INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-93-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1a was superseded by N1-048-08-006, item 1109.1
Item 1b was superseded by N1-048-08-006, item 1109.2
Item 1c was superseded by N1-048-08-006, item 1109.3, where it was not appraised because it was covered by the GRS. It is now covered by GRS 5.1, item 010 (DAA-GRS-2016-0016-0001).

N.B. N1-048-10-001 claims to supersede N1-048-93-004 but does not show N1-048-93-004 in any item supersession.

Date Reported: 5/11/2022
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. Officer

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 GRS OR SUPERSEDED JOB CITATION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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 1 A or 1 B, whichever is applicable. Delete electronic records after final print out.