

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NOV 20 1978

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

LEAVE BLANK	
JOB NO	
NC 1 48 79 2	
DATE RECEIVED NOV 21 1978 NOV 21 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>1-8-79</i> Date	<i>James B. Choad</i> Archivist of the United States

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 1 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11/9/78	<i>Robert W. Anderson</i>	Records Management Officer		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Departmental Level Honor Awards Files</u></p> <p>These records consist of Secretary's Awards for employees or organizations, such as the Distinguished Service, Meritorious Service, Interior Conservation, Outside, Safety, Valor or Presidential, and Foreign. (Arranged by subject, bureau, and chronologically by date) <i>1" per 5 yrs.</i></p> <p>Destroy when 5 years old, excluding ^{copies} awards filed in official personnel folder.</p>			
<p><i>to NNF, NCF, INC, 4NC, 7NC, 8NC, 9NC-5, 9NC-1, 10NC - 1/11/79 1 item</i></p>				

to agency, 1/10/79 (by RTB)

Copy sent to Agency: 1-11-79: K.T. = 1