

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-048-05-8</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>1-26-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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 Communications			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>2/10/06</i>	ARCHIVIST OF THE UNITED STATES <i>Man W Zund</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 January 21, 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</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 GRS OR SUPERSEDED JOB CITATION	10.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 NA NWMD NAWME NAW MW</i>			

# SF 115 Supplementary Cover Sheet

## Summary:

This action establishes a new Office of the Secretary records series:

**“Department of Interior” Internet Website Files”**

## Reason for submission:

(1) This action provides for the disposition of records created by the Office of Communications. This series, along with the draft schedule for “Audio-Visual Recordings Files,” previously submitted to the National Archives and Records Administration on Form 115, and the draft schedules for “Public Information Releases,” “DOI Speeches,” “Newsmagazine: *People, Land, and Water* Files,” and “DOI Clippings Files,” submitted simultaneously, completes the Office of the Secretary’s scheduling of program records received, created, and maintained by this portion of the Office of the Secretary.

(2) This action also *incorporates the new and revised series into the numbering pattern of the Office of the Secretary’s new records schedule*. See attachment.

4010. “Department of the Interior” Internet Website Files. These files contain records prepared for and promulgated on the Department of the Interior’s website at doi.gov by the Office of the Secretary to acquaint the public with the Department’s managers, policies, and programs. They include a brief history of the Department, a photograph and biographical sketch of the current Secretary of the Department, photographs and biographical snapshots of all former Secretaries of the Interior, an explanation of the Department’s mission, a listing of key Departmental officials, and a welcome to individuals visiting the website from the current Secretary of the Interior. They also include Spanish-language versions of the more significant of these documents as well as Spanish-language versions of selected speeches and public information releases. They do not include English-language speeches, which are covered by 4008.c, or English-language public information electronic releases, which are covered by 4007.c, or *People, Land and Water on the Web*, which is covered by 4011.c.

4010.a “Department of the Interior” Internet Website Record Copy Files. These files contain the electronic record copy of records prepared for and promulgated on the Department of the Interior’s website at doi.gov by the Office of the Secretary to acquaint the public with the Department’s managers, policies and programs.

Disposition: TEMPORARY. Cut off at end of final calendar year of each presidential administration. Delete four years after cutoff or when obsolete, whichever is later.

4010.b “Department of the Interior” Internet Website Drafts and Clearances Files. These files contain drafts of records prepared for and promulgated on the Department of the Interior’s website at doi.gov by the Office of the Secretary to acquaint the public with the Department’s managers, policies and programs, as well as backup materials collected in the course of preparing the records, clearance records for final drafts of the records, and other similar materials.

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

4010.c 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.