

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-362-75-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded entirely by N1-362-97-001.

Date Reported: 1/17/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno or Marilyn Taylor

5. TEL. EXT.

254-3545

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 1 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have
ceased to have suffi-
cient 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 occur-
rence of the event specified.

11/8/74
(Date)

John F. Nolan

(Signature of Agency Representative)

Director, Admin. Services

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Correspondence files relating to routine day-to-day operations of ACTION, containing no policy or precedents and not otherwise provided for in a disposition schedule. Cut-off at end of the year, hold 3 years and destroy.		
Copy to Agency 1/6/75			

LEAVE BLANK	
DATE RECEIVED NOV 14 1974	JOB NO.
DATE APPROVED NC-362-75 - 3	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. <u>12-26-74</u> <u>James R. Rhoads</u> Date Archivist of the United States	