

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-48-82-6

DATE RECEIVED

9-27-82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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/PMO

3. MINOR SUBDIVISION
Division of General Services

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Richard Willis

3742
343-5435

12-22-82
Date

Archivist of the United States

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.

☐ **A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/24/82	<i>Richard C. Willis</i>	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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Records pertaining to the Youth Conservation Corp (YCC) and Young Adult Conservation Corp Programs in the Department.

1. Inter-agency Agreements maintained by the Washington office. *1/2 conf/yr. Acc. by agency*

A. WASHINGTON OFFICE — *upon approval of this schedule, in 10-year blocks*
Permanent - Transfer to WNRC, Offer to NARS, when 20 years old.

B. *All* Other Offices - *upon approval of this schedule,* Transfer to WNRC, Destroy when 5 years old. *Agreements dated prior to 1981 must be destroyed in agency, are not authorized for transfer to WNRC.*

2. Annual Accomplishment Reports maintained by the Washington office.

~~Permanent - Transfer to WNRC. Offer to NARS when 20 years old.~~

All ~~Other Offices - Transfer to WNRC. Destroy when 5 years old. Not authorized for transfer to FRC.~~

*Withdrawing
RTB, RW
11/29/82*

3 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

to agency, 12/29/82

to NNF + NNB - 1/3/83
to WARC - 1/3/83

No MDC sheet Needed