

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.

254-8103

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 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.

2/3/78

(Date)

John F. Nolan, Director, 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.	Internal Directives and Issuances This file consists of Orders, Delegations of Authority, Handbooks, Manuals, Information Notices, Publications, Posters, Flyers, Pamphlets and Telephone Directories with all changes and backup. AF/AS will retire to WNRC a record set of issuances as they become obsolete or revised. <i>Permanent. Offer to NARS in ten years.</i>	NC174-189 Item 148	
2.	Task Orders ACTION Form 128 These files are filed by order number and reflect the date sent out, date due, date order was completed, the office responsible and the cost. a. AF/CGM has the official copy of the contract. See contract files for disposition. b. AF/A/Fiscal Services Branch will place in a closed case file upon final payment, hold 2 years and retire to WNRC. Disposition to be in accordance with GAO Instructions. c. AF/AS file which duplicates above file will be cut off at end of month, held six months and destroyed.	NC-362-75-1 Item 8	
<i>Sent to agency NCR-3/17/78</i>			<i>4 items</i>

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DATE RECEIVED 15 FEB 1978	JOB NO.
DATE APPROVED NC1 362 78 2	
CONGRESSIONAL AUTHORIZATION 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.	
<i>3-16-78</i> Date	<i>James P. Nolan</i> Archivist of the United States