

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-79-96-2	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 6-28-96	
1 FROM (Agency or establishment) Department of Interior		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION National Park Service			
3 MINOR SUBDIVISION Office Support Team			
4 NAME OF PERSON WITH WHOM TO CONFER Warren Dade	5 TELEPHONE (202) 523-3710	DATE 10-30-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10-16-96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Warren S. Dade</i>		TITLE NPS RECORDS OFFICER

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	National Park Service Office of Legislative and Congressional Affairs  See attached page		
<p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>Tony Barone</i>    10/22/96    <i>see signature above</i>  NARA appraiser    date    Agency representative    date</p>			

**National Park Service  
Legislative and Congressional Affairs Office**

Revisions to Job No N1-79-96-2

**1. Legislative Case Files** (supersedes NPS-19, Item W38)

Case files containing legislative proposals, copies of bills, hearing and testimony records, legislative analyses, legislative histories, committee reports, correspondence, memorandums, studies, and other records that pertain to NPS legislation and Congressional actions Arranged by Congress and thereunder by individual park unit

**AUTHORIZED DISPOSITIONS**

- a Textual records Close files at the end of each Congress (2 years), and transfer to the WNRC 2 years after closure Destroy 20 years after closure
- b Microfilm Destroy when no longer needed for reference

**2. Legislative Affairs Subject Files** (new item)

Subject files containing correspondence, reports, studies, memorandums, compilations of laws from each Congress, laws or pending legislation for other federal agencies that may relate to or affect the Park Service, various committee files, Congressional reports, and legislative reference files that do not pertain to specific legislation that is maintained in legislative case files Alphabetically arranged by subject

**AUTHORIZED DISPOSITION** Close inactive files at the end of each Congress (2 years) and transfer to the WNRC 2 years after closure Destroy 15 years after closure