

608

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED SEP 30 1974	JOB NO. NC-298-75 - 1
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, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT) Naval Research Laboratory
UIC N00173 Washington, D. C. 20375

2. MAJOR SUBDIVISION Office of Comptroller Code 1300

3. MINOR SUBDIVISION Accounting Branch Code 1330

4. NAME OF PERSON WITH WHOM TO CONFER D. K. Jones, Accounting Officer

5. TEL. EXT. 767-2368

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 ~~THIS~~ page are not now needed for the business of this agency or will not be needed after the retention periods specified.

9-19-74 D. K. Jones Accounting Officer
Date (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	<u>Accounting Branch Records as follows:</u> Purchase Orders, Inspection Reports, Contracts, MIPR'S, work requests, copy of paid voucher for each document due for disposal.		
1a	Nos. 72 F E816 thru 72 M T922 6/30/75 21 Cu. ft.		
1b	Nos. 72 D 0009 thru 73 M 2298 6/30/75 20 Cu. ft.		
1c	Nos. 73 M 2300 thru 73 M 9752 6/30/75 20 Cu. ft.		
	<u>For FYE 1972</u> <u>Note:</u> Immediate disposal is requested for past accumulation of the above records.		
	<u>Note:</u> Continuing authority for future disposal of records is requested as required, due to the contingent of microfilming "until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Provisions of FPMR 101-11.5 will be observed.		
	This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver duplicate negative microfilm plus one positive copy of each microfilm shall be offered to the Federal Records Center at Washington, D. C. 20409.		

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9-19-74
D. K. Jones
Date (Signature of Agency Representative)

Accounting Officer
(Title)

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1b	Nos. 72 D 0009 thru 73 M 2290 6/30/75 20 Cu. ft.		
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