

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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DATE RECEIVED <b>AUG 27 1975</b>	JOB NO. <b>NC - 403-76-4</b>
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 "with-drawn" in column 10.	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
2. MAJOR SUBDIVISION  
Office of the Executive Director
3. MINOR SUBDIVISION  
Office of State and Community Affairs
4. NAME OF PERSON WITH WHOM TO CONFER  
Sally E. Crocker
5. TEL. EXT.  
634-6983
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

8/19/75 (Date) Martin O. Alexander (Signature of Agency Representative) Chief, Management and Organization Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>PROPOSED DISPOSAL SCHEDULES</u></p> <p><u>706 Agency Files.</u> Contracts, vouchers, monthly reports, memoranda of understanding, progress reports, including correspondence and related papers pertaining to contracts vouchers and payment schedules.</p> <p>Disposition:</p> <p>1-1 Place in inactive file on final payment. Transfer fiscal year block to Federal Records Center after two (2) years. Destroy six years after final payment or after General Accounting Office audit, whichever is earlier.</p>		
2	<p><u>General Correspondence Files.</u> Letters/memoranda relating to the transaction of official business, including correspondence with State and local Fair Employment Practices agencies.</p> <p>Disposition:</p> <p>2-1 Destroy after three (3) calendar years.</p>		

*2 items*