

Ref No 47 Jan 80 47

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-70-80-5
DATE RECEIVED	1-4-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	6-5-80 James P. O'Heill 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

Bureau of Mines

3 MINOR SUBDIVISION

Division of Administration, Branch of Finance

4 NAME OF PERSON WITH WHOM TO CONFER

Victor E. Traver

5. TEL EXT

634-1571

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
1/3/80	<i>Victor E. Traver</i>	Paperwork Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	1976, 1977, and 1978 Time and Attendance Reports and related payroll reports a. Paper copies - Destroy upon certification that the records ^{are} microfilmed in accordance with the standards set forth in 41 CFR 101-11.506 b. Microfilm copies - Destroy after GAO audit or when 3 years old, whichever is sooner		
	<i>to agency 6/6/80</i> <i>JNN</i>		<i>2 items</i>