

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **N1-48-91-1**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **5-13-91**

1. FROM (Agency or establishment)
U.S. DEPARTMENT OF THE INTERIOR

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
OFFICE OF MANAGEMENT IMPROVEMENT

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
DIVISION OF DIRECTIVES AND REGULATORY MANAGEMENT

4. NAME OF PERSON WITH WHOM TO CONFER
Rose Marie Cummins

5. TELEPHONE EXT.
208-5343

DATE
9/5/91

ARCHIVIST OF THE UNITED STATES
[Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 5/8/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Chief, Division of Directives And Regulatory Management
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Change to General Records Schedule 12 Telephone Summaries, item 4 (Reserved) Telephone call detail records.</p> <p>a. Records relating to use of agency telephone systems to place long distance calls. Computer generated listings of calling and called phone numbers, dates, specific time and length of calls. These records are maintained in both electronic and hard copy form.</p> <p>b. Records relating to the location of telephones, and records indicating assignment of telephone numbers of employees. This record series consists of telephone directories that are maintained in predominantly hard copy form; however, some may exist in electronic form.</p> <p>Destroy when three years old. NOTE: For a. above - electronic records will be maintained for 3 years by the Department. Paper reference copies sent to offices and bureaus may be destroyed when no longer needed or when 3 years old, whichever comes first.</p> <p>Since these records are used in conjunction with one another to monitor long distance telephone calls; they constitute a system of records that is subject to the Privacy Act.</p>		

Copies sent to Agency, NN-W, NNT 9/11/92