

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-08-011

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 1.1, item 030 (DAA-GRS-2013-0003-0004)

Date Reported: 5/11/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-11</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>5/21/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Business Center		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3. MINOR SUBDIVISION Aviation Management Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Pamala Quallich	4 TELEPHONE NUMBER 202-208-3909	DATE <i>5/14/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE <i>5/14/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Pamala Quallich]</i>		TITLE <i>05 Records Officer + Ch Dir Mgmt Br</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	7558 2 Katie Property System (See Attached List of Records Descriptions and Requester Disposition Authority)	N/A	

SF 115 Supplementary Cover Sheet

Summary:

This Action establishes one new Office of the Secretary series entitled:

“Katie Property System”

Reason for submission:

- (1) This action provides for the disposition of records maintained in the Katie Property System, a previously unscheduled system use for inventory of personal property, cost, location and property number.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.

7558. Aviation Management Systems

7558.2 KATIE (Property System) The system is a property inventory system that stores current information on the personnel property of the NBC-Aviation Management, including aircraft, floats, skis, and other business/operation equipment of a capitalized, sensitive, or accountable nature. This may include the property number, location, region assigned, cost, acquisition date, description, model, serial number, PO or cons track number, who the property is assigned to, division responsible for it, other misc. comments about the item that might be important, and depreciation schedule if it is a capitalized item requiring depreciation to be recognized.

Disposition: Temporary. Cut off when transferred to new custodian upon completion of sale, trade, or donation proceedings. Destroy 10 years after cutoff.