

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>21-048-05-10</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date Received <i>6-1-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Policy Analysis				
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich		4. TELEPHONE NUMBER 202-208-3909	DATE <i>5/29/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Weinst</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 April 12, 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 GRS OR SUPERSEDED JOB CITATION		10.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)
1.	4180. Departmental Paperwork Reduction Act Files. This item is new.	N/A		
<i>cc Agency Draw</i>				

~~4180. Departmental Paperwork Reduction Act Files. These files contain records that document the Department's compliance with the Paperwork Reduction Act of 1995. They include copies of monthly reports, directives, and forms issued/created by the Office of Management and Budget (OMB) relating to the agency's responsibilities under the Act; copies of bureau submission packages requesting permission from OMB to collect information from the public; OMB Notices of Action approving bureau submissions; Departmental guidance related to Information Collection Budget (ICB) actions and issues; and the annual ICB report to OMB. They also include correspondence with the bureaus and OMB relating to ICB expiration schedules and individual information collections and submission packages, Departmental ICB statistical compilations, and ICB training materials. They do not include the record copy of bureau submission packages, which are retained by the bureaus that created them.~~

Retention: TEMPORARY. Cut off files at end of fiscal year. Destroy 7 years after cutoff (GRS 16, item 12).

COVERED BY
GRS 16, ITEM 12

4180.a Information Budget Collection Guidance on the Web. These files contain Departmental guidance for the bureaus regarding the information collection requirements of the Paperwork Reduction Act, together with a detailed analysis of and instructions for complying with the process for obtaining OMB approval of information collections associated with proposed rulemaking, as posted to the Department's website at doi.gov.

Disposition: TEMPORARY. Delete or update information within 60 days after it has become obsolete or out of date, as appropriate.

~~4180.b Office of the Secretary Paperwork Reduction Act Files. These files contain records that document the Office of the Secretary's (OS) compliance with the Paperwork Reduction Act of 1995. They include guidance documents issued by both OMB and the Department, correspondence with the Department and OS program managers relating to ICB expiration schedules and individual information collections; and the record copy of OS ICB submissions packages.~~

Retention: TEMPORARY. Cut off files at end of fiscal year. Destroy 7 years after cutoff (GRS 16, item 12).

Covered by
GRS 16, ITEM 12

~~4180.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 (GRS 16, item 15).

*COVERED BY
GRS 16, ITEM 15*

SF 115 Supplementary Cover Sheet

Summary:

This action establishes a new Office of the Secretary series entitled: "Departmental Paperwork Reduction Act Files."

Reason for submission:

(1) This action provides for the disposition of records that document the Department's compliance with the Paperwork Reduction Act of 1995. While most of these records are covered by GRS 16, item 12, the General Records Schedule does not cover the temporary website records maintained by the Office of Policy Analysis for this program (4180.a Information Budget Collection Guidance on the Web).

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

Crosswalk

New OS Records Schedule

Old OS Records Schedule

1000 Administration, Planning and Performance	A. Office Administration (100)
1200 Strategic Planning & Performance Assessment Files	B. Management and Planning (200)
1300 Management Improvement Files	
2000 Budget and Financial Management	C. Budget and Finance (300)
3000 Human Resources Management	D. Personnel (400)
4000 Information Management	I. Public Relations (900)
5000 Procurement and Property Management	E. Procurement and Property (500)
6000 Law Enforcement and Security	F. Security and Law Enforcement (600)
7000 Legal and Legislative	H. Legal and Legislative (800)
8000 Audit and Investigation	G. Audit and Investigation (700)
9000 Office of the Secretary Programs	J. Research and Development (1000)
	K. Program/Projects (1100)