administrative Service Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno Marilyn Taylor

5. TEL. EXT.

254-3545

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-4-74
 Date *Martin R. Peltz, Jr.*
 Archivist of the United States
acting

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

8/6/74
 (Date)

John F. Nolan
John F. Nolan, Chief, Administrative Services Div.
 (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>ACTION REGIONAL OFFICES</p> <p>Equal Employment Opportunity</p> <p>This is usually a case file documenting a minority complaint. May also contain request for information and related matters relative to minorities.</p> <p>Regional Offices will place ACTION resolved cases in a closed file, hold two years, and retire to FRC. FRC will retain 5 years and destroy.</p>	<p>NC174-187 Item 7</p>	