

Read NCD 16 Sep 80 14

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-48-80-3

DATE RECEIVED

September 22, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date

withdrawn 1/15/81
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
Sally Brandt

5. TEL. EXT.
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 9/9/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sally Brandt</i>	E. TITLE 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>Still Picture Files. Still photographs, slide sets, film-strips, posters, original artwork and other pictorial records of the Secretary, Under Secretary, and Assistant Secretaries, and all still pictures that provide documentation of the organization, functions, policies, procedures, and essential transactions of the Department; or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.</p> <p>A. Still Photographs</p> <p>(1) Black and white photography - the original negative and a captioned print.</p> <p>(2) Color photography - the original color transparency or color negative, a captioned print, and an internegative if one is available.</p> <p>B. Other still pictorial records - the original and a reference print of each.</p>	GRS 21 Item 1	<i>Withdrawn</i>

Closed out as Withdrawn: 1-16-81: K.T.1)

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>PERMANENT - Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old.</p> <p>C. Pictorial records not defined as permanent in the above.</p> <p>Destroy - when no longer needed for administrative use in accordance with FPMR 101-42.303-1</p> <p>D. Faulty or technically poor photography.</p> <p>Destroy immediately in accordance with FPMR 101-42.303.1</p>		<p>Withdrawn, 1/15/81</p> <p>Withdrawn, 1/15/81</p> <p>Withdrawn, 1/15/81</p>