

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)
President's Commission on Mental Health

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mary Ann Orlando

5. TEL EXT

456-7100

LEAVE BLANK

JOB NO

NC 1 220 78 5

DATE RECEIVED

18 MAY 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-28-78 *[Signature]*
Date Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
5/12/78	<i>Mary Ann Orlando</i>	Special Assistant to the Chairman	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Task Panel Reference Papers, 1977-78.</u></p> <p>Includes copies of correspondence, background materials, studies, analyses, notes, drafts, interim reports and other supporting documentation relating to Commission study areas.</p> <p align="center"><u>Disposition:</u> Destroy when 3 years old. Transfer to WNRC on termination of Commission.</p>		
2	<p><u>Administrative Files, 1977-78.</u></p> <p>Personnel and fiscal records consisting of files on travel, termination of personnel, time cards and general accounting data. (Office copies only. Official personnel and fiscal records were kept by GSA).</p> <p align="center"><u>Disposition:</u> Destroy upon termination of Commission.</p>		2 items

*copy to NNF + NL, New
mg 7-6-78*