

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-49-90-4**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
5-22-90

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
DEPARTMENT OF INTERIOR, BUREAU OF LAND MANAGEMENT (BLM)

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
RECORDS AND INFORMATION SECURITY BRANCH

5. TELEPHONE EXT.

DATE
11/19/91

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE
DONNA THURBER
653-8853

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 5/17/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rose M. Cummins</i>	D. TITLE ROSE MARIE CUMMINS BLM Records Officer
---------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	GRS & BLM COMBINED RECORDS SCHEDULES, SCHEDULE 14 ^c - INFORMATION SERVICES, ITEMS 41, 50, 51, 52, DATED APRIL 25, 1990	See Atch Schedule	
<i>Copies sent to agency 4/20/92</i>			

GRS & BLM Combined Records Schedules

Schedule 14 - Information Services

Item No.	Series Description	Location						Disposition Authority
		WO	SC	SO	DO	RA		
36-40	{Reserved}							
41	<p>NEWS RELEASES, SPEECHES, COMMENTS MASTER FILES [1120].</p> <p>Record copies of official BLM public issuances, maintained by office of origin.</p>	x	x	x	x	x	<p>PERMANENT. Cutoff end of FY. Transfer to FRC when 5 years old. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 in FY2005). Transfer audio-visual records to NARA in accordance with GRS 21. NARA Job: NC1-49-85-2, 14/1.</p> <p><i>Formerly BLM-1411.</i></p> <p><i>Excludes reference copies (GRS 14/3).</i></p>	
42-49	{Reserved}							
50	<p>INFORMATIONAL SERVICES WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE.</p> <p>Working copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and non-record copies of documents related to informational services that are not described elsewhere.</p>	x	x	x	x	x	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <u>UNS</u></p>	
51	INFORMATIONAL SERVICES ELECTRONIC FILES.	-	-	-	-	-	<p>Records described in this Schedule are authorized for disposal in both hard copy and electronic form under GRS and BLM Schedules 20 and 23.</p>	
52	<p>INFORMATIONAL SERVICES MICROFORM FILES [1120].</p> <p>Includes masters, duplicates, security film, and related microform finding aids.</p>	x	x	x	x	x	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for duplicating, security, or other administrative or reference purposes. <u>UNS</u></p>	

draft

Revised April 26, 1990