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/PMO

3. MINOR SUBDIVISION
   Division of General Services

4. NAME OF PERSON WITH WHOM TO CONFER
   Richard Willis

5. TEL. EXT.
   374-2345

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.

   X B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   9/24/82

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Richard C. Willis

E. TITLE
   Records Management Officer

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

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<th>ITEM NO.</th>
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Records pertaining to the Youth Conservation Corp (YCC) and Young Adult Conservation Corp Programs in the Department.

1. Inter-agency Agreements maintained by the Washington office. All by agency
   - Permanent - Transfer to WNRC upon approval of this schedule.
   - Offer to NARS when 20 years old.

2. Annual Accomplishment Reports maintained by the Washington office.
   - Permanent - Transfer to WNRC. Offer to NARS when 20 years old.
   - All Other Offices - Transfer to WNRC. Destroy when 5 years old.
   - Not authorized for transfer to FRC.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114