

Rev NCI 28 Nov 80

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  | NCI-48-81-4  |
| DATE RECEIVED   | December 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 1-13-80<br>Date   | <i>Robert Ware</i><br>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 Information Resources Management

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 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<br>11/17/80 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Sally Brandt</i> | E. TITLE<br>Records Management Officer |
|---------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
| 1          | Emergency Loan Fund-Committee Loan Records<br><br>in agency<br>Destroy one year after the loan has been repaid or declared uncollectable. |                     |                  |
|            | to agency, NNF 1/15/81  |                     | Item             |