

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-40-87-1

DATE RECEIVED

11/5/86

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

1 FROM (Agency or establishment)

Department of Commerce

2 MAJOR SUBDIVISION

Office of the Secretary

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Daniel J. Rooney
Daniel J. Rooney

5 TELEPHONE EXT

377-3630

DATE

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
		Departmental Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Department of Commerce Office of the Secretary</p> <p><u>General Program Subject Correspondence Files of Division Level Offices and Subordinate Units.</u></p> <p>Letters, memoranda, reports, and other general correspondence filed by subject that document the essential functions, activities, and programs for which the creating office exists. This item is not applicable to:</p> <ul style="list-style-type: none"> o Program subject correspondence files of offices at a higher organizational level than divisions or to special staffs or offices that report directly to organizational units higher than a division or equivalent level office. o Correspondence appropriate for filing in case or project files that relate to a specific transaction, event, person, organization, location, or product, and are filed by a name or number instead of by subject. o Subject files of division level offices and subordinate units previously covered by an approved records disposition request (Standard Form 115) and for which there is an established retention period. <p>Destroy when 7 years old.</p>		WITHDRAWN