

Hand No 10 2480 19

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-48-80-2	
DATE RECEIVED	
September 12, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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withdrawn, 5/13/81</i>	
Date	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	5. TEL. EXT.
Sally Brandt	343-6191

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
9/9/80	<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 and replace with 3M microfiche. A microfiche index will accompany the records to insure accessibility.	NC1-48-77-1 Item 77a	
	77. <u>Program Correspondence Files.</u> Arranged alphabetically by subject. Correspondence relating to major programs of the Department of the Interior.		<i>withdrawn, 5/13/81</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) Microfiche - PERMANENT. Transfer master and one copy to FARC when 10 yrs. old. Offer to NARS when 20 yrs. old.		
	(2) Paper copy. Destroy when microfiche is checked for integrity.		

Closed Out Withdrawn: 5-13-81: R.T.P.

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
(3)	Machine Readable Tape - PERMANENT. Transfer to FARC when 10 yrs. old. Offer to NARS when 20 yrs. old.		<i>withdrawn, 5/13/81</i>