

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

10 Mar 82 MY

LEAVE BLANK	
JOB NO	NCI-48-82-4
	<del>NCI-48-82-4</del>
DATE RECEIVED	March 12, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2 APR 1982	<i>[Signature]</i> Archivist of the United States
Date	

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 RG 48

3. MINOR SUBDIVISION  
Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER  
Richard Willis

5. TEL EXT  
343-5435

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 3/5/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard Willis</i>	E. TITLE Paperwork 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
H7	The following are requested changes to OSHB #7-Record Category H.  (Reduction in retention from 5 to 2 years)  <u>Congressional Requests File.</u> Lists of all bills and White House requests for Department reviews; Separated into monthly files with statistical sheet for records.  Destroy <sup>in agency</sup> 2 years after end of Congressional Session.	RCS/H/ Item 7	
H8	(Separate Confirmation Hearings from other hearings)  <u>Confirmation and Hearings Files.</u>  a. Copies of Confirmation Hearings printed for Department officials.  Destroy in agency <del>Retain 4 years (2 Congresses)</del> <sup>after official is separated,</sup> and offer to Department Library.  b. Unbound files containing hearing notifications, witness' statements, and transcript review & return.  Destroy in agency <del>Retain 2 years (one Congress)</del> <sup>after official is separated,</sup> and destroy locally.	RCS/H/ Item 8	6 items

115-107

to NNB, NNF, agency, ~~to NNB~~, 4/7/82  
~~Not sent to NNRC~~  
~~Mass (Data Change Sheet Not Rec'd)~~  
~~Mass (Data Change Sheet Not Rec'd)~~  
 NNRC  
 Standard Form 115  
 Revised April, 1975  
 Prescribed by General Services Administration  
 GSA (41 CFR) 101-11.4

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><i>2.H9</i></p> <p><i>A.</i> <i>H11</i></p>	<p>(Change in record description and local retention)</p> <p>Department Legislative Program. Contains original material submitted by bureaus/offices for inclusion in the Department's Legislative Program and printed copies of the final program. Distributions made to the White House, Office of Management and Budget, and the Department.</p> <p><del>PERMANENT.</del>  <del>Transfer to FARC when 3 years old.</del>  <del>Retain locally 3 years.</del> Offer to NARS when 20 years old.</p> <p>(Include "Land Titles and Acquisitions")</p> <p>Litigation Files. Case files for litigation brought by and against the Government, in particular, the Department of the Interior, that fall within the following categories: Reclamation Water and Water Rights, Reclamation-Land Administration; Federal Power Cases; Land Titles and Acquisitions; Public Land Administration; Mining and Mineral Leasing Determination; Procurement; Territorial Affairs, Freedom of Information Act; Indian Tribal Government; Indian Tribal Attorney Contracts; Indian Trust Funds; Indian Judgement Funds; Indian Probate; Redwood National Park; National Visitor Center; and National Park Service and National Capital Parks - other related files. These files contain correspondence, memoranda, research papers, briefs, court decisions, and other documents. (Files are arranged alphabetically by name.)</p> <p>a. Cases selected by the Office of the Solicitor because of historical value and legal precedence.  <del>Transfer FARC</del> <del>Ship to records center for 3 years</del> <del>and offer to NARS 10 years after case is closed.</del>  <i>Transfer FARC</i> <i>when</i> <i>after case is closed,</i>  <i>Ship to records center for 3 years</i> <i>and offer to NARS</i></p> <p>b. Unselected cases.  <del>Transfer to FARC</del> <del>Ship to records center for 3 years</del> <del>and destroy 10 years after case is closed.</del>  <i>Transfer to FARC</i> <i>when</i> <i>after case is closed,</i>  <i>Ship to records center for 3 years</i> <i>and destroy 10</i></p>	<p><i>RCS/H/</i> <i>Item 9</i></p> <p><i>RCS/H/</i> <i>Item 11 A + B</i></p>	