

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Civil Service Commission

2. MAJOR SUBDIVISION

Bureau of Management Services

3. MINOR SUBDIVISION

Records Administration Section

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Cheseck

5. TEL. EXT.

24510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

JUN 20 1974

(Date)

Donald J. Biglin, Director

(Signature of Agency Representative)

Bureau of Mgt. Services

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Observer's Report (third copy). Break quarterly and transfer to the Staging Area. Destroy two years after date of election for which they were prepared.	Sample Attached	Sample returned 10/2/75
2.	Related material pertaining to the Commission's participation in the Voting Rights Program: Monthly Report of Voting Rights Applicants; Daily Report on Voting Rights Examining; Cumulative Totals on Voting Rights Examining; Reports on Hearings, etc. Break quarterly and transfer to the Staging Area. Destroy two years after date of election for which they were prepared.	Samples Attached	Sample returned 2/10/75

LEAVE BLANK

DATE RECEIVED

JUN 24 1974

JOB NO.

DATE APPROVED

NC 174-269

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date

Archivist of the United States