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REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Interior

2. MAJOR SUBDIVISION  
Heritage Conservation and Recreation Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Mervyn Jones

5. TEL. EXT.  
343-5661

JOB NO  
NC1-368-80-1

DATE RECEIVED  
May 14, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-12-80 Date acting *James E. O'Neil*  
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 45 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 5/7/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mervyn Jones</i>	E. TITLE MANAGEMENT ANALYST
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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.	Lists of Advisory Council Candidates. 1958-1959. 10 in. Arranged in three subseries: 1) by name; 2) by Federal agency; 3) by state of residence. Lists showing all prospective candidates for the Advisory Council. Name and address, Federal agency where employed (if applicable), and category of expertise are indicated. Little research value for these lists. Council membership is printed in the final report of the Commission and other Commission publications. (In box 1). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.  Destroy immediately.		
2.	Correspondence of Members of the Forecasts and Economics Study Group. 1959-1962. 10 inches. Arranged by name and thereunder chronologically. Routine administrative memoranda and letters regarding scheduling of meetings, travel arrangements, and personal notes. (In box 2). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.  Destroy immediately.		

to agency, NNF, NNR, NNV, WNRC - 6/13/80

19 items

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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
3.	<p>Correspondence concerning Employment of Advisory Council Candidates with ORRRC. 1958-1959. 5 inches. Arranged alphabetically by name. Chiefly incoming and outgoing letters (copies) to and from candidates notifying them of the interest in, their application, selection, or rejection. Also requests for recommendations for qualified candidates from various concerned groups are included. Routine administrative material, some of which is duplicated in the ORRRC Reading File. (In box 1). These records were offered in Accession NC3-368-80-1, but we found to be non-archival.</p> <p>Destroy immediately.</p>		
4.	<p>Chronological File of Outgoing Correspondence. Jan. 1961-June 1961. 4 inches. Copies of routine administrative correspondence, including travel vouchers, letters of transmittal, and meeting arrangements. (In box 36). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
5.	<p>Chronological Files. Feb. 1959-Apr. 1962. 1 foot. Copies of routine administrative matter--no evidential or informational value detected. Generally duplicated (if warranted) in the ORRRC Reading File. (In box 16). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
6.	<p>"General Files." 1959-1962. 3 feet. Arrangement unclear (apparently, very loosely on subject matter lines). Routine administrative material: transmittal letters for publications, travel arrangements, inquiries about Commission operations. No logical association of the letters and memoranda to specific subjects. Some of this material is duplicated in the Central Correspondence series. (In boxes 17, 18, and 19). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
7.	<p>Commissioners' Correspondence. 1958-1962. 1 foot. Arranged by name of commissioner and thereunder chronologically. Routine memoranda and letters (copies) between individual commissioners and ORRRC staff.</p> <p>(next page)</p>		

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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
	<p>Administrative subject matters: travel, meetings, transmittals, and personal matters. (In boxes 26 and 26). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
8.	<p>"Advisory Council Correspondence." 1958-1961. 8 inches. Arranged alphabetically by name of council member. Title is deceiving; routine administrative material regarding scheduling of joint meetings, travel arrangements, requests for Commission publications (usually originated by ORRRC staff). (In box 27). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
9.	<p>Correspondence with Federal Liaison Officers. 1958-1962. 9 inches. Arranged alphabetically by Federal agency. Copies of routine administrative correspondence between ORRRC staff (especially the Executive Director) and liaison officers of those Federal agencies most concerned with outdoor recreation. Subjects include: meetings schedules, travel arrangements, personal notes and acknowledgements, and letters of transmittal. (In box 28). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
10.	<p>Correspondence with State Contact People ("Governor's Files"). 1958-1962. 11 inches. Copies of routine administrative memoranda and letters between ORRRC staff and contacts at the state level. In addition to the usual subjects (travel, meetings, and transmittals), there are calls for recreation data (only requests for the data, not the data itself). (In boxes 28 and 29). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
11.	<p>Correspondence concerning Regional Meetings of States Contacts. 1959-1961. 5 inches. Arranged by city in which the meeting was held. Primarily copies of schedule and agenda information, and travel arrangements for these meetings. No evidential or informational value. (In box 29). These records were offered with Acc. NC3-368-80-1,</p>		

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	<p>but were found to be non-archival.</p> <p>Destroy immediately.</p>		
12.	<p>Personnel Information Files. 1958-1962. 2 feet. Arranged alphabetically by name. Routine matters: personnel actions, leave cards, clearance actions, articles and clippings on ORRRC staff. (In boxes 30 and 31). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
13.	<p>Consultant File. 1959-1962. 1 foot. Arranged by name of consultant. Copies of routine administrative letters and memoranda: personnel actions, travel authorizations, and clearances. Usually originated by the Study Group dealing with the particular consultant, or from the Office of the Executive Director. (In box 32). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
14.	<p>Miscellaneous Photographic Prints and Negatives. ca. 1959-1961. 3 inches. Uncaptioned prints and negatives of ORRRC members on field trips and at presentations. Also many photos of citizens engaged in a wide variety of outdoor recreational pursuits. No evidential or informational value noted with regard to the Commission. Type of material disposable under GRS 21/1c. (In box 37). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
15.	<p>Contractual Correspondence. 1959-1962. 1 foot. Arranged by ORRRC contract number. Copies of routine administrative memoranda and letters regarding the proposal, acceptance, and execution of the contracts. The contracts referred to have long since been fulfilled. (In box 38). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
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16.	<p>"Project Authorizations." 1959-61. 1 inch. Arranged numerically by authorization number (1-14). Copies of administrative paperwork for each project undertaken by the staff. This information is contained in the printed reports of the Commission. (<u>In Box 36</u>). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
17.	<p>Correspondence and questionnaires relating to ORRRC's Inventory of Outdoor Recreation Areas. 1960-61. 2 ft. Arranged by state according to an assigned two-digit code. Completed questionnaires, memoranda, letters and working papers, relating to the compilation of this inventory. Appears to be back-up material to data on computer tape (tapes not located). The information contained in this material is found in the printed Commission Study Reports. (<u>In Boxes 33 and 34</u>). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
18.	<p>Data collected by Federal agencies for the ORRRC Inventory. 1960. 10 inches. Arranged by Federal agency. Raw data, usually in tabular format, and accompanying transmittals, which were utilized in compiling printed ORRRC reports. Apparently, much of this data was encoded on computer tapes (tapes not found). (<u>In Box 35</u>). These records were offered with Acc. NC3-368-80-1, but were found to be non-archival.</p> <p>Destroy immediately.</p>		
19.	<p>Documentation relating to the computer tapes containing parts of ORRRC's National Recreation Survey. 1960-61. 3 inches. Arranged by subject. Code books, design specifications, sample and questionnaire specifications, definitions of terms used, and tabulation specifications. <u>Tapes not found</u>--if they are, documentation should be already maintained with them anyway; therefore, this material is not needed. As it stands, the documentation is useless without the tapes. (<u>In Box 36</u>). These records were offered with Acc. NC3-368-80-1, but found to be non-archival.</p> <p>Destroy immediately.</p>		