

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

LEAVE BLANK	
JOB NO <b>NC1 79 78 1</b>	
DATE RECEIVED <b>25 APR 1978</b>	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<b>5-10-78</b> Date	<i>James B. Alford</i> 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  
National Park Service

3 MINOR SUBDIVISION  
Chief, Branch of Paperwork Management

4 NAME OF PERSON WITH WHOM TO CONFER  
Lenora DeRossi

5. TEL EXT  
523-5086

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 2 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 <b>4/13/78</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. Savannet</i>	E TITLE <i>Ch. Branch Paperwork Mgmt</i>
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<b>2.</b>	<p>The following items <u>add to and amend</u> <b>NC1-79-77-1</b> :</p> <p><u>Records Pertaining to Internal Administrative Operation</u></p> <p>Correspondence and memoranda (not <sup>specifically</sup> covered by the General Records Schedules or included elsewhere in this job or in comprehensive schedule <b>NC1-79-77-1</b>) relating to internal administrative operation and non-program responsibilities (such as public relations, health and safety activities, employment and labor, budgetary matters, paperwork management, printing and binding) of the Service. Program policies and responsibilities are documented in files described in Item 1 of comprehensive schedule <b>NC1-79-77-1</b>.</p> <p>a. Correspondence <u>reflecting</u> <sup>established</sup> policy or outlining procedure</p> <p>WASO and Region: Transfer to FARC when 6 years old. Destroy when 15 years old.</p> <p>b. Routine transactional correspondence</p> <p>All levels: Destroy when 2 years old.</p> <p>[The item above supersedes and amends Item 2 of <b>NC1-79-77-1</b>.]</p>	<b>NC1-79-77-1, Item 2</b>	

*Sent to agency, all FRC's, NCW, 4NCR, NNRB, NNR, -5/17/78*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5A	<u>Budget Estimates and Justifications (F3017b)</u> a. WASO: Transfer to FRC when 6 years old. Destroy when 15 years old. b. Region and Park: Destroy when 6 years old.	(new item-- not included in NCI-79-77- 1)	
5B	<u>Numerical Forms File (A7223)</u> Arranged numerically by form number. Contains copy of form and amendments, with related correspondence. All levels: Transfer to FARC when 6 years old. Destroy when 15 years old.	(new item-- not included in NCI-79-77- 1)	
6A	<u>Records of Relations on Park Matters with Associations, Institutes, Societies, Clubs, Councils, and Similar Organizations (A22)</u> a. Correspondence and related records concerning general administration and policies of the Service, regions, and parks. WASO and Region: Transfer to FRC when 6 years old. Destroy when 15 years old. b. Routine correspondence (transmittals, etc.) All levels: Destroy when 6 years old.	Supersedes NPS Handbook Appendix B, Item 2/2. (Is not included in NCI-79-77-1)	
41A	<u>Meeting Minutes, recommendations, resolutions, and related correspondence, of concessioners' organizations (C34)</u> a. Record copy--Level of origin: Transfer to FRC when 6 years old. Destroy when 15 years old. b. Non-record copy--All levels: Destroy when no longer needed for reference.	(new item-- not included in NCI-79-77-1)	