

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED MAR 2 1976	JOB NO.
DATE APPROVED NCI-362-76-2	

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.

254-8103

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-14-76
Date

James B. Rhoads
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 _____ 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.

2/26/76
(Date)

John F. Nolan
John F. Nolan, Director, Administrative Services Division

(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>Domestic Volunteer Payroll Record</p> <p>This is a payroll and overpayment record documenting the earnings of each domestic volunteer. Materials consist of but are not limited to the following: ACTION Form V-14, Domestic Volunteer Payroll Notice, Form W-2, Copy of wage and tax statement, Overpayment letter with Analysis Sheet and General Correspondence. The files are arranged alphabetically by volunteer name.</p> <p>AF/A payroll office will retire these files to FRC 3 months after termination of the volunteer's service. FRC will hold 7 years and destroy.</p>	NC 174-189	

To Agency & All FARC's 6-21-76