

To: THE DEPARTMENT OF ADMINISTRATION
Division of Public Property

The listed supplies, materials, or equipment are declared to be
surplus obsolete unused

Under the provisions of Chapter 142, Laws 1957, it is respectfully requested that
the proceeds of the sale be deposited to the credit of -

Account _____ : _____ Fund _____ Receipts Code _____

Department Secretary of State

Date 8/31/64 Forest Falball
An Authorized Signature

Inventory Ident. Number	Date Acquired	Present Detailed Description	Present Location	Original Cost.
		Request disposal of records as per Archives #17-64	State Capitol	
Inventory Ident. Number	Complete Record of Disposition			Amount
	Records disposed of with other Capitol Group Bldgs. waste paper on 1 September 1964			17059

Inventory adjustment properly made.

I hereby certify that the articles listed above have been disposed of in the manner shown.

By _____ Date 3 Sept 64
An Authorized Signature

DEPARTMENT Admin. - Public Property
By Lucas Wicklund
An Authorized Signature

Conf - e

STATE OF MINNESOTA

DEPARTMENT State Archives and Records Service

Office Memorandum

TO : *Secretary of State*

DATE: *3/26/64*

FROM : Robert M. Brown, State Archivist and Records Administrator

R.M.B.

SUBJECT: Destruction of public records: *Application No. 17-64*

Attached is a copy of your application for authority to destroy public records which has been approved by the State Archives Commission.

All records which are to be destroyed or sold for salvage come under the jurisdiction of the Director of Public Property. Please submit to him Public Property Form 220 which will authorize him to dispose of the records.

MINNESOTA STATE ARCHIVES AND RECORDS SERVICE
117 University Avenue, St. Paul 1, Minnesota

APPLICATION FOR AUTHORITY TO DESTROY PUBLIC RECORDS

<p>1. TO: Minnesota State Archives Commission</p>		DO NOT USE THIS SPACE	
<p>2. FROM: <u>SECRETARY OF STATE</u> <u>CORPORATION</u></p> <p style="text-align: center;"><small>Department or agency</small> <small>Division or section</small></p>		<p>Application No. <u>17-64</u></p>	
<p>3. Space occupied by records: <u>10</u> cubic feet approximately.</p>		<p>Date received: <u>2-24-64</u></p>	
<p>4. Location of records: <u>VAULT, CAPITOL BLDG., ST. PAUL</u></p>		<p>The records listed in the application are not needed for post audit purposes.</p>	
<p>5. Laws other than M.S. 138.17 which relate to the destruction or safekeeping of the records: <u>NONE</u></p>		<p><u>N. E. Nelson</u> <u>3-6-64</u> <small>Public Examiner Dept.</small> <small>Date</small></p>	
<p>6. I certify that the records listed in this application are accurately described, and that they have no further administrative, legal or fiscal value for this agency.</p>		<p>APPROVALS:</p>	
<p><u>Joseph L. Donovan</u> <u>3-26-64</u> <small>Department head or authorized signature</small> <small>Date</small></p>		<p><u>Robert A. Whitaker</u> <u>3-6-64</u> <small>Public Examiner</small> <small>Date</small></p>	
<p><u>S. T. Quigley</u> <u>3/24/64</u> <small>Commissioner of Administration Chairman, State Archives Commission</small> <small>Date</small></p>		<p><u>Walter F. Mandala</u> <u>3-7-64</u> <small>Attorney General</small> <small>Date</small></p>	
<p>Under authority of Minnesota Statutes, Section 138.17, it is hereby ordered that the records listed in this application be destroyed.</p>		<p><u>[Signature]</u> <u>3/6/64</u> <small>State Auditor</small> <small>Date</small></p>	
		<p><u>Russell W. Fredeley</u> <u>3/19/64</u> <small>Director, Minnesota Historical Society</small> <small>Date</small></p>	

ADDENDUM:

DO NOT USE THIS SPACE

Applicants for licenses to operate fee employment agencies are required to furnish bond at the time of making application. Licenses are for one year and must be renewed annually. The bonds covered in this application for disposal of records are at least six years old. It is recommended that the application be approved. Sale for salvage.

Robert M. Brown
Robert M. Brown
State Archivist and
Records Administrator
March 4, 1964

17059
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
APR 31 1964

Joseph L. Donovan
Secretary of State

INSTRUCTIONS FOR COMPLETING THIS PORTION OF THE APPLICATION

List each type or group of records as a separate item. Describe accurately, including titles and form numbers. Give a brief statement about the activity to which each record or group relates, its purpose or function. State whether the records are originals or copies, and whether the information which they contain is duplicated or summarized elsewhere. Give earliest and latest dates for each record type or group to be destroyed.

ITEM NO.	DESCRIPTION OF RECORDS	INCLUSIVE DATES
190	Original employment agency bonds effective for one year duration. Drayer space required for expansion of existing records.	Oct. 1925 thru Oct. 1957

#17059
J.D.

RECEIVED
MAR 11 1964
STATE AUDITOR

RECEIVED
MAR 5 1964
PUBLIC EXAMINER
State of Minnesota

RECEIVED
FEB 24 1964

MINNESOTA STATE ARCHIVES
& RECORDS SERVICE