

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-362-91-4	DATE RECEIVED 2-28-91
1. FROM (Agency or establishment) ACTION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Management and Budget		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Administrative and Management Services			
4. NAME OF PERSON WITH WHOM TO CONFER Evelyn D. Grimes	5. TELEPHONE EXT. 634-9246	DATE 8/22/91	ARCHIVIST OF THE UNITED STATES <i>C. C. [Signature]</i>
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence. is attached; or is unnecessary

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
3/25/91	<i>Evelyn D. Grimes</i>	<i>Record Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION
1.	<p><u>VISTA's 25th Anniversary Records</u></p> <p>These records contain correspondence, reports, pamphlets and brochures documenting the 25th Anniversary of VISTA, and similar anniversaries.</p> <p>Alphabetical by subject.</p> <p>Disposition: Cut off files at the end of the year of celebration ^{and} Retire to Federal Records Center. Permanent. ^{Transfer National} Offer to Archives when 20 years old.</p>		
2.	<p><u>Interagency Agreements</u></p> <p>Files maintained by the agency which includes reports, correspondence and minutes of meetings between ACTION and other government agencies.</p> <p>Disposition: Cut off files at the end of the agreement. Hold two years and destroy.</p>		