REQUEST FOR RECLASSIFICATION
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
   Office of the Secretary

3. MINOR SUBDIVISION
   Office of Administrative Services

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

5. TEL EXT
   343-2026 or
   2032

6. CERTIFICATE OF AGENCY REPRESENTATIVE.
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of this agency's records; that the records proposed for disposal in this Request of 2 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.
   X B Request for disposal after a specified period of time or request for permanent retention.

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   Office of Environmental Project Review
   The Office of Environmental Project Review is charged with the functions of (a) reviewing and approving environmental statements for Departmental projects (b) and coordinating the Secretary's review of project reports and environmental statements referred to the Department by other Agencies.

   ITEM NO. 1
   Departmental draft environmental statement.
   Transfer to FRC when 5 years old, Destroy when 10 years old.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>ACTION TAKEN</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Departmental final environmental statement</td>
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<td>Transfer to FRC when 10 years old.</td>
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<td>Destroy when 20 years old.</td>
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<td>3</td>
<td>Other Federal, State, and local agency project reports and environmental statements.</td>
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<td>Transfer to FRC when 5 years old.</td>
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<td>Destroy when 10 years old.</td>
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<td>4</td>
<td>Departmental and bureau's formal review comments on other Federal agencies' project reports and environmental statements</td>
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