

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 29

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 Social and Economic Statistics Administration

2. MAJOR SUBDIVISION
 Bureau of the Census

3. MINOR SUBDIVISION
 Business Division

4. NAME OF PERSON WITH WHOM TO CONFER
 S. F. Timothy Mullen

5. TEL. EXT.
 173-35406

LEAVE BLANK

DATE RECEIVED JAN 2 1973	JOB NO.
DATE APPROVED	173-116

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

1-15-73
 DATE *James B. Rhoads*
 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.

12-13-72
 (Date)

S. F. Timothy Mullen
 Signature of Agency Representative

Records Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Census of Business Questionnaires which are used in compiling statistics of the business establishments of the country. Destroy after the next subsequent census is completed	NN-170-143 Item 7C	DISPOSAL APPROVED

1 item



OFFICE OF THE ASSISTANT SECRETARY OF COMMERCE
Washington, D.C. 20230

December 21, 1972

Mr. Meyer Fishbein, Chief
Records Appraisal Division
National Archives and Records Service
Washington, D. C. 20405

Dear Mr. Fishbein:

Attached are two SF-115's in an original and one copy, submitted by the Social and Economic Statistics Administration. We would like to note that both of these requests reduce the current retention requirements for the records to which they pertain.

Sincerely,

A handwritten signature in black ink, appearing to read "R. T. Jordan", is written over the typed name.

R. T. Jordan
Management Services Head
Office of Organization and
Management Systems

Attachments

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: January 10, 1973

National Archives and Records Service

Washington, DC 20408

REPLY TO
ATTN OF: Debra L. Newman

SUBJECT: NN-173-116

Director, Records Appraisal Division

This job, which replaces Job No. NN-170-143, Item 7C, relates to the Census of Business Questionnaires. These questionnaires provide an enumeration of retail, wholesale, and selected service establishments in the United States, the Virgin Islands and Guam.

This is a request to reduce the retention period for these records from ~~until~~ "after the completion of the second subsequent census" ^{to} ~~until~~ "after the completion of the first subsequent census." I approved this because the agency can best determine how long they need to hold these records.

Debra L. Newman

well