

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

RG 48

(For instructions on the use of this form see National Archives Manual  
 on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,  
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Interior

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of Management Operations, Central Files

4. NAME OF PERSON WITH WHOM TO CONFER

Robert W. Anderson

5. TEL. EXT.

183-6698

LEAVE BLANK	
DATE RECEIVED 10/26/73	JOB NO. 174-076
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
1-3-74 DATE <i>acting</i>	<i>James E. O'heill</i> (ARCHIVIST OF THE UNITED STATES)

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

OCT 24 1973

(Date)

*[Signature]*

(Signature of Agency Representative)

*[Signature]*

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Item No. 1	<p>Office of Hearings &amp; Appeals</p> <p>(1) Board of Contract Appeals</p> <p>Under its delegated authority the Interior Board of Contract Appeals considers and decides finally for the Department appeals to the Secretary from finding of facts of decisions by contracting officers of any bureau or office of the Department (43 CFR 4.1)</p> <p>The Appeals Files will be transferred three years after the year in which an appeal was finally decided to the Washington National Records Center.</p> <p>Disposition:  <i>RA 27 Mar 73</i>            a. Samples selected according to criteria agreed upon by BCA and NARS. PERMANENT            b. Files transmitted will be retained for seven years before they are destroyed.</p>		<p>DISPOSAL NOT APPROVED</p> <p><i>(6)</i> DISPOSAL APPROVED</p> <p>1 item</p>

PROPOSED RECORDS DISPOSITION SCHEDULE

CASE RECORDS OF THE

BOARD OF CONTRACT APPEALS, INTERIOR DEPARTMENT

(Numbers between slants, e.g. /2/, refer to notes that follow table.)

CURRENT RECORDS (CAL, YRS.)	3 YEARS IN IBCA OR DEP'T (CAL. YRS.)	TO WNRC (JAN. 1ST)	7 YEARS IN WNRC (CAL. YRS.)	OUT (JAN. 1ST)
<u>/1/</u>	<u>/1/</u>	<u>/2/</u>	<u>/2/</u>	<u>/3/</u>
/4/ 1954-64	[65-67	68	68-74	75]
/5/ 1964-70	71-73	74	74-80	81
/6/ 1970-73	74-76	77	77-83	84
1974-76	77-79	80	80-86	87
1977-79	80-82	83	83-89	90
1980-82	83-85	86	86-92	93

NOTES: /1/ Present practice is to retire case records to noncurrent files in "IBCA" (Interior Board of Contract Appeals) when cases are closed. Dates shown in left-hand column are closure dates, e.g. "1954-64", or "1970-73", mean cases that were closed during the indicated period and moved from the current to the noncurrent case file in IBCA. Batching of cases as indicated in left-hand column, is discussed below.

/2/ "WNRC" is Washington National Records Center, Suitland, Maryland.

/3/ Prior to final disposal of records, agency approval is routinely requested by WNRC.

/4/ The 1954-64 batch was interfiled in the central classified file of the Office of the Secretary of the Interior, under the appropriate subject headings. The schedule dates shown for this batch would be applicable if the records had not been incorporated into the above file.

/5/ The 1964-70 batch is in the Departmental staging area in 76 WNRC boxes plus oversize material. 1970 cut-off date is September.

/6/ This batch of noncurrent case records is now (1973) occupying space in IBCA. Except for cases closed during September-December 1970, it is the first 3-year batch. All succeeding batches should be cut-off at end of every third calendar year.

Batching of case records: Orderly disposition requires that these records be batched into manageable chronological segments. The 1970-73 batch now comprising the noncurrent case file in IBCA, amounts to a little over 30 cubic feet, accumulated over about 7 years. The last 10 years' experience (1964-73) therefore shows that this file is accumulating at a little over 10 cubic feet per year. Future 3-year batches should therefore amount to about 30-40 cubic feet, roughly the size of the 1970-73 batch now in IBCA. The above table is based on the assumption that IBCA will continue filing noncurrent case records as at present, i.e. in 3-year batches, arranged numerically within batches. If some other arrangement is preferable, e.g., 1-year batches, the disposition schedule can be made conformable.