# 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.**
   254-8103

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 John F. Nolan, Director, Administrative Services Division

7. **ITEM NO.**
   **ITEM NO.**
   **ITEM NO.**

8. **DESCRIPTION OF ITEM**
   **DESCRIPTION OF ITEM**
   **DESCRIPTION OF ITEM**

9. **SAMPLE OR JOB NO.**
   **SAMPLE OR JOB NO.**
   **SAMPLE OR JOB NO.**

10. **ACTION TAKEN**
    **ACTION TAKEN**
    **ACTION TAKEN**

   1. **Domestic Volunteer Payroll Record**
      NC 174-189

      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.

      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.