

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 48 78 1	
DATE RECEIVED 11 NOV 1977	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-29-77</i> Date <i>acting</i> <i>James E. O'Neill</i> Archivist of the United States	

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 the 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.

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

C. DATE 11-9-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Anderson</i>	E. TITLE Records Management Officer
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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
ITEM NO. 1	<p style="text-align: center;">Office of Environmental Project Review</p> <p>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.</p> <p>Departmental draft environmental statement.</p> <p style="text-align: right;">Transfer to FRC when 5 years old, Destroy when 10 years old.</p>		

copy to NMF, WNRC (Eric Betty HICKIFF by name), and agency - 11/30/77 *4 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
ITEM NO. 2	Departmental final environmental statement Transfer to FRC when 10 years old Destroy when 20 years old.		
ITEM NO. 3	Other Federal, State, and local agency project reports and environmental statements. Transfer to FRC when 5 years old. Destroy when 10 years old.		
ITEM NO. 4	Departmental and bureau's formal review comments on other Federal agencies' project reports and environmental statements Transfer to FRC when 10 years old. Destroy when 20 years old.		