

Rec NCD 7/24/78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1 116 78 1	
DATE RECEIVED AUG 1 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-7-78 Date	James E. O'Neil Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Administrative Office of the U.S. Courts

2. MAJOR SUBDIVISION
Bankruptcy Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ann Longanbach

5. TEL. EXT.
633-6184

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>7/27/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>R. E. McBride</u>	E. TITLE <u>Chief, Management Services Branch</u>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Bankruptcy Complaint Correspondence Files. Contains correspondence relating to complaints or inquiries from the general public, congressional authorities, parties to pending or closed cases, and other sources. Includes supporting materials such as copies of claims, notices, pleadings, statistics, etc. Filed by state and district (also by individual case if warranted). Cut off files at end of calendar year in which matter was resolved and correspondence completed. Destroy one year after cut off.</u>	<u>GRS 14 Item 7</u>	

Sent to Agency 8-8-78 [Signature]