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
   National Park Service

3. MINOR SUBDIVISION
   Acadia National Park

4. NAME OF PERSON WITH WHOM TO CONFER
   Joan Hoopes, Archivist
   Federal Records Center, Waltham, MA 02154

5. TELEPHONE EXT.
   FTS 839-7110

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   Thereby 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 for ___ pages(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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. GSA or SUPERSEDING JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1. Fiscal Files, 1929-1938. 1 cu. ft.


   (sample attached)

2. Office Administrative Files, 1933-1942. 7 cu. ft.

   Routine administrative correspondence, memoranda, and reports on safety, gas and oil use, accidents, equipment, and procurement. Also includes inventories of equipment, unofficial personnel files, time and payroll sheets, requisition forms, telegrams and non-record material.

   Disposition: Destroy immediately.

   (sample attached)

   Location of records: Federal Records Center, Waltham, MA

   Accession Number: 79-57C0210, 1-8. 61854-61861