
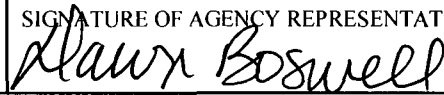


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-08-27</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>9/15/08</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Planning and Performance Management			
4 NAME OF PERSON WITH WHOM TO CONFER Shelley Patterson	4 TELEPHONE NUMBER 202-208-2202	DATE <i>23 NOV 08</i>	ARCHIVIST OF THE UNITED STATES 
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>1</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 8/28/08	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Acty</i> 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	6201 Departmental Manual Files 6202 Succession Memoranda 6203 Secretarial Order Files  [See Attached List of Records Descriptions and Requested Disposition Authority]		

### **6201. Departmental Manual Files**

These are records documenting permanent policies approved by the Secretary or the Assistant Secretary –Policy Management and Budget. These include organization descriptions; delegations of authority; and policies, procedures and standards for administrative, legal, legislative, informational and program activities of the Department. Records are organized sequentially by release date.

Disposition: Permanent. Cut off at end of calendar year. Transfer to NARA 20 years after cut off.

### **6202. Succession Memoranda**

Written notices to supervisors that identify who will act in the incumbent's absence. Includes general information describing the conditions for when one acts, what the person acting can do, including limitations, if any. The memorandum includes the hierarchical order of the positions and persons by name designated to act in the absence of an incumbent. Memoranda are updated as positions and/or individuals change.

Disposition: Temporary. Cut off when superseded. Destroy 6 years after cut off.

### **6203. Secretarial Order Files**

These are records documenting temporary or interim policies approved by the Secretary of the Interior that expire after a specified period of time or are converted into permanent policies incorporated into the Departmental Manual. Records are filed by order number.

Disposition: Permanent. Cut off at end of calendar year. Transfer to NARA 20 years after cut off.

# SF 115 Supplementary Cover Sheet

## **Summary:**

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

“Departmental Manual Files”

“Succession Memoranda”

“Secretarial Order Files”

## **Reason for submission:**

(1) This action provides for the disposition of previously unscheduled records Maintained in the Office of Planning and Performance Management.

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

## Contact Information:

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