**Request for Records Disposition Authority**

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

1. **From:** (Agency or establishment)
   - NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

2. **Major Subdivision**
   - Research Services

3. **Minor Subdivision**
   - Access Coordinator - Washington, DC

4. **Name of Person with whom to confer**
   - David A. Langbart, RDT

5. **Telephone (include area code)**
   - 301-837-3172

6. **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ______ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

- [x] is not required  
- [ ] is attached  
- [ ] has been requested

**Signature of Agency Representative**

- [ ]

**Title**

- Executive for Research Services

**Date (mm/dd/yyyy)**

- 03/16/2018

7. **Item Number**

8. **Description of Item and Proposed Disposition**

   Please see attached.

9. **GRS or Superseded Job Citation**

10. **Action taken**

   (NARA Use Only)

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**Leave Blank (NARA Use Only)**

**Job Number**

- N2-169-\(x\)-2

**Date Received**

- 3/27/2018

**Notification to Agency**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

**Date**

- Archivist of the United States

**Archivist of the United States**

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115-109  
NSN 7540-00-634-4064  
Previous Edition Not Usable

Page of

Standard Form 115 (Rev 3/91)  
Prescribed by NARA 36 CFR 1228
1. Unidentified Index.

"Correspondence Record" slips arranged in various ways by one office.

♦RG 169 Entry UD-16-1: (1 IND-A box)

Destroy immediately.
Date: January 31, 2018

From: David A. Langbart, RDT

Subject: Internal disposal: RG 169-Records of the Foreign Economic Administration

To: Erin Townsend, RDT

I recommend that following records of the Foreign Economic Administration (RG 169) be scheduled for immediate destruction:

♦ Entry UD-16-1: Unidentified Index (1 IND-A box)

These records do not warrant continued preservation in the National Archives.

While identified as an index, that is a misnomer for these records. They actually consist of "Correspondence Record" slips arranged in various ways by one office. Those slips were used to track and control correspondence as it moved through the bureaucracy but they do not serve as an index in the conventional sense as they do not lead users to the underlying document to which the cards refer and do not possess any value alone. Furthermore, these cards are similar, if not identical, to other FEA records disposed of under the provisions of Job No. N2-169-92-1, Item 3: Card Files. Given that the records serve no useful purpose and contain no useful information, they should be destroyed.

David A. Langbart

DAVID A. Langbart
Textual Records Division