

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-40-98-1
1. FROM (Agency or establishment) U.S. Department of Commerce		DATE RECEIVED	3-17-98
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Executive Assistance and Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Dan Rooney	202-482-5949	4-27-99	<i>John W. Carl</i>

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,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/11/98	<i>Daniel Rooney</i>	Departmental Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Environmental Subject Files.  Correspondence, reports, and other documentation relating to the Department's implementation of environmental laws and regulations. Subject matter includes hazardous waste reporting, recycling, procurement of environmentally preferable products, and environmental program management.  Transfer to the Washington National Records Center when five years old. Destroy when 15 years old.	NC1-40-79-1, item 172 NI-40-92-4, item 1	
2.	A-76 Files.  Studies and reports developed by operating units in compliance with OMB Circular A-76, "Competition in Contracting," to determine whether certain activities can be more efficiently performed by contract with private sector firms. Also included are reports to the Office of Management and Budget and general program correspondence.  Destroy when seven years old.		

APR 30 1999  
MRVCopy to: Agency, NWMD  
NR