

Rev NCO 29 Jul 78 14

REQUEST FOR RECORD 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
National Park Service

3 MINOR SUBDIVISION
Chief, Branch of Paperwork Management

4 NAME OF PERSON WITH WHOM TO CONFER
Lenora DeRossi

5 TEL EXT
523-5086

LEAVE BLANK	
JOB NO	N C 1 7 9 7 8 2
DATE RECEIVED	JUL 26 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 41 U.S.C. 101-11.504, this request, including amendments, is approved except for those items to be stamped "disposal not approved" or "disposal not approved - pending".	
Date	7-27-78
Signature	James P. O'Neill
Title	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
7/19/78	Lenora L. DeRossi	Records Officer, NPS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11.	<p>The following item supersedes and amends Item 11 of NCI-79-77-1, and Item A58 of "Records Management Guideline, App. B, Release 1, NPS-19, Oct. 14, 1977."</p> <p><u>Monthly Reports and Records of National Cemetery Interments and Grave Site Reservations. (A58)</u></p> <p>Arranged alphabetically by last name of decedent and numerically by reservation number. These duplicate copies maintained in the areas are the only complete official Service record of the individual interments and reservations. Reports are made directly to the Veterans Administration by Service officials in charge of field areas where interments and reservations occur.</p> <p>a. Paper Records --</p> <p>1) If not microfilmed: Area. Destroy upon discontinuance of facility.</p> <p>2) If microfilmed: (Microfilming to be in accordance with FPMR 101-11.504) Area. Destroy paper records upon verification of film quality.</p> <p>b. Microfilm -- Destroy microfilm upon discontinuance of facility.</p> <p><i>to NNF, agency (DeRossi), all FRC's -- 7/28/78 3 items</i></p>		

R.T.B.