**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**To** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

**JOB NUMBER** N1-79-96-2

**DATE RECEIVED** 6-28-96

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**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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**1 FROM (Agency or establishment)**  
Department of Interior

**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** 10-30-94  
**ARCHIVIST OF THE UNITED STATES**

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**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 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,

- [ ] is not required,  
- [ ] is attached, or  
- [ ] has been requested

**DATE** 10-16-96  
**SIGNATURE OF AGENCY REPRESENTATIVE** Warren Dade  
**TITLE** NAS RECORDS OFFICER

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**7 Item No**  
**8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
National Park Service  
Office of Legislative and Congressional Affairs

See attached page

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**10 ACTION TAKEN**  
(NARA USE ONLY)

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All changes to this proposed schedule have been approved by:

**NARA Appraiser**  
**Agency Representative**  
**Date**

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115-109 PREVIOUS EDITION NOT USABLE  
STANDARD FORM SF 115 (REV 3-91)  
Prescribed by NARA 36 CFR 1228
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.