

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Red NOU 7 May 79 H

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, ~~XXXXXXXXXXXX~~

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

5. TEL EXT
343-2026

LEAVE BLANK	
JOB NO. NC1-48-79-3	
DATE RECEIVED May 10, 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-6-79 Date	<i>James B. Rhoads</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 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 <i>May 3, 1979</i>	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
1	<p>Employment and Financial Interest Statements: Statements filed by Interior officials required by Public Law 95-521 stating information concerning their employment, financial interest, creditors, and interests in real property.</p> <p><u>Disposition</u> - Destroy after ^{after receipt of report} six years unless needed in an ongoing investigation, except for an individual who filed the report pursuant to section 201(b) of P.L. 95-521 and was not subsequently confirmed by the Senate, or who filed the report pursuant to section 201(c) and was not subsequently elected. Those reports shall be destroyed one year after the individual either is no longer under consideration by the Senate or is no longer a candidate for nomination or election to the Office of President or Vice President unless needed in an ongoing investigation.</p> <p>NC1-48-77-1 Requesting a longer retention period for the following item.</p>	GRS 1/25	

to NNF, agency, WNRC - 6/11/79

WLL 6-12-79

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
31	<p>Audit Reports.</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>1) Final Report--destroy 5 years old.</p> <p>2) All other copies, drafts and working papers etc.--destroy when 3 years old.</p> <p>b. Audit Reports by Interior auditors or by state auditors, other agencies and Independent Public Accountants (IPA's).</p> <p style="padding-left: 40px;">Destroy when 7 years old.</p>	<p><i>NCI-48-774, Item 31b</i></p>	