

Serial No. 28 Nov 80

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

LEAVE BLANK	
JOB NO	NC1-48-81-5
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 Date	<i>[Signature]</i> 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 <i>11/15/80</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Sally Brandt</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><u>Personnel Research Records</u></p> <p>Records accumulated on applicants and employees of the Department on a project-by-project basis, used for research on personnel measurements &amp; selected methods.</p> <p>Destroy <sup>in agency</sup> 2 years after completion of the project.</p>		

*to agency, NNF 1/15/81*  
**Closed Out: 1-15-81: K.T.D.**