

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-93-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1a was superseded by N1-048-08-006, item 1109.1

Item 1b was superseded by N1-048-08-006, item 1109.2

Item 1c was superseded by N1-048-08-006, item 1109.3, where it was not appraised because it was covered by the GRS. It is now covered by GRS 5.1, item 010 (DAA-GRS-2016-0016-0001).

N.B. N1-048-10-001 claims to supersede N1-048-93-004 but does not show N1-048-93-004 in any item supersession.

Date Reported: 5/11/2022

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(See Instructions on reverse)

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

1. Meeting Appointment Books and Daily Schedules.

Calendars, appointment books, schedules, logs, diaries, and similar records relating to meetings, appointments, trips, visits, and similar activities of high level officials.

- 1A.** Meeting appointment books and daily schedules of the Secretary, Deputy Secretary, Solicitor, Inspector General, and Assistant Secretaries.

Permanent: Transfer to the National Archives 5 years after the close of an official's tenure. Records not containing any substantive information may be destroyed during processing without further notice to the Department of Interior.

- 1B.** Meeting and appointment books for Deputy Assistant Secretaries, Office Directors, and Staff Assistants.

Temporary: Destroy 3 years after close of an official's tenure.

- 1C.** Electronic meeting appointment books and daily schedules for the Secretary, Deputy Secretary, Solicitor, Inspector General, Assistant Secretaries, Deputy Assistant Secretaries, Office Directors, and Staff Assistants.

Temporary: Print out after final update. Apply disposition statement 1 A or 1 B, whichever is applicable. Delete electronic records after final print out.