

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

*Rec'd NO 15 JAN 1979*

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

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JOB NO	NCL-GRS-79-1
DATE RECEIVED	January 15, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>11-26-79</i>	<i>James P. O'Neill</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
National Archives and Records Service

2. MAJOR SUBDIVISION  
Office of Federal Records Centers

3. MINOR SUBDIVISION  
Records Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Jean K. Fraley

5. TEL. EXT.  
724-1590

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 <i>1/12/79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Director, Records Disposition Division
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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>The following item will be included in the new General Records Schedule 23, Records Common to most offices.</p> <p><u>Schedules of Daily Activities.</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees.</p> <p>a. Records containing substantive information relating to the official activities of high level officials, the substance of which has <u>not</u> been incorporated into memoranda, reports, correspondence, or other records included in the official files. (High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.)</p>		

*MSD 12-4-79*

*4 items*

**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
1.	<p>(1) SUBMIT SF 258, REQUEST TO TRANSFER - APPROVAL AND RECEIPT OF RECORDS, (2) IF THE OFFER IS NOT ACCEPTED, DESTROY THE RECORDS WHEN 6 YEARS OLD.</p> <p>b. Records of other than high level Federal employees as defined in "a" above containing substantive information relating to official activities, the substance of which has <u>not</u> been incorporated into official files.</p> <p>DESTROY WHEN 2 YEARS OLD.</p> <p>c. Routine records containing <u>no</u> substantive information regarding the daily activities of other than high level officials as defined in "a" above; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or records of all Federal employees relating to nonofficial activities.</p> <p>NONRECORD. DESTROY WHEN NO LONGER NEEDED.</p>		