

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG22

LEAVE BLANK	
DATE RECEIVED <b>FEB 25 1974</b>	JOB NO <b>NC 174-150</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the disposal request, including amendments, is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<u>3-12-74</u> Date	<u>James B. Rhoads</u> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D C 20408

- 1 FROM (AGENCY OR ESTABLISHMENT)  
Bureau of Sport Fisheries and Wildlife
- 2 MAJOR SUBDIVISION  
Office of the Associate Director - Research
- 3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Mr. Dan Raisovich

5 TEL EXT

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2-19-74 (Date) Daniel B. Raisovich (Signature of Agency Representative) Administrative Officer (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Records Control Schedule Office of the Associate Director - Research</p> <p>Part I Non-record Material</p> <p>Part II Records Schedule</p> <p>5 items</p>		

Non-record material consists of:

- (1) Research Publications - reference copies. Excess and obsolete copies of agency publications including copies of orders, bulletins, manuals, circulars, memoranda, informational announcements, public relations material, project reports, and other printed or processed documents. (One record set of all final project reports is to be retained).

Keep copies of the minimum necessary for official reference use.  
Destroy when obsolete.

- (2) Outside Publications. Publications of other Government agencies, commercial firms, or private institutions, including manufacturers sales literature, catalogues, price lists and similar publications.
- (3) Library Materials. Excess copies of books, pamphlets, journals, and similar materials. Refer to librarian for disposition.
- (4) Letters of transmittal. Letters of transmittal that do not add any information to that contained in the transmittal material.

Destroy upon receipt.

- (5) Drafts. Preliminary and intermediate drafts of letters, memoranda, reports, and other papers.

Destroy after final drafts are completed.

- (6) Work papers. Those work papers which are not on integral part of a file, including tabulating machine tapes.

Destroy when work is completed or after information is transferred to a more permanent form.

- (7) Shorthand notes.

Destroy after notes have been transcribed.

- (8) Duplicating media. Stencils, ditto masters, multilith plates and other media used for preparing form letters.

Destroy when purpose has been served.

- (9) Personal Files. Personal papers and privately purchased books kept in an office for the convenience of an employee. Official records will not be included in personal files.

Destroy at convenience of individual or the office.

## Part II. Records of the Associate Director - Research

### 1. Program Records in the Central Subject Files.

Correspondence and reports within the central subject files which specifically document the unique primary programs of this office. This category includes correspondence related to selection and coordination of cooperating units and field research activities.

It also includes reports in the various divisions based on research done in the field whether for research purposes or for use in other offices of SFWL. This category excludes records such as environmental impact statements which are a responsibility of another office and serve this office merely as information copies. This category also excludes work papers and management information on projects, which are not an integral part of final reports. Such material is either non-record, or is covered by items 2 and 3 of this schedule.

Retention: Permanent. Retire to FRC when no longer needed for current business. Offer to National Archives after 20 years

### 2. Office Administrative Files.

Records accumulated in the central subject file that relate to the internal administration or housekeeping activities of the office rather than the unique research and management program of the office. This category includes office organization, staffing, procedures, and communications; the expenditure of funds and budget papers (when not related to a research program area); day to day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts. This category also includes work progress, statistical, and narrative reports which are prepared in the office and forwarded to the Bureau Director's office, and all other records which do not serve as documentation of the official programs of the office.

Retention: Destroy when two years old, or when specifically provided for in General Records Schedule. Do not transfer to FRC.

### 3. Periodic Project Progress Reports from Cooperative units and field activities.

Work progress, statistical, and narrative reports from the field to central office on specific research projects used for project management including budget material of the project.

Retention: Retain until completion of project. Hold in agency space for an additional year and then retire to FRC. Destroy after an additional five years.

4. Technical and Scientific Research Project Final Reports.

Final Project reports of Cooperative Units, Field Activities, and the Office of the Associate Director - Research, published and unpublished.

Retention: Permanent (one record copy). Retain one record copy of the final report in agency space as long as it is useful, or for five years, whichever is longer. Retire to FRC, and offer to National Archives after 20 years.

5. Data concerning populations and distribution of animals, fish, and migratory and non-migratory birds.

Transfer to records center when published or summarized in a report or after two years.

Retain an additional 3 years in records center and then destroy.