

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-48-93-4	DATE RECEIVED 5-25-93
1. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Samuel Saunders	5. TELEPHONE (202) 208-6637	DATE 8/1/95	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5/18/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel Saunders</i>	TITLE <i>Record Mgt. Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheet		
<i>Copies sent to agency, ASX 8/23/95</i>			

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 1 A or 1 B, whichever is applicable. Delete electronic records after final print out.