Schedule Number: NC-362-75-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded entirely by N1-362-97-001.

Date Reported: 1/17/2020
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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 Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
   Joe Manno or Marilyn Taylor

5. TEL. EXT.
   254-3545

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.

11/18/74
John F. Nolan
Director, Admin. Services

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)

1. Correspondence files relating to routine day-to-day operations of ACTION, containing no policy or precedents and not otherwise provided for in a disposition schedule.

   Cut-off at end of the year, hold 3 years and destroy.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Copy to Agency 11/6/75

Your copies, including original, to be submitted to the National Archives and Records Service.