

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-42-76-1
DATE RECEIVED AUG 18 1976
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>8-24-76</i> <i>James B. Rhoads</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 Public Buildings and Public Parks

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Thomas W. Wadlow

5. TEL EXT
376-8845

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 8/19/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas W. Wadlow</i>	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.	<p align="center"><u>Office of Public Buildings and Public Parks</u></p> <p>Records Relating to the Thomas Jefferson Memorial Commission, 1934-44, 3 ft.</p> <p>Arranged by subject or type of record, not alphabetically.</p> <p>Letters, memorandums, telegrams, reports, blueprints, publications, newsclippings, minutes, forms, resolutions, and other correspondence relating to the planning and construction of the Jefferson Memorial. Includes general correspondence file; the correspondence of the Chairman; correspondence of the Fine Arts Committee and the Committee on Sculpture; minutes and resolutions of the Commission; an historical essay on the inception of the Memorial; and other similar records.</p> <p><u>PERMANENT</u>. Screen out records of temporary value in accordance with the General Records Schedule. Accession remaining records into NARS upon approval of this schedule.</p> <p><i>Copy to NNF, 26 Aug 76. JRC</i></p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>Daily Reports for the Washington Monument, July 1927 - Dec. 1933, 1 ft.</p> <p>Daily activity reports on a standardized one-page form that show the number of employees on duty, their pay, number of visitors, number of trips made by the elevator, and amount of electricity used.</p> <p>Destroy upon approval of this schedule.</p>		
3.	<p>Correspondence concerning the Disposition of Surplus Flower Beds, 1925-30, 1 in.</p> <p>Letters and other correspondence of the Office of the Director (file number 1460-62-75) concerning the disposition of surplus flower beds, specifically whether they should simply be left in the public street for whoever picks them up first or should be delivered to charitable institutions.</p> <p>Destroy upon approval of this schedule.</p>		
4.	<p>Correspondence Relating to the Construction of the Red Cross Building, 1930-32, 1 ft.</p> <p>Arranged by subject, not alphabetically.</p> <p>Letters and forms relating to the construction of the Red Cross Building in Washington, D.C., as a memorial to women who had served in World War I. This file consists of correspondence, including bids, between the Office of the Director and various contractors and is part of the Director's subject files, file numbers 2010-25-10 thru 2010-25-100.</p> <p>PERMANENT. Accession into NARS upon approval of this schedule.</p>		