

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

Kathy O'Neil

5. TEL EXT

343-6459

LEAVE BLANK

JOB NO

NCI-48-83-2

DATE RECEIVED

4-22-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

May 16, 83 *Debra M. Wans*
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 _____ 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
4/18/83	<i>Richard 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
OSHB <i>732</i>	<p>INVESTIGATIVE RECORDS. These files consist of investigative reports and material pertaining to allegations of violations of regulations, Departmental policy, and law, such as misconduct by employees, irregularities involving the integrity of the policies and practices of the Department of the Interior and real and personal property under its jurisdiction.</p> <p>A. Cases selected for their continuing historical value. Transfer to FRC 10 years after case is closed. Offer to NARS 20 years after case is closed.</p> <p>REQUESTED CHANGE Transfer to FRC 5 years after case is closed. Offer to NARS 10 years after case is closed. <i>in 5 year blocks</i></p> <p>B. Unselected cases. Transfer to FRC 10 years after case is closed. Destroy 20 years after case is closed.</p> <p>REQUESTED CHANGE Transfer to FRC 5 years after case is closed. Destroy 10 years after case is closed.</p>	<p><i>NCI-48-77-1, 32u</i></p> <p><i>NCI-48-77-1, 32b</i></p>	<p><i>2 items</i></p>

*to agency, by RTB, 5/17/83
to NNB, WARC, & NNF - 5/20/83/By DMW-6/6/83*