

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)
Office of Economic Opportunity

2. MAJOR SUBDIVISION
Office of the Controller

3. MINOR SUBDIVISION
Financial Policy & Procedure Division

4. NAME OF PERSON WITH WHOM TO CONFER
Michael J. Sullivan

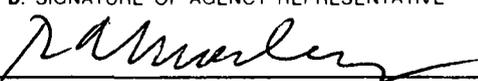
5. TEL EXT
763-7504

LEAVE BLANK	
JOB NO	NC1-381-85-5
DATE RECEIVED	11-30-84
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>3-26-85</u> 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 <u>11-30-84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <u>Director, Records Disposition Division (NARS)</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Financial Policy and Procedure Division Correspondence 1968-73 (19 cubic feet).</p> <p>OEO staff instructions and backup material, such as transmittal documentation, comments of drafts, requests for publication, data sheets, reports, slip laws, printed materials, and related correspondence and memoranda; site visit documentation, including audit reports, data sheets, position descriptions, staffing charts, some standard grant package materials, and related correspondence and memoranda, and; contract administration materials, including correspondence, reports, workpapers, drafts of questionnaires, and questionnaires completed by community action agencies.</p> <p>Disposition: Destroy immediately.</p> <p>WNRC accession: 381-72A3408, 3 cubic feet; 381-74-1, 8 cubic feet, and; 381-74-4, 8 cubic feet.</p>		<u>1 item</u>

Copies to NC, NL, NNF, 4-5-85; 88.