

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-22-91-1	DATE RECEIVED 7-31-91
1 FROM (Agency or establishment) U.S. Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION U.S. Fish and Wildlife Service			
3 MINOR SUBDIVISION Division of Program Plans			
4 NAME OF PERSON WITH WHOM TO CONFER Chief, Division of Refuges & Wildlife	5 TELEPHONE EXT. 703/358-1744	DATE 11/29/91	ARCHIVIST OF THE UNITED STATES <i>James E. Pinkerton</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE 7/9/91	C SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Pinkerton</i>	D. TITLE Records Management Officer U.S. Fish and Wildlife Service	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<u>Youth Conservation Corps Enrollee Records</u> Enrollee USDI application form and employment and training administration forms, personal and statistical information; and enrollee performance evaluation, maintained by participating U.S. Fish and Wildlife Service facilities. <u>Disposition:</u> Transfer to local Federal Records Center 30 days after separation of employee. Destroy 60 7 years after enrollee employment is terminated.	<i>OK per John Hunt 11-15-91</i>	
2.	<u>Youth Conservation Corps Enrollee Medical Records</u> USDI Medical history forms; accident, injury and treatment forms, parental permission portion of the USDI application forms. Maintained by the U.S. Fish & Wildlife Service. <u>Disposition:</u> Transfer to local Federal Records Center 30 days after separation of employee. Destroy 60 years 40 years after enrollee employment is terminated. Destroy 40 years after enrollee employment is terminated.		
<i>Copies sent to agency, NCF 12/5/91</i>			