

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>JUN 4 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 362-75-7</b>

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

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration and Finance

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno

5. TEL. EXT. 8105

254-3525

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-23-75

Date

James E. O'Neill  
Archivist of the United States

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 sufficient 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 occurrence of the event specified.

6/2/75  
(Date)

John F. Nolan, Director of Administrative Services Division

(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.	<p>Employee Assistance Health Records</p> <p>Health records maintained under the Employee Assistance Program which serve as resource material for medical personnel or counseling personnel. Contains form HSM-55.</p> <p>A&amp;F/PER will place record in inactive file upon employee separation from Agency. Hold 3 years and destroy.</p>		

Copy to Agency 6/30/75