

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO N1-12-88-1	
DATE RECEIVED 10-1-87	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-25-88 Date	WITHDRAWN Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Education

2 MAJOR SUBDIVISION
National Advisory Council Extension & Continuing Ed

3 MINOR SUBDIVISION
Committee Management

4 NAME OF PERSON WITH WHOM TO CONFER
Ann Bailey

5 TEL EXT
732-3677

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 8-18-1987	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Karen R Adams</i>	E TITLE Management Analyst, RMS
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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
Part 5, Item 8	<p align="center"><u>Commission, Committee and Board Records</u></p> <p><u>Organizational Files:</u></p> <p>Organizational files consist of records relating to the overall organization of the commission and any change to it. Included are organizational charts, functional information or commissioners directives or memorandums to the staff concerning their responsibilities, and related materials.</p> <p><u>Disposition:</u> Permanent: Transfer to the Federal Record Centers 60 days prior to the commission, committee, or board terminates. Offer to the National Archives when 10 years old.</p>		WITHDRAWN