REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

DATE RECEIVED 1-30-97

1. FROM (Agency or establishment)
   Consumer Product Safety Commission

2. MAJOR SUBDIVISION
   Office of the Secretary & Office of Congressional Relations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Ann Montalbano

5. TELEPHONE 301-504-0424

6. AGENCY CERTIFICATION
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies.

☐ is not required; ☐ is attached; ☐ has been requested.

7. Item No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   Controlled Correspondence

   Correspondence with congressmen and other government officials concerning the functions of the CPSC. Files include correspondence of the Chairman of the CPSC.

   Disposition: Temporary. Retire to FRC two years after reply.

   Destroy when 11 years old.

   (This item supersedes item 3, N1-424-76-1)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

MAY 20 1997

copy to: Agency

NWDD