

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Weise 8 Jul 82

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
International Boundary Commission, United States and Canada

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

5. TEL EXT
632-8806

LEAVE BLANK

JOB NO

NCI-76-82-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-23-84 *[Signature]*
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 10 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 6/8/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell Jr.</i> William F. Farrell, Jr.	E. TITLE Chief, Records Management Staff
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The International Boundary Commission, United States and Canada, was created under provisions of treaties between the United States and Great Britain of April 21, 1906, April 11, 1908, and February 24, 1925. The purpose of the Commission is to define, mark and maintain the international boundary line between the United States and Canada.</p> <p>The Commission consists of an American Section with offices in Washington, D.C., and a Canadian Section with offices in Ottawa. Many expenditures of the Commission are divisible between the two parties. There are two annual meetings of the joint commission, and an annual report of joint activities is published. In addition, field parties consisting of both American and Canadian members prepare unpublished reports of their work on the boundary line during the annual field season.</p> <p>The IBC American Section is considered an independent agency, but is administratively connected to the Department of State.</p>		<i>38 items</i>

*To IBC
26 Apr 84*

*Changes per K McCorty 8/31/83 copy + by phone 9/2/83
by phone C. Moore 10/3/83
by phone Alice Harris 10/7/83
re C. Moore 2/6/84 CAR*

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

MASS DATA CHANGE SHEET NOT REQUIRED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1. Policy File - International Boundary Commission, American Section, 1925-</p> <p>Consists of documentation of the establishment of the International Boundary Commission, United States and Canada, and specifically the organization, policies and procedures of the American Section. Includes Joint Letters of Agreement and supporting papers, copies of treaties, boundary acts and background information. May also include technical correspondence that established a precedent.</p> <p>PERMANENT. Maintain in 5-year blocks. Offer to National Archives when 25 years old.</p> <p>Volume: 1 cu. ft.</p> <p>5-year Accumulation: 1 file folder = .5"</p> <p>2. Index Files, 1925-1977, and related Card Index.</p> <p>All IBC correspondence until 1977 was assigned a control number and cataloged with the following information: origin, date of communication and subject of communication. The cards were filed in an A-Z File by name of correspondent and also by subject of inquiry. The correspondence was then filed numerically by control number.</p> <p>The files include field reports, general inquiries and requests for maps or reports, correspondence with Canadian counterparts on reimbursable/divisible expenditures, and correspondence on technical matters such as those related to placement of boundary markers and on administrative matters such as personnel, budget and procurement.</p> <p>Screen files for material to form Policy File (item 1) and Divisible Expenditures File (item 5). Destroy</p>		<p>WITHDRAWN</p>

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	<p>remainder.</p> <p>3. Correspondence Files.</p> <p>(a) Public Correspondence. Includes inquiries and requests for maps and reports, and replies thereto.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> <p>(b) Congressional Correspondence. Includes inquiries and replies thereto.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> <p>(c) Technical Correspondence with other government agencies, IBC Canadian Section, field parties and others regarding such matters as boundary markers, buoys, power lines, maintenance crews, fences, etc. Includes field party instructions and inspection trip reports.</p> <p style="padding-left: 40px;">Destroy when ¹3 years old, or when no longer needed. (GRS 25/16)</p>		
	<p>4. Meeting Files.</p> <p>(a) Minutes of joint meetings of the Canadian and American Sections, IBC.</p> <p style="padding-left: 40px;">PERMANENT. Maintain in 5-year blocks and then microfiche. Destroy paper copy after verifying microfiche. Retain microfiche in IBC.</p> <p>(b) Minutes of IBC staff meetings.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		
	<p>5. Divisible Expenditures Files.</p> <p>These files document charges for Commission activities, and show amounts paid by the American and Canadian Sections.</p>		

revision

copy per C. Moore 10/2/53

see revision attached per McCarty

3c. Routine inquiries about and requests for technical information relating to boundary markers, buoys, power lines and fences.

Destroy when 3 years old.

3d. Technical correspondence with other government agencies, IBC Canadian Section, and others relating to IBC approval of projects which encroach on the Boundary Line (ie. pipeline construction), 1925- , arranged by state.

PERMANENT. Maintain file in 5 year blocks. Offer to NARS when 25 years old.

volume : 2 cuft.
accun : 1" per year

4. Meeting Files, 1925 -

(a) Minutes of joint meetings of the Canadian and American Sections, IBC. Paper copies maintained for 5 years then converted to microfiche.

(1) Paper copies

Destroy in IBC after verifying microfiche.

(2) Microfiche (master and 1 copy)

PERMANENT. Break files in five year blocks, transfer to NARS when 30 years old. *Volume 5", accum. 1 fiche per 5 yrs.*

(3) Duplicate diazo microfiche copies created for reference purposes.

Destroy in IBC when no longer needed.

(b) Minutes of IBC staff meetings relating to administrative matters.

Destroy when 5 years old.

5. Divisible Expenditures Files, 1925 -

These files document charges for Commission activities, and show amounts paid by the American and Canadian Sections. Paper copies are maintained for 1 year then converted to microfiche.

(a) Paper copies

Destroy in IBC after verifying the microfiche.

(b) Microfiche (master and 1 copy)

PERMANENT. Break files in 5 year blocks. Transfer to NARS when 30 years old. *Volume 5"; accum 1 fiche*

(c) Duplicate diazo microfiche copies created for reference purposes.

Destroy in IBC when no longer needed.

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	<p>PERMANENT. Block by year and microfiche annually. Destroy paper copy after verifying microfiche. Retain microfiche in IBC.</p> <p>6. Office Administrative Files.</p> <p>Includes all correspondence pertaining to administrative functions such as personnel, payroll, security, communications and records, space assignment and use, procurement, property, motor vehicle use, etc., excluding files covered elsewhere in this schedule.</p> <p>Destroy when ²3 years old, or when no longer needed. (GRS 23/1)</p> <p>7. Budget Files.</p> <p>(a) Budget estimates and justifications.</p> <p>Destroy when 10 years old.</p> <p>(b) Annual budget report.</p> <p>Destroy when 5 years old. (GRS 5, item 5a)</p> <p>(c) Budget background papers.</p> <p>Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, item 4)</p> <p>8. Accounting Files.</p> <p>(a) Original copies of accountable officer's accounts maintained for audit purposes, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, and all other schedules and vouchers, except freight and payroll records.</p> <p>Destroy 6 years, 3 months, after period covered by the account. (GRS 6, item 1a)</p>	<p><i>see revision copy per McIntyre</i></p> <p>WITHDRAWN</p>	

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	<p>(b) Extra copies of accountable officer's returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers.</p> <p style="padding-left: 40px;">Destroy 3 years after the period of the account. (GRS 6, item 1b)</p> <p>9. Contracts, requisitions and purchase orders. (GRS 3, item 4)</p> <p>a. Procurement copy and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to July 25, 1974.</p> <p style="padding-left: 40px;">Destroy 6 years and 3 months after final payment. (GRS 3/4)</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000, dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.</p> <p style="padding-left: 40px;">Destroy 6 years after final payment. (GRS 3/4)</p> <p>(3) Transactions of more than \$2,500 dated prior to July 26, 1974.</p> <p style="padding-left: 40px;">Destroy 6 years after final payment.</p> <p>b. Obligation copy.</p> <p style="padding-left: 40px;">Destroy when funds are obligated.</p>		WITHDRAWN

9. c. Solicited and unsolicited unsuccessful bids and proposals filed separately from contract case files.

new item

Destroy when related contract is completed.
(GRS 3/6)

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	<p>10. Personnel Files.</p> <p>a. Temporary employee files.</p> <p>These are filed alphabetically by name. They may contain correspondence, personnel actions, summary of work and pay history.</p> <p>The temporary employees are hired to work with seasonal field parties. They are paid out of an Imprest Fund. The Office of Personnel Management does not retain any data on these employees, nor is any documentation sent to the National Personnel Records Center, St. Louis. The employees do not participate in the federal retirement system, but FICA is withheld from wages and reported to local authorities.</p> <p>Destroy when 25 years old.</p> <p>b. Career employee files.</p> <p>Record copies are maintained in the State Department Personnel Files Branch.</p> <p>Destroy 1 year after separation or transfer of employee. (GRS 1, item 18a)</p> <p>c. Time and Attendance Reports.</p> <p>Destroy after GAO audit or when 3 2 years old, whichever is sooner. (GRS 2, item 3a)</p> <p>11. Reference Files.</p> <p>Retain until Destroy when no longer needed. (Non-record)</p> <p>12. Card Index to Mailing List.</p> <p>Cards are organized by state name. They contain name, address, and date reports</p>		

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	<p>or maps sent to correspondent. Destroy Retain in IBC ^{when} until no longer needed. (GRS 13/5b)</p> <p>13. Topographical Maps. USGS produced</p> <p>a. Aerial photos, plans and published topographical maps of the boundary area used for reference in office. Includes some older, historical maps. Annotated maps are filed under item 13b. Destroy Retain in IBC ^{when} until superseded or no longer needed. (GRS 23/6) <i>per C. Moore</i></p> <p>b. Printed maps of all sections of the international boundary area between the United States and Canada.</p> <p>(1) Hand-drawn or original maps of the boundary area, printed topographical maps annotated with field survey information, and printed maps that support field reports.</p> <p>PERMANENT. Offer to the National Archives when 25 years old.</p> <p>Volume: approx. 100 cu. ft.</p> <p>Annual Accumulation: 0</p> <p>(2) Multiple copies of printed maps showing detailed sections of the international boundary line between the United States and Canada. Destroy Retain in IBC ^{when no longer} as needed for public distribution. (GRS 23/6) <i>C Moore 10/13/83</i></p> <p>14. Geodetic Control Data Sheets on Boundary Monuments, Reference Monuments, and Intersection and Triangulation Stations, and related Card Indexes.</p>		<p><i>10/13/83</i></p>

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	<p>The data sheets are prepared by the Department of Commerce using computations and other data supplied by IBC and other sources. There are Horizontal Control Data Sheets and Vertical Control Data Sheets. They are numbered according to latitude/longitude and quadrant positions. The data describes geodetic positions of boundary and reference monuments and intersection and triangulation stations. They are used with the topographic maps.</p> <p>The index cards are filed by geodetic position number and numerically by some subjects (e.g., range marks, leveling, vista clearance, etc.). The cards show monument/station control number, subject referenced (e.g., repair), report and page number. They may be used to access the data sheets.</p> <p style="text-align: center;">Retain ^{Destroy} in IBC ^{when} until no longer needed.</p>		
15.	<p>Geodetic Field Data - Lists of Directions, <i>Ca. 1906</i></p> <p>These are notes, computations and other technical information compiled by the engineers and surveyors during field parties. The IBC input is combined with data from other sources and converted to digital and microfiche form by the National Geodetic Survey. ^{Some of} The data is duplicated used in IBC in microfiche form.</p> <p><i>a. paper copies</i> PERMANENT. Offer to the National Archives after data is converted to digital form. (GRS 17, item 9)</p> <p>Volume: approx. 50 boxes</p> <p>Annual Accumulation: 1 cu. ft.</p> <p><i>b. Duplicate copies in microfiche</i> Destroy in IBC when no longer needed.</p>		
16.	<p>Photographs.</p> <p>These are photographs of boundary markers, stations, line houses, etc. They were taken during field surveys and are</p>		<p><i>per K.Mc.</i> 8/31/83</p>

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	<p>numbered to correspond to the field survey reports. They are filed by name of field party leader and survey date. There are also some old, uncataloged photographs.</p> <p>PERMANENT. Offer to the National Archives when 10 years old.</p> <p>Volume: 48 card file drawers</p> <p>Annual Accumulation: 2 in.</p> <p>17. Reports.</p> <p>a. Field Reports, 1925 -</p> <p>These are unpublished reports prepared by field survey participants each season. The number of participants varies from two to five, and includes those from both the American and Canadian Sections. The reports are extensively documented with black-and-white photographs.</p> <p>Retain Master Set in IBC. see revised disposition attached</p> <p>b. U.S. and Canada Annual Joint Report and Appendix to Report, 1925 -</p> <p>The annual report documents activities of the American and Canadian Sections in the maintenance of the international boundary line under the Treaty of 1925. The appendix to the report is a separate volume that contains technical information and maps. Older reports include hand-drawn sketches in color, and have hand-lettering. Newer reports include photographs. (Not a GPO publication.)</p> <p>(1) Master set of reports and appendixes.</p>		

17a

- (1) Master Set.

PERMANENT. Break file at 20 years.
Transfer to NARS when last report in
the block is 30 years old. (~~5 cu. ft.~~
~~per year~~) accumulation 5" per year. Volume . 8 cu ft

- (2) Reference copies of reports in electrostatic
or microfiche form.

Destroy in IBC when no longer needed.

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17b.	<p style="text-align: right;"><i>Break file every 10 years.</i></p> <p>PERMANENT. Offer directly to the National Archives.</p> <p>Volume: 56 reports and appendixes = 10 ft.</p> <p>Annual Accumulation: 1 report and appendix + 14</p> <p>(2) Reference copies of reports and appendixes. Retain ^{Destroy} in IBC ^{when} until no longer needed. (GRS 23/6) <i>per</i></p> <p>(3) Reports and appendixes available for public distribution. Retain ^{Destroy} in IBC ^{when no longer} as needed. (GRS 23/6) <i>per</i></p>	<p><i>per K. McLo...</i></p> <p><i>per C. norme</i></p> <p><i>per C. norme</i></p>	<p><i>by phone 9/2/83</i></p> <p><i>10/3/83</i></p> <p><i>10/9/83</i></p>
<p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>			