

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-048-77-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/11/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 31b was superseded by NC1-048-79-03 item 31b

Item 32a was superseded by NC1-048-83-02 item 32a

Item 32b was superseded by NC1-048-83-02 item 32b

Item 42 was superseded by NC1-048-79-01 item 42

NCD copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	N01 48 77 1
DATE RECEIVED	11 MAY 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request and final determinations, as approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	8-23-77
Archivist of the United States	<i>James B. Hood</i>

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20403

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of Administrative Services, Central Files Sect.

4. NAME OF PERSON WITH WHOM TO CONFER
Robert W. Anderson

5. TEL. EXT.
2026/2032
343-6637/6711

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 50 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1-7-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Anderson</i>	E. TITLE Records Management Officer
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7. ITEM NO.	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOS NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule superseded^s all previously approved records schedules of the Office of the Secretary, ^{and related staff offices.} Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the General Records Schedules are disposable without further authorization.</p>		

Robert Anderson of DOI has concurred in all changes and deletions. (TR) 8/3/77

10/13/77: copies of printed schedule to NWFN, NNB, NCW, INC, 4NC, 7NC, 8NC, 9NC-S, 9ND-L, 10 NC

~~copies sent to NWFN, NNB, NCW, & agency of original on typed schedule 8/24/77~~

~~copies to go to other ERC's when printed copies are available from agency~~

NOTE: Items in this schedule copy have been renumbered IN INK -- to correspond to items in printed schedule. RTB 10/13/77

125 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>OFFICE ADMINISTRATION</u></p> <p>This series ^{section} includes files which are common to most offices. It is established for the purpose of grouping all documents that are accumulated in carrying out the internal administration or "housekeeping" activities of the office, as distinguished from those documents reflecting the primary mission of the Office of the Secretary.</p> <p>1. <u>General Subject</u>: Files. Files relating to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds; day-to-day administration of office personnel, including travel; supplies and office equipment requests, and receipts and the use of office space and utilities. They may include copies of reports (including work progress, statistical, and narrative reports) which are prepared in the office and forwarded to the requesting office, and other materials that do not serve as official documentation of the program or the office.</p> <p>Destroy when 2 years old or earlier if purpose has been served.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a specific date; a reply to an action is expected and if not received, should be traced on a given date. Destroy when reply is received.</p>		
3.	<p><u>Chronological Files.</u> Copies of outgoing communications, arranged by date, and maintained for periodic review by staff members and as a convenience file. Excludes Secretary's Reading File (See item 19 ^{18, 15}). Destroy when 1 year old or when no longer needed for reference, whichever is sooner.</p>		
4.	<p><u>Transitory Files.</u> Non-record copies of correspondence, messages, and other documents maintained for reference; copies of documents which require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research. <u>NOTE:</u> To the maximum extent practicable, transitory papers should be destroyed without filing. File only when needed for more than 30 days. Destroy when 1 year old or when no longer needed for reference, whichever is sooner.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">Management and Planning</p> <p>Records reflecting Department policy, plans, and management programs. Includes records created by offices having responsibility for general management functions and policy development.</p> <p>5. <u>Organizational Planning and Manpower Authorization</u> <u>Records.</u> Arranged alphabetically by Subject. Organizational and functional charts, personnel charts indicating grades and ratings, manning documents reflecting the allotment (increase or decrease) of personnel spaces in the Department with related documents.</p> <p style="margin-left: 40px;">a. Record Copy. <u>PERMANENT</u>. Transfer to FARC 1 year after inactive, Offer to NARS 20 years thereafter.</p> <p style="margin-left: 40px;">b. All other copies and materials, destroy when superseded or obsolete.</p>		<p style="text-align: right;">WITHDRAWN</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8. 5.	<p><u>Manpower Studies.</u> Arranged alphabetically by subject. Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, with related documentation. Destroy when 10 years old or when purpose has been served, whichever is sooner. Extra copies destroy when superseded or obsolete.</p> <p><u>Management Surveys.</u> Arranged alphabetically by Subject. Surveys of administrative policies and procedures; manpower organization and methods; paperwork simplification and standardization; workload and work distribution; and similar topics. Includes a copy of the final survey report with documentation of actions taken as a result of the survey. Destroy 10 years after survey is completed. All other copies destroy when no longer needed for reference.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
6 of 50 pgs

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7 8	<p><u>Publications Files.</u> Regulations, instructional releases, guidance letters, and annual reports, originated by the Office of the Secretary. Files include finished publications, original manuscripts or coordination drafts, copies of clearance and review summaries, and related documentation. Amendments and related material are filed with the basic publication.</p> <p>a. Regulations, instructional releases, and annual reports. (Arranged by type of publication, and thereunder chronologically.) 2½ cu. ft. per year.</p> <p>1) Record copy--PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>2) All other copies--Destroy when superseded or obsolete.</p> <p>b. Guidance letters. (Arranged numerically.) ½ cu. ft. per year.</p> <p>1) Record copy--PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>2) All other copies--Destroy when superseded or obsolete.</p> <p>c. Manuscripts, drafts, copies of clearance and review summaries, related documentation, and all other working papers.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		
8 8	<p><u>Publication and Printing Management.</u> Documentation reflecting the management of publications and printing functions.</p> <p>Destroy when 10 years old or when purpose has been served, whichever is sooner.</p> <p style="text-align: right;"><i>RTB 8/17/77 (changes discussed with R. Anderson 8/17/77)</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10. 9.	<p>Destroy when 10 years old or when purpose has been served, whichever is sooner.</p> <p><u>Reports Management Files.</u> Planning and management records relating to the Reports Management System, the Reports Management Index File, and documentary data pertaining thereto.</p>		
11. 10.	<p>Destroy when 10 years old or when purpose has been served, <i>whichever is sooner.</i></p> <p><u>Reports Management Case Files.</u> Arranged chronologically. Case files on reports created, canceled or superseded and containing evidence of their existence and/or discontinuance. These files relate to reports for which there are formal requirements; they apply to files accumulated in the course of administrative control of the reports and NOT to the reports themselves.</p> <p>Destroy 10 years after file becomes inactive. Extra copies destroy when 1 year old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	Statistical Data Reports. Arranged alphabetically by subject. Narrative and summary reports reflecting statistical data on the operations and management activities of the Office of the Secretary. a. Record Copy - <u>Permanent</u> Transfer to FARC when 5 years old. Offer to the NARS when 20 years old. b. All other copies - Destroy when 3 years old.		WITHDRAWN
13.	Historical Studies. Arranged alphabetically by subject. Narrative histories, monographs, studies, and reports with supporting documentation, prepared, compiled or collected for Department historical programs. a. Record Copy - <u>Permanent</u> Transfer to FARC when 2 years old or whichever is sooner. Offer to NARS when 20 years old. b. All other copies - destroy when no longer needed for reference.		WITHDRAWN
11. 14.	Paperwork Management ^{Files.} (Arranged alphabetically by subject). Planning and management records reflecting the development, establishment, issuance, and revision of plans, policies, standards, procedures, and systems		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>for governing the creation, maintenance, utilization and disposition of Department Records. Destroy 5 years after file becomes inactive. Extra copies destroy when superseded or obsolete.</p>		
12. 15.	<p><u>Records Disposition Files.</u> Descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence or memoranda relating to revisions. Destroy ⁵10 years after records listed thereon have been destroyed.</p>		
13. 16.	<p><u>Numerical Forms File.</u> File numerically by Form number. Case files of Department of the Interior. Files contain a copy of each request for approval and revisions or reprints thereof; copies of reproduction requisitions: specifications: one copy of each approved edition of the form: and correspondence relating to form usage. Destroy ⁵10 years after discontinuance or obsolescence.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>11. 17.</p>	<p><u>Executive Committee and Board Membership Records.</u> Arranged alphabetically by subject. Executive Committee and board files consisting of minutes, agendas, directives, meetings, ^{and} reports covering operations of the committee or board; correspondence relating to establishment, ^{or} revision, of termination of projects and; correspondence reflecting official position of the Department on problems discussed.</p> <p>a. Record Copy of Minutes and Final Report - <u>Permanent.</u> Transfer to FARC ^{when 5 years old.} 1 year after file becomes inactive. Offer to NARS when 20 years old.</p> <p>b. All other documents (including extra copies) - destroy when superseded, obsolete or upon termination of membership, whichever is earlier.</p>		<p>17A.</p>
<p>15 18.</p>	<p><u>Secretary's Reading Files</u> (Arranged ^{chronologically} chronologically). A central chronological file of all outgoing correspondence signed by the Secretary, the Under Secretary, and Assistant Secretaries. For disposition of the chronological files of the individual Assistant Secretaries, use item 3.</p> <p><u>Permanent.</u> Transfer to FARC ^{when 2 years old.} 1 year after file becomes inactive. Offer to NARS when 20 years old.</p>		<p>5A.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">BUDGET AND FINANCE</p> <p>Includes budget estimates and appropriations, and the allocation, allotment, apportionment, collection, disbursement, receipt or transfer of funds, and other accounting records.</p>		
19.	<p>Budget Office Correspondence File. Correspondence and documents reflecting internal operations, practices and covering general procedures involving the Department of Interior, budget, accounting, and financial matters.</p> <p>Record Copy - <u>Permanent</u></p> <p>Transfer to the FARC when 4 years old. Offer to NARS when 20 years old.</p>		WITHDRAWN
20.	<p>Budget Preparation Files: Essential documentation reflecting the preparation and submission of the Department's budget each fiscal year, including Secretarial allowances, appeals of OMB allowances, materials for House hearings, Senate hearings, and final appropriation actions with related material.</p> <p>Record Copy - <u>Permanent</u></p> <p>Transfer to FARC when 4 years old. Offer to NARS when 20 years old.</p>		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21. 16.	<p><u>Budget Estimates.</u> File copies of budget estimates prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or departmental level, comprising appropriation language sheets, narrative statements and related schedules and data. These are used to prepare the consolidated Departmental budget.</p> <p>a) Record copy. <u>Permanent. Offer to NARS when Destroy when 5 years old. 5 years old.</u></p> <p>b) all other copies. <u>Destroy when no longer needed for reference.</u></p>		1 in.
22. 17.	<p><u>Budget Justifications:</u> These are the submissions to Congress to accompany the President's Budget. They are printed as part of House and Senate Appropriations Hearings each fiscal year.</p> <p>a. Record Copy - <u>Permanent. Offer to NARS when 5 years old. destroy when 2 years old.</u></p> <p>b. All other copies - destroy when no longer needed for reference.</p>		1 in.
18 23.	<p><u>Non-expenditure Transfer Authorization (SF-1151) Files.</u></p> <p>Non-expenditure records with supporting documentation.</p> <p>x Destroy when 1 year old.</p>		
19 24.	<p><u>Imprest Fund:</u> These files contain requests for imprest funds and increases from bureaus and offices.</p> <p>x Destroy when 1 year old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25. 20.	<p style="text-align: center;"><u>PERSONNEL RECORDS</u></p> <p><u>Employee Relations Case File.</u> Files on individual employee grievances or appeals not part of the employee's official personnel folder.</p> <p>Destroy 3 years after case is resolved.</p>		
26. 21.	<p><u>Supergrade Position Files.</u> Correspondence pertaining to supergrade positions in the government and the Department. Includes information on executive pay rates, presidential appointees in key positions, quotas and vacancies.</p> <p>Record Copy - destroy 5 years after position becomes inactive or abolished.</p> <p>All other copies - destroy when abolished.</p>		
27. 22.	<p><u>Special Scientific or Professional Positions Folders:</u></p> <p>(GS 16 - 18) Copies of papers concerning the establishment, justification, and CSC actions for such positions in the Department under SECTION 3104, Title 5 U.S. C.</p> <p>Record Copy - destroy 5 years after positions are abolished. All other copies - destroy when abolished, <i>positions are abolished.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
28. 23	<p><u>Personnel Management Reports.</u></p> <p>a. <u>Whitten Review Report:</u> Submitted to the Civil Service Commissioner annually. Destroy when 7 years old ^{or when no longer needed for} Earlier destruction is ^{reference, whichever is sooner.} authorized.</p> <p>b. <u>Executive Inventory Record.</u> Report to CSC of individual employees qualified and available for executive positions. Destroy when superseded, employee transferred to another agency, retired or upon death.</p> <p>c. <u>Position Audit Survey Report:</u> Copies of reports resulting from a classification audit of all positions in a functional or organizational area. Destroy 3 years after survey completed.</p> <p>d. <u>SF 113-A, Federal Civilian Employee.</u> A report on the number of Federal employees employed in Interior, by Bureau, field and Headquarters. Report is submitted to Civil Service Commission. Destroy when 4 years old.</p> <p>e. <u>Evaluation Reports.</u> Personnel management evaluations are aimed at assuring that delegated personnel authorities are being properly carried out. There</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>are cyclic audits of each bureau to make sure that they are abiding by rules and regulations of personnel management. After each evaluation a report is made of the findings.</p> <p>Destroy when 6 years old.</p> <p>f. <u>CSC Inspection Reports</u>. Inspections conducted by CSC consists of review and audit of personnel operations under authority delegated to the agency by CSC; authority granted directly to the agency by an act of Congress or Executive Order which requires that CSC review the operations under the authority and direct or take corrective actions. After CSC has made an inspection a report of their findings are forwarded to the Department for corrective action.</p> <p>Destroy when 6 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PROCUREMENT AND PROPERTY</u>		
	Procurement and supply records document the acquisition of goods and non-personal services, reporting procurement needs and related supply matters which are part of daily procurement operations. These records also pertain to the sales of real and personal surplus to the needs of the government.		
29. 27.	<u>Procurement files involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurements or to major procurement programs.</u> <i>and 3 mcs.</i> Destroy 6 years <i>after</i> final payment.		
30. 25.	<u>Case files on sales of surplus personal property involving transaction of \$25,000 or more, and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.</u> <i>Destroy 6 years after final payment.</i>		
31. 26.	<u>Case files on disposal of surplus real and related personal property.</u> Transfer to the FARC when 3 years old. Destroy when		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	6 years old.		
22. 27.	<u>Reports of Excess Real Property.</u> Destroy when 3 years old.		
33. 28.	<u>Grant and Contract Files.</u> Files for completed studies, investigations, experiments, and training conducted under the provisions of Public Law 88-379, as amended. Transfer to FARC when 1 year after case is closed. Destroy 7 years after case is closed.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>SECURITY AND LAW ENFORCEMENT</u></p> <p>Records accumulated by organizational elements having Government-wide or agency-wide responsibilities for administration of security and law enforcement programs. They relate to classified information accounting and control, facilities security and law enforcement personnel security clearance.</p> <p><u>Top Secret Documenting, Accounting and Control Files</u></p> <p>a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.</p> <p>Destroy 3 years after documents shown on forms are downgraded, transferred or destroyed.</p> <p>b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.</p> <p>Destroy ^{when sold.} 3 years ^{after} after transfer to provide traceable record of access.</p>		

29, 34.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25. 30,	Personnel security clearance status files maintained in security units to show the security clearance status of individuals, either in the form of lists or rosters, or an individual case files containing copies of documents contained in case files described in Item 23. (GRS-18) Destroy 2 years after transfer or separation of related individual.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>26. 31</p>	<p style="text-align: center;"><u>AUDIT AND INVESTIGATION</u></p> <p><u>Audit Reports</u></p> <p>a. <u>GAO Audit Reports</u> : (arranged by bureaus chronologically by date) Correspondence and related material concerning Interior or Interior related activities audited by the General Accounting Office. Includes copy of GAO draft report, final report, and comments by the Department.</p> <p>Final Report, destroy when 5 years old.</p> <p style="text-align: center;">- All other copies, drafts and working papers, etc. Destroy when 3 years old.</p> <p>b. Audit Reports by other agencies or by state auditors and Independent Public Accountants (IPA's).</p> <p>Destroy when 5 years old.</p> <p><u>Investigative Records</u></p> <p>These files consist of investigative reports and material pertaining to allegations of violations of regulations, Departmental policy, and law, such as misconduct by employees, irregularities involving the integrity of the policies and practices of the Department of the Interior and real and personal property under its jurisdiction.</p>		
<p>27. 32.</p>			

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Cases selected for their continuing historical value. <u>PERMANENT</u>. Transfer to FARC 10 years after cases become inactive. Offer to NARS 20 years after cases become inactive.</p> <p>b. Unselected cases. Transfer to FARC 10 years after cases become inactive. Destroy 20 years after cases become inactive.</p>		<p><i>1/2 ft.</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>38. 33.</p>	<p><u>Coding Sheets</u>: A compliance review report summary provides input data from the Office of Federal Contract Compliance which will develop printouts for agencies, indicating status and progress of EEO program administration.</p> <p>a. Non-pending Coding Sheets Destroy when obsolete.</p> <p>b. Final Coding Sheets Destroy when 4 years old.</p>		
<p>39. 34.</p>	<p><u>Contractor Equal Employment Complaints Files</u>: Documents accumulated in investigating complaints about discrimination in employment by contractors, reviewing investigation reports to determine if discrimination was practiced, resolving complaints, and directing corrective action. Included are complaints, request for investigation, investigative reports, recommendation, clearance action, minutes or summaries of hearings, documents directing corrective action on sanctions, final report.</p> <p>Close off after final action. <i>Destroy 13 years</i> Hold for 13 years and destroy. <i>after final action.</i></p>	<p>NC-1-48- 76-1 Item # 1</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>40. 35.</p>	<p><u>Contract Compliance Pre-Award Files</u> Documents accumulated in performing pre-award clearances. Included are requests for reviews, copies of compliance reports and related printouts, clearance action, documents recommending or directing corrective action. Transfer to FARC 3 years after final action. Destroy 10 years after final action.</p>	<p>NC 1-48-76-1 Item #2</p>	
<p>41. 36.</p>	<p><u>Contract Compliance Reports.</u> Reports relating to implementation by contractors of Equal Employment Opportunity regulations. a. Achievement Reports: Quarterly report of compliance reviews conducted in the regional area. Headquarters: Destroy when 5 years old. Regional Offices: Destroy when 2 years old. b. Bi-weekly Time Report: Man-hours of Compliance Officers assigned to conduct reviews. Headquarters: Destroy when 3 years old. Regional Offices: Destroy when 1 year old. c. Monthly Construction Report to the Office of Federal Contract Compliance - Manpower utilization on construction contracts. Headquarters: Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Regional Offices: Destroy when 3 years old.</p> <p>d. Annual Report to Office of Federal Contract Compliance - the Planning of investigations and reviews for the coming year.</p> <p>Headquarters: Destroy when obsolete.</p> <p>e. Monthly Report to Office of Federal Compliance Officers in conducting surveys, investigations, and reviews. <i>Destroy when 3 years old.</i></p> <p>f. Quarterly Report to Office of the Federal Contract Compliance - planning of compliance review which will be taken in the next quarter.</p> <p>Destroy when no longer needed for reference.</p> <p><i>42.</i> <i>37.</i> <u>Title VI Action Files.</u> Records accumulated in reviewing Department of Justice reports of pending action against private organizations, educational institutions and state and local governments that have received grants or loans but which have not complied with Title VI of the Civil Rights Act.</p> <p>Included are pending action reports, coordination, and related papers. Exclude documents filed in State case files (Item <i>42</i>). <i>38</i></p> <p>Destroy when 4 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
43. 38.	<p><u>Title VI Compliance Reviews (State Files):</u> Records accumulated in making compliance reviews to determine the extent to which grants and loans recipients comply with the Title VI of the Civil Rights Act. Included are reports submitted by grantee and loan recipients, special reviews made by Interior compliance officers, followup reports, recommendations and final action plans. Transfer to FARC when 7 years old. Destroy when 17 years old.</p>		
44. 39.	<p><u>Title VI Reports.</u> Reports prepared by the Department which document its compliance with Title VI of the Civil Rights Act of 1964. These reports are forwarded to the Department of Justice, Office of Management and Budget, and other agencies. Headquarters: Destroy when 5 years old. Regional Offices: Destroy when 2 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>LEGAL AND LEGISLATIVE</u></p>		
<p>45. 40.</p>	<p><u>Board of Contract Appeals Files.</u> Arranged alphabetically by subject.</p> <p>a. Cases selected by the board because of their precedent criteria.</p> <p><u>Permanent</u> - Transfer to FARC 3 years after the year in which an appeal was finally decided. Offer to NARS in 20 years.</p> <p>b. Unselected cases</p> <p>Transfer to FARC 3 years after the year in which an appeal was finally decided. Destroy when 7 years old. <i>after appeal is finally decided.</i></p>	<p>NN-174-076 Item #1</p>	<p><i>1/2 ft.</i></p>
<p>46. 41.</p>	<p><u>Closed Case Appeal Files.</u></p> <p>Case files pertaining to the Board of Mine safety violations.</p> <p>Transfer to the FARC when 1 year old, destroy when 7 years old.</p>	<p>NN-173-212 Item #1</p>	
<p>47. 42.</p>	<p><u>Legislative History Files.</u> Filed in numerical order. Separate Senate and House of Representatives, used by entire Department. One of a kind legal files on Department interest and activity in legislative proposals in each Congress. Contains one copy of each pertinent Department action and each printed Congressional action.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>All actions consolidated into compact file at end of each year.</p> <p>Permanent Transfer to FARG when 3 years old. Offer to NARS when 20 years old. <i>Destroy when no longer needed for reference.</i></p>		
48. 43,	<p><u>House/Senate Bill and Document Reference File.</u></p> <p>Department reviews the bills prepared by bureaus and offices in forming views for Congress. Documents are used for reference and research during Congress which are used by entire Department. This is the only source in the Department for such complete usage.</p> <p>Destroy or offer to Library upon end of Congress.</p>		<p>see NCI-48-79-1 for change to disposition. RTB 10/24/78</p>
49. 44.	<p><u>Congressional Record Digest.</u></p> <p>Prepared, printed and distributed throughout the Department as daily reference.</p> <p>Destroy upon end of Congress, or when no longer needed for reference, whichever is sooner.</p>		
50. 45.	<p><u>Legislative Tracking and Indexes Files.</u> Contains reference and research material on previous congresses' daily needs.</p> <p>Destroy when 5 Congresses old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
51. 46.	<p><u>Congressional Requests File.</u> Lists of all bills and White House requests for Department views, distributed weekly to offices and bureaus as alert. Separated into monthly files with statistical sheet for records.</p> <p>Destroy when 5 congresses old.</p>		
52. 47.	<p><u>Confirmation Files.</u> Contains correspondence relating to hearings, notifications to Department officials, return of transcripts and supplemental material to Congressional Committees, statement of witnesses. Printed confirmation hearings of Department officials, used by entire Department.</p> <p>Destroy 2 years after Department Officials are separated.</p>		
53. 48	<p><u>Department Legislative Program.</u> Arranged alphabetically by subject. Contains original material submitted by bureaus/offices of Department for compiling, printing and provision to Department and White House of proposed legislative program for each Congress.</p> <p><u>Permanent</u> - transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>		1/2 A.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
54. 49	<p><u>Tort Claims, Irrigation Claims, Civilian Employee Claims, Admiralty Claims, and Claims Litigation.</u> Files are arranged alphabetically by name of claimant. Files documenting claims made by and against the Government. They contain correspondence, memoranda, final administrative determination, and other documents, and in some instances correspondence and documents relating to further judicial proceedings which result from a denial of a claim.</p> <p>A. Cases selected by the Office of the Solicitor because of the precedent setting nature of the litigation in interpreting Departmental policy or establishing program Directions. <i>(See note following item 55).</i> 50</p> <p><u>Permanent</u> - transfer to FARC 3 years after close of case. Offer to NARS 10 years after close of case.</p> <p>B. Unselected cases. Transfer to FARC 3 years after close of case. Destroy 10 years after close of case.</p> <p>C. Copies of administrative determinations retained pursuant to the regulations of the Department of the Interior concerning the availability to the public of opinions issued in the adjudication of cases. Files are arranged chronologically.</p>		3 in.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>85. 50</p>	<p><u>Permanent.</u> When no longer needed for legal reference, offer to NARS In 5 years.</p> <p><u>Litigation Files.</u> Case files for litigation brought by and against the Government, in particular, the Department of the Interior, that fall within the following categories: Reclamation Water and Water Rights; Reclamation-Land Administration; Federal Power Cases; Public-Lands-Administration; Mining and Mineral Leasing Determination; Procurement; Territorial Affairs; Freedom of Information Act; Indian Tribal Government; Indian Tribal Attorney Contracts; Indian Trust Funds; Indian Judgment Funds; Indian Probate; Redwood National Park; National Visitor Center; and National Park Service and National Capital Parks - other related files. These files contain correspondence, memoranda, research papers, briefs, court decision, and other documents. (Files are arranged alphabetically by case name).</p> <p>A. Cases selected by the Office of the Solicitor because of historical value and legal precedence. (See note following this item).</p> <p><u>Permanent</u> - transfer to FARC 3 years after close of case. Offer to NARS 10 years after close of case.</p> <p>B. Unselected cases.</p> <p>Transfer to FARC 3 years after close of case.</p> <p>Destroy 10 years after close of case.</p>		<p>3 in.</p> <p>15 ft.</p>

Note to items ~~54~~, 55, ~~57~~, 58, ~~67~~, 68, ~~71~~, ~~72~~, ~~75~~, and ~~77~~.
49, 50, 52, 53, 61, 62, 65, 66, 69, + 71

In selecting litigation case files for permanent retention because of the precedent-setting nature of the case, the Office of the Solicitor will use the following criteria:

Cases that result in court decisions that significantly interpret legislation or regulations;

Cases that are deemed to be significant for investigative or litigation procedures, including contested and/or uncontested cases;

Cases that gain national attention because of considerable Congressional or public interest; and

Cases that show possible conflicts of interest.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>50. 51</p>	<p><u>Oregon and California Revested Railroad Grant Lands.</u> Files documenting review of legal questions arising out of the O&C Act of August 28, 1937. Although the official files are maintained by the local office of the Bureau of Land Management, these files are retained as a constantly used reference of basic background information of historical value and legal precedence in answering questions concerning the interpretation and implementation of the Act. The subject matter is still very much an open area under legal review. (Files are arranged by subject area). Permanent ^{offer to NARS} When no longer needed for legal reference, offer to NARS in 5 years.</p>	<p>7H total</p>	
<p>51. 52</p>	<p><u>Outer Continental Shelf.</u> Litigation case files for suits brought to settle questions of Federal/State boundaries, the necessity of an EIS prior to OCS sales, law of the sea disputes and similar cases. Actions filed under the Outer Continental Shelf Lands Act. Also general subject files (non-litigation) which include intra-office memoranda which are not retained elsewhere in the Department. A. Cases selected by the Office of the Solicitor for their historical value in establishing Federal jurisdiction</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>and questions of subject area. These records are instrumental in dealing with the continuing case. Files are arranged alphabetically by case name. <i>(See note following item 55).</i></p> <p><u>Permanent</u> - transfer to FARC 10 years after close of case. Offer to NARS 20 years after close of case.</p> <p>B. Unselected cases</p> <p>Transfer to FARC 10 years after close of case.</p> <p>Destroy 15 years after close of case.</p> <p><i>Correspondence</i></p> <p>C. General Files. Arranged Chronologically. (Break files every 5 years).</p> <p><u>Permanent</u>. Transfer to FARC when 10 years old.</p> <p>Offer to NARS when 20 years old.</p> <p><i>58.</i> <i>53</i> <u>Environmental Law</u>. Litigation case files for suits brought under the National Environmental Policy Act of 1969.</p> <p>A. Cases selected by the Office of the Solicitor for their historical and precedent setting values in demonstrating the interpretive direction of the law. (Files arranged alphabetically by case name). <i>(See note following item 55).</i></p> <p><u>Permanent</u> - transfer to FARC 5 years after close of case. Offer to NARS 10 years after close of case.</p>		<p><i>50</i> <i>included under volume for item 55.</i></p> <p><i>3 in.</i></p> <p><i>50</i> <i>included under volume for item 55.</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>B. Unselected cases.</p> <p>Transfer to FARC 5 years after close of case.</p> <p>Destroy 10 years after close of case.</p> <p><u>Freedom of Information Act - Annual Report to Congress.</u></p> <p>Report required by section 3 of the Freedom of Information Act Amendments of 1974. These records are indicative of the development of Departmental Procedure for handling of Freedom of Information Act requests. File arranged chronologically.</p> <p>Transfer to FARC when 5 years old.</p> <p>Destroy when 10 years old.</p>		
<p>59. 54.</p>	<p>Freedom of Information Act Request and Appeal Files.</p> <p>Files containing initial requests and appeals brought under the Freedom of Information Act. (Non-litigation)</p> <p>Destroy 5 years after decision date.</p>		<p>WITHDRAWN</p>
<p>61, 55.</p>	<p><u>Patent Case Files.</u> Case records created in reviewing invention disclosures of employees and contractors to determine patenting, licensing, assignment, or other disposition action; investigating and disposing of infringement allegations and claims; reviewing use of contract clauses and actions concerning royalties;</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>developing and providing information for use in patent infringement and interference litigation; and handling similar matters.</p> <p>Transfer to FARC 5 years after close of case.</p> <p>Destroy 20 years after close of case.</p>		
62. 56	<p><u>Osage Indian-Trust Responsibility.</u> Files containing correspondence and other papers documenting the trust responsibility for property of Indians who do not have certificates of competency. The files are maintained as reference material for the Department in exercising its trust responsibility during the lifetime of the individual Osage.</p> <p>Destroy after death of individual Indian.</p>		
63. 57	<p><u>Palm Springs Task Force: Investigation Data & Report</u></p> <p>Files containing correspondence and other papers which document the activities of the Palm Springs Task Force. (This material is of a confidential nature and access to the files must be obtained from the Regional Solicitor, Sacramento.) (Files are arranged alphabetically) and chronologically.)</p> <p><u>Permanent</u> - transfer to FARC 1 year after completion of matter. Offer to NARS 10 years after completion of matter.</p>		2/11

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>64. 58,</p>	<p><u>Osage Indian-Last Will and Testament Files.</u> These files are removed only on death of testator (or returned to testator at request) and sent to the probate court, executor, or testator's attorney. Access to the file restricted to testator during his lifetime and to interested parties after his death. (Files are arranged alphabetically ^{by name of Indian.} and then numerical by allotment number.) Permanent. ^{offer to NARS} When no longer needed for legal research, offer to NARS in five years.</p>		<p>5 ft.</p>
<p>65. 59.</p>	<p><u>Five Civilized Tribes-Heirship Records.</u> These files contain certified copies of the final decree of heirship, decedent's will, if any, and official memorandum of Distribution indicating dispersal of the Estate. These records result from action taken under the Act of June 14, 1918 and the Act of August 4, 1947. These files are the only such complete records in existence on heirship of deceased members of the Five Civilized Tribes. (Files are arranged chronologically.) Permanent. ^{offer to NARS} When no longer needed for legal reference, offer to NARS in 5 years.</p>		<p>4 ft.</p>
<p>68. 60.</p>	<p><u>Five Civilized Tribes - Indian Will Depository.</u> These are the original last will and testaments of living members of the Five Civilized Tribes. These</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>files are removed only on the death of testator or returned to testator at his request. Upon death of testator, file is sent to probate court. Access is restricted to testator during his lifetime and to interested parties after his death. (Files arranged alphabetically.)</p> <p><u>Permanent</u>. When no longer needed for legal reference, offer to NARS in 5 years.</p> <p><i>61.</i> <u>Alaska Native Claims Settlement Act</u>. Litigation case files for actions arising out of the Alaska Native Claims Settlement Act. (Files arranged alphabetically by case name.)</p> <p>A. Cases selected by the Office of the Solicitor for their historical and precedent setting values in demonstrating the interpretive direction of the Act. <i>(See note following item 55)</i> <u>Permanent</u>. Transfer to FARC 5 years after close of case. Offer to NARS 10 years after close of case.</p> <p>B. Unselected cases. Transfer to FARC 5 years after close of case. Destroy 10 years after close of case.</p>		<p><i>2 ft.</i></p> <p><i>50</i></p> <p><i>1 ft.</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>68. 62.</p>	<p><u>Indian - Land Administration.</u> Litigation case files documenting legal action taken to resolve questions concerning mineral, grazing, and business leases, rights-of-way; trespass actions; title disputes; and similar actions. (Files arranged alphabetically by case name).</p> <p>A. Cases selected by the Office of the Solicitor because of the precedent setting nature of litigation. (See note following item 55.)</p> <p><u>Permanent.</u> Transfer to FARC 5 years after close of case. Offer to NARS 10 years after close of case.</p> <p>B. Unselected cases.</p> <p>Transfer to FARC 5 years after close of case.</p> <p>Destroy 10 years after close of case.</p>	<p><i>(See note following item 55.)</i> 50 <i>Included under volume for item 55.</i> 50</p>	
<p>69. 63.</p>	<p><u>Five Civilized Tribes - Indian Allottee Records.</u></p> <p>Files include copies of court decrees and orders approving oil and gas leases, mortgages, sales and heirship information as well as correspondence for action arising out of the Act of May 27, 1908, and Act of August 4, 1947. These are the only complete set of records in the possession of any Interior Agency which show ownership or disposal of allotments of members of the Five Civilized Tribes. Files are reviewed at least annually to remove irrelevant and unnecessary material. (Files are arranged alphabetically.)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Permanent.</u> When no longer needed for legal reference, offer to NARS in 5 years.</p>		<p>5 ft.</p>
<p>70. 64.</p>	<p><u>Five Civilized Tribes - Quiet Title and/or Partition Actions (Including Condemnation).</u> These are the official files for actions involving members of the Five Civilized Tribes. These files are the only complete set of records of the disposal of Indian Allotments (Files are arranged alphabetically.) <i>by partition sale, adverse possession, condemnation, or ownership of Indian allotments by election to take partition in kind. (arranged alphabetically by name).</i></p> <p><u>Permanent.</u> When no longer needed for legal reference, offer to NARS in 5 years.</p>		<p>5 ft.</p>
<p>71. 65.</p>	<p><u>Indian Fishing and Hunting Rights.</u> Litigation case files for legal action brought to determine Indian rights to hunt and fish on and off reservation lands. Action is brought under 25 U.S.C. and other U.S. Indian Treaties. (Files are arranged alphabetically by case name.)</p> <p>A. Cases selected by the Office of the Solicitor for their precedent setting values in preserving Indian Rights. <i>(See note following item 55)</i></p> <p><u>Permanent.</u> Transfer to FARC 15 years after close of case. Offer to NARS 20 years after close of case.</p> <p>B. Unselected cases.</p> <p>Transfer to FARC 10 years after close of case.</p> <p>Destroy 20 years after close of case.</p>		<p>1 ft.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
72. 66.	<p><u>Indian Water Rights.</u> Litigation case files for water rights disputes arising out of 25 U.S.C., Reclamation Act of 1902, and other executive orders and Indian treaties.</p> <p>A. Cases selected by the Office of the Solicitor for their precedent setting values in determining possession of water rights. Files are arranged alphabetically by casename. <i>(See note following item 55)</i> 50</p> <p><u>Permanent.</u> Transfer to FARC 10 years after close of case. Offer to NARS 20 years after close of case.</p> <p>B. Unselected cases. Transfer to FARC 5 years after close of case. Destroy 15 years after close of case.</p>		29/11
73. 67.	<p><u>California-Nevada Interstate Compact Commission Files.</u></p> <p>Official files for the Department documenting the activities of the Commission established under the Act of August 11, 1955. The files contain correspondence, court pleadings, hearings, and minutes of meetings, and other papers, and are constantly referred to in all areas of negotiations involving the Truckee-Carson Rivers and California and Nevada. These records are of significant value in determining and administering the water rights of this land area. (Files are arranged chronologically.)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Permanent</u>. Transfer to FARC 10 years after execution of agreement. Offer to NARS 20 years after execution of agreement.</p>		<p><i>2 ft.</i></p>
74. 68.	<p><u>Pyramid Lake Task Force Files</u>. Official files of the Pyramid Lake Task Force on investigation of Pyramid Lake water problems. File and backup material maintained for use in exercising trust responsibility of Department relative to Pyramid Lake reservation. Files are arranged alphabetically.</p> <p><i>offer to NARS</i> <u>Permanent</u>. When no longer needed for legal research, offer to NARS in 5 years.</p>		<p><i>2 ft.</i></p>
75. 69.	<p><u>Antiquities Act</u>. Litigation case files, including enforcement proceedings, for action arising out of the Antiquities Act of 1906. Through several test cases, Antiquity Act Applicability is being expanded to new areas, such as Outer Continental Shelf. (Files are arranged alphabetically by case name.)</p> <p>A. Cases selected by the Office of the Solicitor because of precedent setting nature of litigation. <i>(See note following item 55)</i></p> <p><u>Permanent</u>. Transfer to FARC 5 years after close of case. Offer to NARS 10 years after close of case.</p> <p>B. Unselected Cases. Transfer to FARC 5 years after close of case.</p>		<p><i>included under vol- ume for item 55. 50</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
76. 76.	<p>Destroy 10 years after close of case.</p> <p><u>District of Columbia.</u> Litigation case files for quiet title actions arising out of the Act establishing the District of Columbia. These records document disputes over ownership of the Potomac River and adjacent lands within the District of Columbia. The issues involved in these cases have been relitigated approximately every 10 years since 1791. (Files arranged alphabetically). <u>Permanent.</u> Transfer to FARC 10 years after close of case. Offer to NARS 20 years after close of case.</p>		
77. 77.	<p><u>Mine Health and Safety Administration.</u> Administrative and court litigation case files documenting legal action brought under the Coal Mine Health and Safety Act of 1969 and the Federal Metal and Nonmetallic Mine Safety Act. These records document application for review cases, civil penalty cases, collection cases, application for compensation cases; petition for review of administrative decisions, injunction actions, and petitions for modifications. (Files arranged numerically by calendar year.) <i>(see note following item 55)</i> A. Cases selected by the Office of the Solicitor because of their historical value and precedent setting nature of litigation.</p>		<p><i>3 ft. total accumulation</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Permanent</u>. Transfer to FARC 2 years after close of case. Offer to NARS 5 years after close of case.</p> <p>B. Unselected cases. Transfer to FARC 2 years after close of case. Destroy 5 years after close of case.</p>		<p>3 in.</p>
<p>78.</p>	<p>Opinions issued by the Office of the Solicitor.</p> <p>Copies of formal opinions issued by the Solicitor's Office regarding Departmental programs and policies. As well as being used as a record of interpretation of departmental policies and programs over the years, these records are retained as legal reference sources used continuously by all staff members. (Files are arranged chronologically.)</p> <p><u>Permanent</u>. When no longer needed for legal research, offer to NARS in 5 years.</p>		<p>WITHDRAWN</p>
<p>79.</p>	<p>Privacy Act Files. Accounting documents kept for each disclosure of a record to any person or to another agency.</p> <p>A. As required by law, retain the accounting record for 5 years or the life of the record, whichever is longer, after the disclosure for which the accounting is made. Transfer to FARC after 3 years; destroy after 5 years.</p>		<p>WITHDRAWN</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>B. Written requests, if an employee, retain as long as employee is on duty with the Department then transfer to FARC.</p> <p>Transfer to FARC in 3 years; destroy after 5 years.</p> <p>C. Written requests, if not an employee, retain for 2 years after close of case.</p> <p>Transfer to FARC in 2 years; destroy after 3 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>80. 72.</p> <p>81. 73.</p> <p>81A. 14.</p>	<p style="text-align: center;"><u>PUBLIC RELATIONS</u></p> <p><u>Public Information Releases.</u> Press releases and press conferences arranged by bureaus, Official speeches <i>thereunder chronologically.</i></p> <p>arranged by individual names. Complete set of formal information releases, such as press releases (including official biographies), press conference transcripts, official speeches, and similar material.</p> <p>a) Record Copy.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old.</p> <p>Offer to the NARS when 20 years old.</p> <p><i>b) all other copies. Destroy when 5 years old.</i></p> <p><u>Informational Services Project Case Files.</u> Case files maintained in formally designated informational offices.</p> <p>Destroy 1 year after close of file or 1 year after completion of project.</p> <p><u>Speeches.</u> Arranged chronologically. Copies of speeches by the Secretary, Under Secretary, Assistant Secretaries, and Deputy Assistant Secretaries on subjects relating to the programs + activities of DOI.</p> <p>a) Record copy. <u>Permanent.</u> Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p><i>b) all other copies. Destroy when 5 years old.</i></p>		<p><i>2A.</i></p> <p><i>3 in.</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>82. 75.</p>	<p style="text-align: center;"><u>RESEARCH AND DEVELOPMENT</u></p> <p>These are records created in the conduct of technical research and development for the purpose of developing new concepts, techniques, and equipment and materials or improving or modifying those already in existence. Research and development is accomplished both by contracting for the services of private commercial or research organizations and by agency personnel.</p> <p><u>Technical Report Files.</u> Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations, and analyses.</p> <p>a) <i>Final report</i> <u>PERMANENT.</u> Transfer to inactive file upon receipt of technical and administrative completion or termination reports; break active file every 2 years and transfer to FARC ^{when} after 3 years ^{old}. Offer to NARS when 20 years old.</p> <p>b) <i>all other materials. Destroy upon completion of final report.</i> <u>Drawing and Specification Files.</u> Official file copy of each drawing and specification showing final design and technical characteristics of items developed.</p> <p><u>PERMANENT.</u> Transfer to FARC when 1 year old. Offer to NARS when 20 years old.</p>		<p><i>2/8/81</i></p> <p><i>Final report.</i></p> <p>WILKINSON</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
84. 76.	<p><u>Summary Progress Reports.</u> Reports submitted by project offices to show the initiation and degree of completion of projects, and consolidated reports prepared therefrom.</p> <p>a) Consolidated reports, consisting of an official file copy of each consolidated report and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated reports.</p> <p>Transfer to FARC 1 year after case is closed. Destroy closed case when 8 years old.</p> <p>b) Feeder reports used for compilation of consolidated reports, except as indicated in (a) above.</p> <p>Destroy upon submission of consolidated report.</p> <p>c) Copies of reports retained by reporting offices.</p> <p>Destroy 1 year after completion or cancellation of related projects.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>PROGRAM/PROJECT RECORDS</u></p> <p>These are mission records accumulated in operating offices under the jurisdiction of a program Assistant Secretary having short or long-range program responsibility. These files include material concerning the initial planning, funding requirements, contracting, facilities and equipment, allocation of resources, program activity evaluations, and supporting documentation. These records are normally case filed by name of program or project, subdivided by organizational title or location, such as state, county, region, or area, and should be maintained separately from other series filed by subject.</p> <p><u>Program Correspondence Files.</u> Arranged alphabetically by subject. Correspondence relating to major programs of the Department of the Interior.</p> <p>a. Central Program Correspondence File. Incoming and outgoing correspondence of the Secretary, Under Secretary, Assistant Secretaries and Deputy Assistant Secretaries. Includes correspondence with subordinate units, other Federal agencies and the public. Subjects include minerals and fuels, parks and sites, mines and mining, reclamation, soil and moisture, outer continental shelf leasing, and other similar topics.</p>		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p><u>PERMANENT</u>. Transfer to FARC when 10 years old. Offer to NARS when 20 years old.</p> <p>b. All other program correspondence files, Files in other offices that duplicate the official record described above or that consist of correspondence at an organizational level lower than that of Assistant Secretary.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		<p>25 ft.</p>

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86.	<p>Committee Members Records. These are member's duplicate copies retained for reference.</p> <p>Destroy when no longer needed for reference.</p>		WITHDRAWN
87.	<p><u>Program/Project Evaluation Records.</u> Records accumulated in evaluating Departmental program or projects to deter- mine program effectiveness, and measure progress. This includes such material as copies of progress reports, status on project, working papers, back- ground material, and a copy of final evaluation report.</p> <p>Transfer to FARC completed project when 3 years old. Destroy when 25 years old.</p>		WITHDRAWN
88.	<p><u>Interdepartmental Correspondence.</u> Correspondence re- lating to non-decision making, and signed by the Director of Environmental Project Review.</p> <p>Destroy when 2 years old.</p>		WITHDRAWN
<p>89. 89. 78.</p>	<p><u>Working Papers of Environmental Statements.</u> Working and other backup papers pertaining to the preparation and review of Departmental, other Federal, State, and local projects, and environmental statements.</p> <p>Destroy when 5 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>90. 79.</p>	<p><u>Special Projects Correspondence Files.</u></p> <p>Arranged alphabetically by subject. From time to time the Department of Interior is required to undertake special projects or functions as a result of Congressional legislation. Frequently, the responsibility for launching such a project is assigned to an office within the Secretariate and support is provided by a particular bureau. Short-term projects may be handled entirely by the Office of the Secretary, which will maintain record copies of all pertinent correspondence, e.g., the Johnny Horizon program. Long-range projects are generally assigned to a particular bureau for continuation and completion after its initial phase in the Office of the Secretary. In this case the record copies of all pertinent correspondence ^{are} is transferred to the bureau but the Office of the Secretary may keep non-record copies, e.g., Trans-Alaska Pipeline and Teton Dam projects. Ongoing projects still assigned to the Office of the Secretary include the Presidential Review of Water Resources and #a Review of Strip-Mining Regulations.</p> <p>The files included in this series are correspondence files that reflect pertinent actions taken to accomplish the project.</p> <p>a). Records copies of files not transferred to par-</p>		

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JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>particular bureaus.</p> <p>PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 20 years old.</p> <p>b). Non-record copies of files remaining in the Office of the Secretary after official record copies have been transferred to particular bureaus.</p> <p>Destroy upon transfer or when no longer needed for reference, whichever is sooner.</p>		<p>3A.</p>