

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCl-48-83-4	
DATE RECEIVED 8-15-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-1-83 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 RG 48

3. MINOR SUBDIVISION
Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER
Pat Henry

5. TEL EXT
343-6758

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 7/29/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard Willis</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
7	<p>The following is a requested addition to OSHB #7, Records Category K</p> <p><u>Radio Frequency Assignments.</u> These files are radio frequency assignments approved for the Department of the Interior. The files are maintained by the Office of Telecommunications.</p> <p><i>Papers:</i> a. <input checked="" type="checkbox"/> Retain paper copy in office ten years after assignment is cancelled, then Film paper copy, and destroy paper.</p> <p>b. Film paper copy ten years after assignment is cancelled and destroy paper copy in office.</p> <p><i>Film:</i> b. <input checked="" type="checkbox"/> Destroy film in office when no longer needed.</p>		2 items