

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-48-82-1

~~NCI-48-82-2~~

DATE RECEIVED

March 9, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-26-82
Date

John B. Wain
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 Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Richard Willis

5. TEL EXT

343-5435

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
3/2/82	<i>Richard Willis</i>	Paperwork Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Personnel folders and fitness for duty medical records covering enrollees of the Youth Conservation Corp/Young Adult Conservation Corp programs of the Department. Microfilm of personnel records including fitness for duty medical records. (Arranged by name). Transfer microfilm to <u>local FRC</u> National Personnel Records Center (CPR) St. Louis, Mo. <u>upon approval of this schedule.</u> Destroy 60 years after the enrollee is terminated. <u>Destroy on July 1, 2022.</u>	GRS 1 Item 1	RTB RW 5/5/82 + 9/14/82 + 10/14/82
2	Paper copy of microfilmed records. Destroy <u>in agency when no longer needed.</u> upon approval of this schedule.	Withdrawn RTB RW 10/14/82 (are now covered by NCI-48-83-1)	RTB RW 5/5/82 + 9/14/82
3	Fitness for duty medical records (not microfilmed) (Arranged by name). Transfer to <u>local FRC</u> National Personnel Records Center (CPR) St. Louis, Mo. <u>upon approval of this schedule.</u> Destroy 60 years after the enrollee is terminated. <u>Destroy on July 1, 2022.</u>	GRS 1 Item 1	RTB RW 5/5/82 + 9/14/82 + 10/14/82
4	Personnel folders (without Medical records and not microfilmed). (Arranged by name). Transfer to <u>local FRC upon approval of this schedule.</u> the Washington Records Center 30 days after separation of enrollee. <u>Destroy seven years later.</u> <u>Destroy on July 1, 1989.</u>		RTB RW 5/5/82 + 9/14/82 4 items + 10/14/82

115-107

STANDARD FORM 115

Revised April, 1975

Prescribed by General Services

Administration

FPMB (41 CFR) 101-11.4

to agency, 10/27/82 by RTB
to NNF & 8KR+NCW - 10/28/82
Closed out 10/28/82. Cm Copies to NCW + MDC Sheet Not Required