

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-309-84-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

The records covered by this schedule were destroyed, according to their disposition.

Date Reported: 09/16/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**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)  
Small Business Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Elizabeth Zaic

5. TEL EXT  
653-6446

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 ✓ 6/20/83	D. SIGNATURE OF AGENCY REPRESENTATIVE ✓ <i>Elizabeth Zaic</i>	E. TITLE Records Officer
----------------------	--	-----------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
-------------	---	----------------------	------------------

1	<p>WNRC Accession 309-68A1882, boxes 1-11.</p> <p>Videotapes and/or films relating to training individuals about how to operate a small business. Titles include: "Managing the Small Business", "The Role of Management in Small Business", and "Functions of the Manager", among others of a similar type.</p> <p>Destroy immediately.</p>		
---	--	--	--

*NEW, NNS & NNF sent 7-17-84 by Dmw.*

*Agency sent 7-18-84 by Dmw.*

LEAVE BLANK	
JOB NO  NC1-309-84-2	
DATE RECEIVED 11-2-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-5-84 Date	<i>Elmer Mar</i> Archivist of the United States