

Req No 2454804

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)

National Park Service

2 MAJOR SUBDIVISION

Denver Service Center

3 MINOR SUBDIVISION

Graphic Systems Division

4 NAME OF PERSON WITH WHOM TO CONFER

Henry E. Drews

5 TEL EXT (303)

234-2654

LEAVE BLANK

JOB NO
NC1-79-80-1

DATE RECEIVED
September 25, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-6-80 *[Signature]*
Date Archivist of the United States

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 9/23/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Mgmt Consulting
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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
1.	Retention Schedule for original publications material used to produce copies of planning, design, environmental, cultural resource and other related documents. The material to be stored consists of the "originals" from which copies are produced, such as, camera ready text, photographs , art work, charts and graphs, base plates used to produce maps and plans, plus the printers negatives used to print the documents. <u>Retention Schedule</u> Place in inactive file upon publication. Break inactive file at end of year of publication ^{annually} . Transfer inactive file to FRC 1 year after break. Destroy 9 years after break. <u>Volume of Material</u> 1. 42 boxes = 60 cu. ft. currently in storage in the Denver Records Center. 2. 85 boxes, 12 tubes = 100 cu. ft. waiting to be sent to Denver Records Center.		

115-107 3. Yearly estimate - 70 to 75 boxes, approximately 80 cu. ft.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

to 8NC, NNF, agency - 10/8/80 Closed out: 10-14-80: K.T.D.