

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 235

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SUBJECT: Administrative Series
Part 380-H Records Management Handbook

EXPLANATION OF MATERIAL TRANSMITTED:

This release transmits a pen and ink change to the Records Management Handbook.


Deputy Associate Director
for Administration

FILING INSTRUCTIONS:

Pen and ink change to:

Chapter 3 Section 2 page C-16
302-01 Employee Time Reporting Files
a. Official Copy

Disposal instructions change to: 6 years old,

LEFT MARGIN

RIGHT MARGIN

OPR: Management Services and Security Division
Office of Administration and Budget

Form MMS 2009a (Feb. 1986)

BOTTOM MARGIN