

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK		
DATE RECEIVED July 7, 1981	JOB NO. NC1-362-81-2	
DATE APPROVED		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS SESSION	DATE
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
<i>withdrawn 10/16/81</i> (Date) <i>Archivist of the United States</i>		

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

1. FROM (AGENCY OR ESTABLISHMENT)
 ACTION

2. MAJOR SUBDIVISION
 Administration and Finance

3. MINOR SUBDIVISION
 Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
 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 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 on the surface of the document specified.

July 1, 1981 (Date) *Anthony Wildt* (Signature of Agency Representative), Administrative Services Division (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Volunteer Recruitment Resource File</u></p> <p>This is an automated system with the following information indexed by alphabetical name and by skill maintained on magnetic discs and tapes: individual's name, current business or home address, skill identifier, volunteer service interest, former volunteer identifier and minority designations where applicable.</p> <p>This system establishes an informal recruitment referral network for volunteer service among members of the general public who by means of their professional positions/affiliations would be willing to refer prospective candidates in needed skill and/or emphasis areas for volunteer service.</p> <p>The individuals in the system are contacted by mail from one to four times annually in order to inform them of the seasonal recruitment needs for volunteer service in their particular skill and/or emphasis area.</p> <p>Records are updated annually and shall be maintained only so long as necessary to carry out the recruitment functions for which they were collected. They shall then be destroyed.</p>		<p><i>withdrawn, 10/16/81</i></p>

Closed Out as Withdrawn 10-28-81: (T.D.)