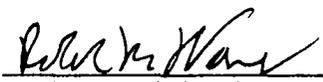


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-381-85-4	
DATE RECEIVED 11-30-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Nov 25, 85</i> Date	 Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Economic Opportunity

2. MAJOR SUBDIVISION
Office of Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Michael J. Sullivan, NCWA

5. TEL. EXT.
763-7504

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 3 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>11-30-84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Director, Records Disposition Division (NARS)
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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.	Director's Subject Files, 1964-70 (4 cubic feet). Correspondence, memoranda, reports, agenda, program profiles, data sheets, guidelines, congressional testimony, speeches, copies of press releases and printed materials, and some work-papers. Arranged by subject. Disposition: Permanent. Offer to the National Archives in 1986. WNRC accession: 381-73-32, 4 cubic feet.		
2.	Office of Personnel, Internal Affairs Subject Files, 1964-68 (3 cubic feet). Correspondence, memoranda, reports, telegrams, administrative agreements, and printed materials. Arranged by subject. Disposition: Permanent. Offer to the National Archives in 1986. WNRC accession: 381-73-31, 3 cubic feet.		8 items

115-107 *Copies to NC, NL, NNF, NNI, 4-5-85; 88.*

2

- 3. OEO Publications, 1964-70 (12 cubic feet).

Handbooks, pamphlets, reports, manuals, guides, notebooks, directories, magazines, digests, and newsletters. No discernable arrangement.

Disposition: Permanent. Offer to the National Archives in 1986.

WNRC accession: 381-72A5718, 10 cubic feet; 381-73-70, 2 cubic feet.

- 4. Management Program Records, 1969-72 (3 cubic feet).

Correspondence, memoranda, telegrams, deeds of gift, biographic data, reports, agreements, discussion papers, and printed materials. Arranged by agency numerical filing system.

Disposition: Destroy immediately.

WNRC accession: 381-73-33, Box 1-3.

- 5. Director's Chronological File, 1970-72 (2 cubic feet).

Copies of outgoing correspondence and memoranda. Arranged chronologically.

Disposition: Destroy immediately.

WNRC accession: 381-73-33, 1 cubic foot, Box 4; 381-73-44 1 cubic foot.

- 6. Management Analysis Division Correspondence File, 1966-68 (4 cubic feet).

Correspondence, memoranda, circulars, bulletins, drafts and copies of delegations of authority, reports, data sheets, vacancy lists, staffing requests, functional statements, manning tables, position descriptions, printed materials and workpapers. Arranged by agency alpha-numeric filing system.

Disposition: Destroy immediately.

WNRC accession: 381-70A5442, 4 cubic feet.

3

7. Administrative Services Division Reports and Studies, 1965-70 (1 cubic foot).

Reports, studies, and related correspondence. Arranged by subject.

Disposition: Destroy immediately.

WNRC accession: 381-73-13, 1 cubic foot.

8. Systems Division Project Files, 1965-73 (15 cubic feet).

Correspondence, memoranda, reports, data sheets, circulars, instructions, evaluations, flow charts, and printed material. Arranged by subject.

Disposition: Destroy immediately.

WNRC accession: 381-73-59, Boxes 1-2, 4, 8, and 10-20, 15 cubic feet; 381-73-75, 2 cubic feet.