INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-362-78-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is obsolete in full. Item provide for one time temporary disposition, and the agency no longer needs the authorities.

Date Reported: 2/24/2021
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
   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.

   Date: 1/6/78

   Signature:

   John F. Nolan
   Director, Admin. Services Division

7. ITEM NO.

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

   1. Federal Women's Program Committee Minutes

   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.

   a. EO will cut off minutes at end of year, hold two years and destroy.
   b. Quarterly reports will be cut off at end of fiscal year, held three years and destroyed.

   Change approved by M. Taylor 1/6/78
   Sent to agency 2/16/78.

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