

**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 11 JAN 1978	JOB NO.
DATE APPROVED NC 1 362 78 1	

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-10-78 *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.

1/6/78
 (Date)

John F. Nolan, Director, Admin. 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>Federal Women's Program Committee Minutes Records</p> <p>These are minutes and related papers of each of the Federal Women's Program Advisory Committee Meetings. They are filed by subject by fiscal year. Quarterly reports will be produced containing an accounting of committee activities during each quarter.</p> <p style="text-align: center;"><i>and related papers</i></p> <p>a. EO will cut off minutes, at end of year, hold two years and destroy.</p> <p>b. Quarterly reports will be cut off at end of fiscal year, held three years and destroyed.</p>		

*Change approved by M. Taylor, 1/26/78
 Sent to agency - 2/15/78 to 2 items*