**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**TO**  NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM** (Agency or establishment)  
Department of the Interior

**Date Received** 5/21/08

**NOTIFICATION TO AGENCY**

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disposition request, including amendments, is approved except for items that may be marked "disposition not approved or withdrawn" in column 10.

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**NAME OF PERSON WITH WHOM TO CONFER**  
Pamala Quallich

**TELEPHONE NUMBER** 202-208-3909

**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 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.

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

**DATE** 5/14/08  
**SIGNATURE OF AGENCY REPRESENTATIVE**  
**TITLE** 05 Records Officer

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| ITEM NO | DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | GRS OR SUPERSEDED JOB CITATION | ACTION TAKEN  
---|---|---|---|
| 1 | 7558 2 Katie Property System | N/A |  

(See Attached List of Records Descriptions and Requester Disposition Authority)

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115-109  
PREVIOUS EDITION NOT USABLE  
STANDARD FORM 115 (REV 3-91)  
Prescribed by NARA 36 CFR 1228
Summary:

This Action establishes one new Office of the Secretary series entitled:

“Katie Property System”

Reason for submission:

(1) This action provides for the disposition of records maintained in the Katie Property System, a previously unscheduled system use for inventory of personal property, cost, location and property number.

(2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.
7558. Aviation Management Systems

7558.2 KATIE (Property System) The system is a property inventory system that stores current information on the personnel property of the NBC-Aviation Management, including aircraft, floats, skis, and other business/operation equipment of a capitalized, sensitive, or accountable nature. This may include the property number, location, region assigned, cost, acquisition date, description, model, serial number, PO or cons track number, who the property is assigned to, division responsible for it, other misc. comments about the item that might be important, and depreciation schedule if it is a capitalized item requiring depreciation to be recognized.

Disposition: Temporary. Cut off when transferred to new custodian upon completion of sale, trade, or donation proceedings. Destroy 10 years after cutoff.