

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)  
National Endowment for the Arts

2 MAJOR SUBDIVISION  
Administrative Services Division

3 MINOR SUBDIVISION  
Records Management

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Marianna J. Dunn

632-5069

6 CERTIFICATE OF AGENCY REPRESENTATIVE

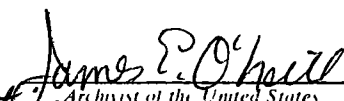
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ **A Request for immediate disposal.**

☐ **B Request for disposal after a specified period of time or request for permanent retention.**

C DATE 10/23/79	D SIGNATURE OF AGENCY REPRESENTATIVE 	E TITLE Administrative Services Officer
--------------------	---	--

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>Records of Nancy Hanks, Second Chairperson of the National Endowment for the Arts</u>  1. <u>Invitation Files</u> (1971-77) Copies of invitations extended to the Chairman with a recording of acceptance or declination.  2. <u>Telephone Records</u> (1971-77) Written recordings of incoming and outgoing calls of the Chairman's office.  3. <u>Trip Files</u> (1971-77) Compilations of itineraries; background information of area visited; reason for trip; application and grant info. for the area.  <u>Disposition</u>  All items above are immediately disposable upon approval. Donate to Duke University in accordance with FPMR 101-11.408-3.		

LEAVE BLANK	
JOB NO  NC1-288-80-1	
DATE RECEIVED 10-25-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 11-6-79	Signature  Archivist of the United States

*NINE 11/7/79 agency (hand carried) 11/13/79*

*Closeout 11-7-79*