

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-49-90-5*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**RECORDS AND INFORMATION SECURITY BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**DONNA THURBER**

**653-8853**

*4/19/91*



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

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | GRS & BLM COMBINED RECORDS SCHEDULES, SCHEDULE 12 - MAIL AND TELECOMMUNICATIONS, ITEMS 11, 20, 21, 22, DATED APRIL 25, 1990 | See Atch Schedule                 |                                  |

*Copies sent to agency 4/20/91*

**GRS & BLM Combined Records Schedules**  
**Schedule 12 - Mail and Telecommunications**

| Item No. | Series Description   | Location |    |    |    |    |   | Disposition Authority |
|----------|--|----------|----|----|----|----|---|-----------------------|
|          |  | WO       | SC | SO | DO | RA |   |                       |
| 9-10     | {Reserved}   |          |    |    |    |    |   |                       |
| 11       | <b>RADIO COMMUNICATIONS FILES [1292].</b>  |          |    |    |    |    | <i>Formerly BLM 123a-b.</i>   |                       |
|          | a. Radio Frequency Assignment Files.   | x        | x  | x  | x  | x  | TEMPORARY. Destroy when replaced by new assignment. NARA Job: NC1-49-85-2, 12/3a  |                       |
|          | b. Radio Logs.<br>BLM Form 9120-1.   | x        | x  | x  | x  | x  | TEMPORARY. Cutoff end of FY. Destroy 3 years after cutoff. NARA Job: NC1-49-85-2, 12/3b   |                       |
| 12-19    | {Reserved}   |          |    |    |    |    |   |                       |
| 20       | <b>MAIL AND TELECOMMUNICATIONS WORKING FILES, BACKGROUND MATERIALS AND REFERENCES NOT DESCRIBED ELSEWHERE.</b><br>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 mail and telecommunications that are not described elsewhere. | x        | x  | x  | x  | x  | TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <u>UNS</u>                                  |                       |
| 21       | <del>MAIL AND TELECOMMUNICATIONS ELECTRONIC FILES.</del>   | -        | -  | -  | -  | -  | Records described in this Schedule are authorized for disposal in both hard copy and electronic form under GRS and BLM Schedules <del>20 and 23</del> . |                       |
| 22       | <b>MAIL AND TELECOMMUNICATIONS MICROFORM FILES [1290, 1542].</b><br>Includes masters, duplicates, security film, and related microform finding aids.   | x        | x  | x  | x  | x  | TEMPORARY. Destroy when superseded, obsolete, or no longer needed for duplicating, security or other administrative or reference purposes. <u>UNS</u>   |                       |