

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of Engraving and Printing

3. MINOR SUBDIVISION

Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Dennis F. Geer or Joseph J. Prunka

5. TEL. EXT.

447-0195

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
JAN 13 1977	NC 1-318-77-1
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p> <p><i>1-18-77 James B. Rhodes</i> (Date) Archivist of the United States</p>	

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/12/77

H. J. Krisak

Supt., Management Services Division

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	<p><u>Daily Record of Number of Employees, 4/1896 - 6/1933</u></p> <p>Arranged chronologically.</p> <p>5 volumes, 10 linear inches.</p> <p>Register recording changes in personnel strength. Information includes date of entry, compensation, number of printers and apprentices, number of printer's assistants, rate of pay, and totals.</p> <p>Hold records in office space. Do not transfer to Federal Records Center, nor offer to NARS. Destroy when no longer necessary.</p>		
2	<p><u>Appointments and Separations, 2/1942 - 7/1954</u></p> <p>Arranged chronologically.</p> <p>13 volumes, 40 linear inches.</p> <p>Registers indicating the appointment or separation of individual employees. Information includes date of entry, name of employee, grade, rate of pay, occupational skill, whether employee was appointed or separated, and the reasons for appointment or separation. All except three of the volumes are loose leaf binders.</p>		
<p>DESTROY IMMEDIATELY</p> <p><i>Copy to Agency 1-24-77</i></p>			