

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>JAN 15 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 362-75-5</b>

**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**

4. NAME OF PERSON WITH WHOM TO CONFER

**Joe Manno or Marilyn Taylor**

5. TEL. EXT.

**254-3525**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*1-17-75* *James B. Rhoads*  
 Date Archivist of the United States

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.

*1/8/75*  
 (Date)

*John F. Nolan*  
 (Signature of Agency Representative)

**Director, Office of Adm. Svcs.**  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>Inactive Applicant Case Files</b></p> <p>Case files arranged by social security number in modified terminal digit sequence containing an application, reference letters, assessment and evaluation of the applicant. These applicants were determined to be ineligible, disqualified, did not respond to medical inquiry or invitation to training. These applicants often reapply.</p> <p>RC/P/RC will hold 1 year and destroy.</p>	<p>NC 174-189                      Item 107  <i>3 yrs</i></p>	

*Copy to Agency & WNRC 1/22/75*