

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec'd NCI 150 Aug 79

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
Sally Brandt

5. TEL. EXT.
343-6191

LEAVE BLANK
JOB NO NCI-48-79-4
DATE RECEIVED Aug. 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<i>withdrawn, 12/3/79</i> Date 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
8/13/79	<i>Sally Brandt</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	Request disposal of the original record of the Office of the Secretary (1 NN 77-48-1, Item 77a) and replace with microform. Specific microform has not been selected, but it will probably be 3M microfiche or 3M cassette 16MM film. An index, on the selected microform, will accompany the records to insure accessibility.	<i>NCI-48-77-1 Item 77a</i>	
	77. <u>Program Correspondence Files</u> . Arranged alphabetically by subject. Correspondence relating to major programs of the Department of the Interior.		<i>withdrawn, 12/3/79</i>
	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.		
	(1) Microform PERMANENT. Transfer master and one copy to FARC when 10 yrs. old. Offer to NARS when 20 yrs. old. (2) Paper copy. Destroy when microform is checked for integrity.		

*115-107
Closed
10-5-79*

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
	<p>This certifies that the records described in this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Storage conditions shall adhere to the standards of FPMR 101-507 and FPMR 101-508.</p> <p>Inspection of master film will start two years after the initiation of the microform process.</p>		