

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>71-048-05-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date Received <i>1-25-2005</i>	
FROM: (Agency or establishment) Department of the Interior			NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary			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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Executive Secretariat				
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich		4. TELEPHONE NUMBER 202-208-3909	DATE <i>2/2/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alvan Wainwright</i>
5. AGENCY INFORMATION 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 <u>2</u> page(s) are not needed now 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. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE 01/25/2005		SIGNATURE OF AGENCY REPRESENTATIVE <i>Alvan Wainwright</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION		10. ACTION TAKEN (NARA USE ONLY)
	See Attached List of Record Descriptions and Requested Disposition Authorities.	N/A		
<i>cc Agency NR NWMD NWMU</i>				

4025. Congressional/Discovery Document Production Files. These files consist of Department of the Interior documents collected from bureaus and offices within the Department of the Interior in response either to formal requests from Congressional Committees and Subcommittees or subpoena from the courts. Their subjects range from documents relating to “Snowmachine Use in Denali National Park,” “Columbia Basin Salmon Recovery Efforts,” and “DOI Involvement in Headwaters Acquisition” to lists only of records requested in a court order issued in connection with United States v. Phillip Morris, Inc., No.99-2496 (GK) (D.D.C.). Their extent varies with the scope of the individual request and degree of Departmental involvement in the issue in question.

These files do not contain Indian Fiduciary Trust (IFT) files.

4025.a Document Production Paper Copies Files. These files contain paper *copies* of documents collected from bureaus and offices within the Department of the Interior in response to formal requests from Congressional Committees and Subcommittees or subpoena from the courts. They do not include the record copy of these documents, which remains within the originating bureau or office.

Disposition: TEMPORARY. Cut off after completion of digital imaging of each document production. Destroy within 180 days.

4025.b Document Production Digital Images Files. These files contain digital images of paper documents (covered by item 4025.a) collected from bureaus and offices within the Department.

Disposition: TEMPORARY.

4025.b(1)	Congressional requests.	Cut off files at the end of each document production. Delete 8 years after cutoff, or at end of administration, whichever is sooner.
-----------	-------------------------	--

4025.b(2)	Court requests.	Cut off files at the end of each document production. Destroy/delete 6 years after final settlement of lawsuit.
-----------	-----------------	---

4025.c Document Production Administration Files. These paper and electronic files contain records relating to the collection and production of paper documents (covered by item 4025.a). They include, but are not limited to, guidance memoranda, coordination plans, adequacy of search certifications, and reports generated by the document indexing system.

Disposition: TEMPORARY.

4025.c(1)	Congressional requests.	Cut off files at the end of each document production. Destroy/delete 8 years after cutoff, or at end of administration, whichever is sooner.
-----------	-------------------------	--

4025.c(2)	Court requests.	Cut off files at the end of each document production. Destroy/delete 6 years after final settlement of lawsuit.
-----------	-----------------	---

4025.d Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.