

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Robert W. Anderson

5. TEL EXT

343-2026 or
2032

LEAVE BLANK

JOB NO

NC 1 48 78 1

DATE RECEIVED

11 NOV 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-29-77

Date Acting Archivist of the United States

James E. O'Neill

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.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
11-9-77

D. SIGNATURE OF AGENCY REPRESENTATIVE

Robert W. Anderson

E. TITLE

Records Management Officer

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

Office of Environmental Project Review

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.

Departmental draft environmental statement.

Transfer to FRC when 5 years old,
Destroy when 10 years old.

ITEM
NO. 1

copy to NNF, WNRC (via Betty Hickoff by hand),
and agency - 11/30/77

4 items

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	Departmental final environmental statement Transfer to FRC when 10 years old. Destroy when 20 years old.		
ITEM NO. 3	Other Federal, State, and local agency project reports and environmental statements. Transfer to FRC when 5 years old. Destroy when 10 years old.		
ITEM NO. 4	Departmental and bureau's formal review comments on other Federal agencies' project reports and environmental statements Transfer to FRC when 10 years old. Destroy when 20 years old.		