REQUEST FOR RECORD DISPOSITION AUTHORITY  
(See Instructions on reverse)

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 - Record Group 48

3. MINOR SUBDIVISION  
   Office of Youth Programs

4. NAME OF PERSON WITH WHOM TO CONFER  
   Richard Willis  
   202-343-5435

5. TEL. EXT.

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 ___ 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  
3/22/82

D. SIGNATURE OF AGENCY REPRESENTATIVE  
   Richard Willis

E. TITLE  
   Paperwork Management Officer

7. ITEM NO.  
   Microfiche Project (Job) Files

8. DESCRIPTION OF ITEM  
   Program accomplishment case files for projects (jobs) of the Youth Conservation Corps and the Young Adult Conservation Corp. Files for each job may include plans, specifications, maps, work schedules, estimates, expenditures, and project summary. These records are microfiche.

   Transfer to Washington Record Center one year after completion of the job. Offer to NARS in 30 years.

   3 cu ft

115-107

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4