

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

5. TEL. EXT.

254-3525

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 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.

3/31/75  
(Date)

John F. Nolan, Director, Office of Administrative Services  
(Signature of Agency Representative)

(Title)

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1.             | <p>Federal Register</p> <p>These are case files of items that are published in the Federal Register. They include regulations, proposed regulations, notices of advisory committee meetings and other documents. The files contain a xerox of the original material sent to the Federal Register, all agency clearances on the item, a copy of the Federal Register in which the item was published and all related correspondence. The items are divided into notices filed alphabetically and publications filed numerically.</p> <p>A&amp;F/AS will cut-off files at the end of the year. Hold until no longer administratively needed.</p> |                            |                     |

Copy to Agency 4/24/75

| LEAVE BLANK  |   |
|--|---|
| DATE RECEIVED<br>APR 15 1975   | JOB NO.   |
| DATE APPROVED  | NC - 362-75-6                                     |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |   |
| 4-21-75<br>Date  | James B. Rhoads<br>Archivist of the United States |

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2/13/75  
(Date)

John F. Nolan, Director of Administrative Services Division

(Signature of Agency Representative)

(Title)

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DATE RECEIVED

FEB 18 1975

JOB NO.

DATE APPROVED

NC-362-75-6

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