

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Labor

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of Legislative Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Elaine Edmond

5. TEL. EXT.

961-5468

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

## LEAVE BLANK

DATE RECEIVED

SEP 9 1974

JOB NO.

100-17475-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-4-74

(Date) acting Walter Rohrer Jr. Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8/29/74

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Records of the Office of Legislative Affairs, 1972, as follows:</p> <p>Correspondence with members of the Senate and the House of Representatives concerning routine matters:</p> <p>a. Correspondence with members whose last names begin with "C." (These are being accessioned by the National Archives as a sample for permanent retention under Accession No. NN-375-22.) <del>RETAIN</del> Permanent.</p> <p>b. Correspondence with members whose last names begin with letters other than "C." DESTROY</p>		
2	<p>From the subject files of the Office of Legislative Affairs, the following:</p> <p>a. Job applications and referrals. DESTROY</p> <p>b. Reference copies of claim for reimbursement for expenditures on official business. DESTROY</p> <p>c. Reference copies of requisitions for supplies and services. DESTROY</p> <p>d. Information copies of Manpower Administration memos, correspondence, and issuances. DESTROY</p>		

Copy to Agency 10/8/74 CW

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	E. Remainder of subject files. (This is being accessioned by the National Archives for permanent retention under Accession No. NN-375-22.) <del>RETAIN</del> Permanent.		