

REQUEST FOR RECORDS 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 RG 48

3. MINOR SUBDIVISION
Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER
Richard Willis

5. TEL EXT
343-3742

LEAVE BLANK

JOB NO
NC1-48-84-1

DATE RECEIVED
05-23-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-10-84 *Robert M. Hare*
Date Archivist of the United States

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 5/14/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard C. 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
1. (G1.B)	<p>The following is a requested change to OSHB #7-Record Category G.</p> <p>Include "working Papers."</p> <p>Audit reports and <u>working papers</u> by Interior or by state auditors, other agencies, and Independent Public Accountants.</p> <p>NOTE: A "0" in the "FARC" column indicates that the record is maintained, destroyed, or offered to NARS by the local office and never transferred to the FARC. Remove "0" from the FARC column so the records can be transferred to the FARC.</p> <p><i>Transfer to FRC when volume warrants. Destroy when 7 yrs. old.</i></p> <p align="center">MASS DATA CHANGE SHEET NOT REQUIRED</p>		1 item