

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-48-95-1

DATE RECEIVED

2-13-95

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

1. FROM (Agency or establishment)

Department of the Interior

2. MAJOR SUBDIVISION

Office of the Secretary RG 48

3. MINOR SUBDIVISION

Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Pat Henry

5. TELEPHONE EXT.

208-6759

DATE

5/9/95

for ARCHIVIST OF THE UNITED STATES

James Moore

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
2/9/95	<i>Samuel R. Saunders</i>	Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>The following is a request to change OSHB #7, Records category K</p> <p>RADIO FREQUENCY ASSIGNMENTS. These files are radio frequency assignments approved for the Department of the Interior. The files are maintained by the Office of Telecommunications.</p> <p>A. Retain paper copy in office five (5) years after assignment is cancelled: <i>filing instruction.</i></p> <p>B. Destroy paper files in office when no longer needed. <i>→ 3 years after assignment is cancelled or when no longer needed for administrative purposes, whichever is later.</i></p> <p>(old Job # NCI-48-83-4)</p> <p><i>changed per discussion with agency records officer YKW 2/13/95</i></p> <p><i>Copies sent to agency, NNT 5/11/95</i></p>		