

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. Civil Service Commission

2. MAJOR SUBDIVISION

Bureau of Management Services

3. MINOR SUBDIVISION

Office Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

5. TEL. EXT.

632-4510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED

8 DEC 1977

JOB NO.

NC1 146 78 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-6-78 James B. Rhoads
(Date) 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 X page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1 DEC 1977 for Donald J. Biglin

Director, Bureau of Management Serv.

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	Unified Planning Documents, consisting of completed Impact Statements, Long Range Plans, Unfunded Needs, and Recommended Regional/C.O. Allocations and all related papers. a. Copy maintained by Office of Program Analysis - Break annually. Destroy three years after break. b. Copy maintained by submitting office - Break annually. Destroy three years after break.	attached	

2 items

115-106

Put to agency and NAF- 1/11/78

STANDARD FORM 115
Revised January 1973
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4