

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

LEAVE BLANK	
JOB NO <b>NC1-79-83-1</b>	
DATE RECEIVED <b>7-29-83</b>	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>10-11-83</b> Date	<i>[Signature]</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

Administrative Services Division

4 NAME OF PERSON WITH WHOM TO CONFER

Sarah Hawkins

5 TEL EXT

523-5263

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 3 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
7/25/83	<i>[Signature]</i>	Record Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The National Park Service Washington Office (WASO) is headquarters for the Bureau Servicewide Records Management Program; this includes the Denver Service Center, Harpers Ferry Center, and ten regional offices.</p> <p>The SF-115 is a revision to the desposition instructions in the NPS-Appendix B, Disposition Schedule, and will provide for the microfilming of the <u>WASO Central Files</u> using updateable microfilm, and for the disposition of the original paper records and the film.</p> <p>Disposition will begin with the 1978 calendar year files and implemented in accordance with catagories NPSRCS HB 1/1, 1/2, and 2/1 of Appendix B, Disposition Schedule. A complete description of these records is included in Appendices A and B enclosed.</p> <p><u>Retention Schedule</u></p> <p>1. Film: Dispose of in accordance with NPS-19, Appendix B, Disposition Schedule.</p> <p>2. Paper: Destroy <sup>in agency</sup> upon verification of film.</p>		
	This certifies that the records described on this form		<i>2 items</i>

*see following pages for disposition*

115-107

*to agency, by RTB 10/12/83 DMW.  
to WARC, NNF, + NWB, 10/24/83*

*MDC sheet not required*

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

*NNB + NNF sent 10-25-83 ku DMW.*

## 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

shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.5, that the silver halide original microfilm, <sup>and 7 duplicate copies</sup> shall be offered to the National Archives and Records <sup>Center</sup> Service, and that the master film shall be inspected in the Bureau every 2 years during their scheduled lifetime, starting in 1985,

*This SF 115 does not affect any records already in WNRC.*

DISPOSITIONS:

1. Paper Records

- a. Non-permanent file codes: Destroy in agency upon verification of film. (Non-permanent file codes are those described as such in NPS 19, Appendix B)
- b. Permanent file codes: Transfer to FRC upon verification of film. Offer to NARS 10 years later (i.e., paper transferred to FRC in 1984 should be offered to NARS in 1994). (Permanent file codes are those shown as such in NPS 19, Appendix B.)

2. Film Records

- a. Non-permanent file codes: Destroy in accordance with dispositions given in NPS 19, Appendix B.
- b. Permanent file codes: Transfer silver original and 1 diazo set to FRC upon verification of film. Offer to NARS 10 years later (i.e., film transferred to WNRC in 1984 should be offered to NARS in 1994).

NOTE: If, after working for a reasonable amount of time with the film records, the archival unit determines that they are an adequate substitute for the original paper, then the archival unit may destroy the paper records, retaining the film as the official record.

RTB -  
SH  
9/28/83  
per telecon