REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of the Interior

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Samuel Saunders

5. TELEPHONE  
(202) 208-6637

6. AGENCY CERTIFICATION
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 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, 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  
5/25/93  
SIGNATURE OF AGENCY REPRESENTATIVE  
Samuel Saunders

TITLE  
Record Mgr. Officier

7. ITEM NO.  

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
See attached sheet

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-48-93-4

DATE RECEIVED  
5-25-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
1. Meeting Appointment Books and Daily Schedules.

Calendars, appointment books, schedules, logs, diaries, and similar records relating to meetings, appointments, trips, visits, and similar activities of high level officials.

1A. Meeting appointment books and daily schedules of the Secretary, Deputy Secretary, Solicitor, Inspector General, and Assistant Secretaries.

**Permanent:** Transfer to the National Archives 5 years after the close of an official's tenure. Records not containing any substantive information may be destroyed during processing without further notice to the Department of Interior.

1B. Meeting and appointment books for Deputy Assistant Secretaries, Office Directors, and Staff Assistants.

**Temporary:** Destroy 3 years after close of an official's tenure.

1C. Electronic meeting appointment books, and daily schedules for the Secretary, Deputy Secretary, Solicitor, Inspector General, Assistant Secretaries, Deputy Assistant Secretaries, Office Directors, and Staff Assistants.

**Temporary:** Print out after final update. Apply disposition statement 1A or 1B, whichever is applicable. Delete electronic records after final print out.
The Office of the Secretary for the Department of the Interior requests disposition authority for appointment books and daily schedules created by the agency's high-level officials. This job has been developed in accordance with guidance furnished by former Acting N regarding the disposition of appointment books and related information. NSX, NNT, NNR, and NN-E have reviewed and concurred with this job. All outstanding issues regarding this job have been resolved. I recommend approval.

RECOMMENDATION

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.

2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified. 1A

3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.

4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Required – Publication Date: 06/09/95
Copies Requested: 0
Comments Received: 0

SIGNATURES

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<td>Michael J. Lewandowski</td>
<td>7/24/95</td>
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<tr>
<td>DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION</td>
<td>Henry K. Wolf</td>
<td>7/24/95</td>
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<tr>
<td>NSX</td>
<td>Elizabeth A. Phillips</td>
<td>7/31/95</td>
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<tr>
<td>NNT</td>
<td>Claire C. Eversley</td>
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL REVIEW: RECOMMENDED ACTION
ON REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
SPECIAL RECORDS DISPOSITION STUDY
WNRC RECORDS DISPOSITION PROJECT REPORTS

Job No. or Title: W1-48-93-4

Instructions:
1. Each reviewer must fill in data below, using one line.
2. Check appropriate "recommendation" box.
3. Attach written comments if either "concur if modified" or "do not concur" box is checked. Comments are optional otherwise.
4. Heads (or designees) of reviewing units must complete this form.

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ACTION TAKEN BY NN-W, NSC, NSR, or NIR

| NN-E | 6/5/95 | V | | | Claire E. |

(NN-W: Rev. 1, 6/94)
May 23, 1995

Lisha Penn, NNTA-CP

Subject: Appraisal Review of N1-48-93

To

NNTA
NNT

The Office of the Secretary of the Department of the Interior (DOI) requests disposition authority for one item (three subitems) of its records. NI revised the SF 115 following an examination of the DOI records. I discussed my concerns about the insignificant value of the appointment type records with the NI appraisal archivist (Lewandowski).

The calendars, appointment books, schedules and logs may all record the same dates and times of meetings of DOI officials. These records appear to possibly duplicate the same information or to lack substantive information that warrants long term retention by the National Archives. Any relevant information should be documented in the diaries of the DOI officials.

If it is necessary to retain a portion of the appointment type records for evidential purposes, I suggest that the record (calendar, log, schedule or appointment book) which contains the most pertinent information, be scheduled for permanent retention along with the appointment diaries.

LISHA PENN
Archival Projects Branch
Textual Projects Division

5/23/95

I recommend concurrence with the proposed disposition.
NARA Archives can select the most complete record at the time of processing.

Jerry Wambolt
Archival Projects Branch

[Signature]

Donald E. Green, NNTA 5-23-95

National Archives and Records Administration

I discussed the substance of these comments with Lisha Penn on 5-23-95. NNTA recommends concurrence with the disposition.
APPRAISAL REVIEW: RECOMMENDED ACTION
ON REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
SPECIAL RECORDS DISPOSITION STUDY
WNRC RECORDS DISPOSITION PROJECT REPORTS

Job No. or Title: 11-71-93-9

Instructions:
1. Each reviewer must fill in data below, using one line.
2. Check appropriate "recommendation" box.
3. Attach written comments if either "concur if modified" or "do not concur" box is checked. Comments are optional otherwise.
4. Heads (or designees) of reviewing units must complete this form.

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<td>Mr. M. Rayfield</td>
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ACTION TAKEN BY NN-W, NSC, NSR, or NIR
Date: May 3, 1995

Reply to: Michael J. Lewandowski, NIR

Attn of: Michael J. Lewandowski, NIR

Subject: Appraisal of Job No. N1-48-93-1

To: NIR

The Office of the Secretary of the Department of Interior (DOI) has requested disposition authority for meeting appointment books, daily schedules, and related records for the Agency's Secretary, Deputy Secretary, Solicitor, Inspector General, Assistant Secretaries, Deputy Assistant Secretaries, Office Directors, and Staff Assistants. The Office of the Secretary originally requested that these records be retained permanently, but the disposition of these records has been revised as a result of NI's appraisal.

On October 27, 1993, Larry Baume and I visited Richard Willis, Records Officer for the Office of the Secretary, to discuss this job. Our appraisal decisions were postponed until Acting N furnished guidance regarding the disposition of high level appointment books and related records. Acting N will not grant continuing authority for the disposal of such records given their potential value in documenting the actions and decisions of senior officials. However, she is willing to authorize disposal when examination has determined that such records lack substantive evidential value. On October 31, 1994, I visited the Office of the secretary a second time and looked at examples of appointment records for the Secretary and the Solicitor. Information collected during these two visits form the basis of this appraisal. As a result of our appraisal, the original SF 115 was revised. A lined-out copy of the original is attached with this memorandum. The revised edition of the schedule has been approved verbally by Sam Saunders of DOI. A clean copy has been sent for signature.

Item 1: Meeting Appointment Books and Daily Schedules. This item includes calendars, appointment books, schedules, logs, appointment diaries, and other records which document meetings, trips, and related activities involving officials within the Office of the Secretary of Interior.

Item 1a: During the first meeting with Mr. Willis, it was determined that appointment books and related records for the DOI's Secretary, Deputy Secretary, Solicitor, Inspector General, and Assistant Secretary may be of historical interest to researchers in the future. These records help to document important meetings and discussions in which Departmental officials at the highest levels discussed and/or developed policies and procedures which effect the operation of the entire agency. I recommend that these records be transferred to the National Archives five years after the close of an official's
tenure in office. While these records may contain historically important information, not all DOI officials record substantive information in their calendars or appointment records. Therefore, I recommend that the disposition statement for these records contain a provision allowing NARA to dispose of records which lack substantive information during processing without further consent from the DOI.

**Item 1b:** Appointment records of lower level DOI officials document the implementation of departmental policy. The records of the Deputy Assistant Secretaries, Office Directors, and Staff Assistants usually document routine meetings between lower level officials and contain little information of historical value. The creation and implementation of low level departmental policy is more adequately documented in program records already scheduled for permanent retention. I recommend that these records be disposed three years after the close of an official's tenure. Mr. Willis concurs that these records are not permanent and lack administrative value after three years.

**Item 1c:** A few offices in the DOI now create appointment and scheduling records electronically. It is likely in the future that more offices will adopt this practice. Currently, DOI offices use "On-Time," or a similar word processing package to create appointment calendars. NSX has appraised this item and concurs with the proposed temporary disposition.

The changes discussed above have been agreed to by the DOI. Included with this memo is a copy of the revised SF 115 and NSX's appraisal report. I recommend this schedule, with the revisions above, for approval.

---

*MICHAEL J. LEWANDOWSKI*

MICHAEL J. LEWANDOWSKI
Records Appraisal and
Disposition Branch
Date: APR 27 1995
Reply to: NSX
Attn of: NIR
Subject: N1 -048-93-004
To: NIR

Attached is an appraisal report for N1 -048-93-004 (see attached SF 115). OFFICE OF THE SECRETARY, DEPARTMENT OF THE INTERIOR, ELECTRONIC MEETING APPOINTMENT BOOKS AND DAILY SCHEDULES.

NSXA has recommended this item for TEMPORARY disposition.

I concur with this appraisal decision.

KENNETH THIBODEAU
Director
Center for Electronic Records

Attachment
APPRAISAL REPORT
Center for Electronic Records
National Archives and Records Administration

Job Number: NI-48-93-004
Title: Office of the Secretary, Department of the Interior, Electronic Meeting Appointment Books and Daily Schedules

1. DESCRIPTION

Organization: As the Nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. The Department assesses our mineral resources and works to ensure that their development is in the best interests of all our people by encouraging stewardship and citizen participation in their care. The Department also has a major responsibility for American Indian reservation communities and for people who live in island territories under United States administration. In general other functions have been added and removed, so that its role has changed from that of general housekeeper for the Federal Government to that of custodian of the Nation's natural resources.

The Office of the Secretary within the Department of the Interior, as the head of an executive department, reports directly to the President and is responsible for the direction and supervision of all operations and activities of the Department. The Secretary also has certain powers of supervisory responsibilities relating to Territorial governments.

Overview of the System:

The staff and administrators at the Office of the Secretary utilize an electronic scheduling system to manage meetings, appointments, and daily activities for the Secretary, the Deputy Secretary, Solicitor, Inspector General, Assistant Secretaries, and Deputy Assistant Secretaries.

Contents: The contents of the electronic scheduling system do not warrant the necessary attention that may be apparent in other high level electronic scheduling systems. Electronic records are printed after final update. Any records containing any substantive information are maintained in textual systems covered by either item 1A or 1B of the attached SF-115. The permanent retention of the records covered by 1A would be sufficient. The records' value or accessibility would not be enhanced by electronic manipulability.
2. TECHNICAL ANALYSIS: No technical analysis was performed on these records.

3. ANALYSIS OF SUFFICIENCY OF SF 115: The SF 115 was written in consultation with the appraisal archivist. It is sufficient as written.

4. CONCLUSION:

The electronic scheduling system in this case is simply an electronic note pad. As such it quickly records information which is more formally recorded in other policy and procedure documents. My conclusion is that these records do not have enduring legal, evidential, research value and the disposition should be temporary.

ALBERT C. MINNICK
Archivist for Archival Services Branch
Center for Electronic Records

Concurrence:

THOMAS E. BROWN
Chief, Archival Services Branch
Center for Electronic Records

Date: 3/28/95
We have reviewed records schedule N1-048-93-004, as requested. The schedule covers one item from the Office of the Secretary of the Department of Interior.

Subitem I.C., Electronic meeting appointment books and daily schedules for the Secretary, Deputy Secretary, Solicitor, Inspector General, Assistant Secretaries, Deputy Assistant Secretaries, Office Directors, and Staff Assistants, is proposed for temporary retention. Given that the automated calendaring system concerns officials at the highest level, NSX will appraise these records to determine if the manipulability of electronic calendars would enhance their value.

THOMAS E. BROWN
Chief, Archival Services Branch
Center for Electronic Records
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of the Interior

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Samuel Saunders

5. TELEPHONE
208-6637

6. AGENCY CERTIFICATION
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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE
5/15/93

SIGNATURE OF AGENCY REPRESENTATIVE
Michael A. Willis

TITLE
Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of high level officials (i.e. Secretary, Deputy Secretary, Solicitor, Inspector General, Assistant Secretaries, Deputy Assistant Secretaries, Office Directors, and Staff Assistants for the aforementioned individuals). This item refers to unique substantive records relating to the activities of these individuals.

Disposition Instruction: Permanent. Retain locally for 2 years; transfer to the Federal Records Center (FRC) when 2 years old - retain at FRC for 18 years; offer to NARA when 20 years old.

STANDARD FORM 115 (REV. 3-9)
Prescribed by NAF
36 CFR 12: