

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED <b>NOV 1 1974</b>	JOB NO <b>NC - 48-75 - 2</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 "with drawn" in column 10	
<i>3/20/75</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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**

3. MINOR SUBDIVISION

**Office of Management Operations**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert W. Anderson**

5. TEL EXT

**183-6637**

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

Oct. 29, 1974 -

*Robert W. Anderson*

**Acting**

**Records Manager**

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><b>Office of Environmental Project Review</b></p> <p>The Office of Environmental Project Review is charged with the functions of (a) reviewing and approving environmental statements for Departmental projects (b) and coordinating the Secretary's review of project reports and environmental statements referred to the Department by other Agencies.</p>		
ITEM NO. 1	<p>Interdepartmental Correspondence - Correspondence relating to non-decision making, and Signed by the Director of Environmental Project Review.</p> <p align="center"><del>DESTROY WHEN 2 YEARS OLD DISPOSE AFTER 2 YEARS.</del></p>		

*Copy to Agency & WNRC 3/25/75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
ITEM NO. 2	Working and other backup papers pertaining to the pre- paration and review of Departmental environmental state- ments.  DESTROY WHEN 5 YEARS OLD, <del>DISPOSE AFTER 5 YEARS</del>	<i>JAM</i> 3-7-75	
ITEM NO. 3	Departmental final environmental statements.  TRANSFER TO FEDERAL RECORDS CENTER WHEN 10 YEARS OLD DESTROY WHEN 25 YEARS OLD <del>DISPOSE AFTER 25 YEARS</del>	<i>JAM</i> 3-7-75	
ITEM NO. 4	Working and other backup papers pertaining to review of other Federal, State, and local projects and environ- mental statements.  DESTROY WHEN 5 YEARS OLD. <del>DISPOSE AFTER 5 YEARS</del>	<i>JAM</i> 3-7-75	
ITEM NO. 5	Other Federal, State, and local agency project reports and environmental statements.  TRANSFER TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD <del>DISPOSE AFTER 10 YEARS</del>	<i>JAM</i> 3-7-75	
ITEM NO. 6	Departmental and Bureaus formal review comments on other Federal agencies project reports and environmental statements.  TRANSFER TO FRC WHEN 10 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <del>DISPOSE AFTER 25 YEARS</del>	<i>JAM</i> 3-7-75	