

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-64-91-1 8	DATE RECEIVED 4/1/91
1 FROM (Agency or establishment) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF RECORDS ADMINISTRATION		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Jerome Nashorn	5 TELEPHONE EXT 501-6050	DATE 7/3/91	ARCHIVIST OF THE UNITED STATES
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 3/29/91	C SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Officer, NARA	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>1301 Records Administration Program Subject Files</p> <p>Correspondence and related records documenting policies, procedures, and standards of office programs including adequacy of documentation, agency program evaluations, audiovisual records, electronic records, files maintenance, records disposition, and vital records.</p> <p>1301-1 Records maintained by the Office of Records Administration.</p> <p>a. Agency correspondence files consisting of correspondence with or about specific agencies. Arranged by name of agency.</p> <p>Disposition: TEMPORARY. COFF annually. Destroy when 5 years old.</p> <p>b. General subject files consisting of correspondence, memorandums, reports, and other records relating to all aspects of records administration, including records disposition policies and procedures. NARA-sponsored training, files maintenance, agency program evaluations, and similar matters. Arranged alphabetically by subject.</p> <p>Disposition: PERMANENT. COFF annually. Transfer to National Archives in 5-year blocks when 10 years old.</p>	<p>N1-64-87-1</p> <p>Item 1301-1</p>	

Copies sent to agency, NLE 7/9/91