

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  <b>NC1 GRS 78 1</b>	
DATE RECEIVED <b>17 NOV 1977</b>	
NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3306a the disposal request, including amendments, is approved by the Director of the National Archives and Records Administration. This request may be stamped "Disposal Approved" or "Withdrawn" in column 10.  <i>[Handwritten signatures and initials]</i>	
Date	Archivist, U.S. National Archives

**TO. GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2. MAJOR SUBDIVISION  
National Archives and Records Service

3. MINOR SUBDIVISION  
Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER  
Daniel J. Rooney

5. TEL EXT  
8-279-5722

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 2 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
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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
	<p>This SF 115 is submitted to request a partial exemption from the requirement that pre-1921 records series listed in General Records Schedules 1 and 2 first be offered the National Archives for possible permanent retention before they are destroyed.</p> <p>As a result of a major NC inventory, scheduling and NARS-5 conversion project that has recently been undertaken at the Civilian Personnel Records Center, a variety of pre-1921 personnel-related records series that either are or soon will be eligible for destruction continue to appear. Most of these series are fragmentary, do not contain records predating 1890, and do not appear to have archival value. They consist chiefly of</p> <p>(1) service record cards, roster cards, employee history cards, or the equivalent;</p> <p>(2) time and payroll cards and books;</p> <p>(3) leave cards.</p> <p>All of these records provide only the most skeletal information concerning individual personnel. Recently CPR offered 156 series of such records to the National Archives and none were accepted for permanent retention.</p> <p>Therefore, authority is requested to destroy, without any further concurrence from NARS, those personnel-related records that fulfill <u>all</u> of the following requirements:</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) were created prior to January 1, 1921 but do not predate January 1, 1890; (2) are being reviewed as part of the NARS-5 conversion project in CPR; and (3) are already scheduled for destruction under GRS 1 or 2.</p>		