

Request for Records Disposition Authority

Records Schedule Number DAA-0057-2020-0007
Schedule Status Approved

Agency or Establishment U.S. Geological Survey
Record Group / Scheduling Group Records of the U.S. Geological Survey
Records Schedule applies to Agency-wide
Schedule Subject Publication Record Set
Internal agency concurrences will be provided No

Background Information Media neutral publication record set: 1301:#USGS Information Products. Official USGS information products covered by this schedule are those published in current and previous USGS publication series, periodicals, the limited-use series-Open-File Reports and the USGS Periodical-Annual Report of the USGS, along with finding aids and indexes used to access collections of these information products. NOTE: Electronic information products are the equivalent of printed publications or information products.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0057-2020-0007

Sequence Number

1	1301-01USGS Publication Series Record Set Disposition Authority Number: DAA-0057-2020-0007-0001
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Records Schedule Items

Sequence Number						
1	<p>1301-01#USGS Publication Series Record Set</p> <p>Disposition Authority Number DAA-0057-2020-0007-0001</p> <p>One copy of each printed or electronic USGS information product (includes: Limited-Use Publication Series, Open-File Reports [OFR], USGS Periodicals, Annual Report of the USGS [which may be issued under various titles such as Performance and Accountability Report and Annual Financial Report], Circulars, Data Series, Fact Sheets, General Information Products, Professional Papers, Scientific Investigation Maps, Scientific Investigation Reports, Techniques and Methods, and retired USGS products) NOTE: For descriptions of publication series products, see SM Chapter 1100.3. In addition, refer to the various Bureau discipline-specific record schedules for any additional records disposition requirements for map and special map products or to the Scientific Departmental Records Schedule, once approved . For online products send the persistent URL or equivalent.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1301-01</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-57-97-3/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of FY when publication is published and finalized</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after Publication</p> <p>Additional Information</p>		Manual Citation	Manual Title	1301-01	
Manual Citation	Manual Title					
1301-01						

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Initial electronic publications can fill accessioned gaps since they are maintained electronically.

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 TB	10 TB
Paper		
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/09/2020	Certify	Christina Bartlett	Records Officer	Directors Office - Office of Enterprise Information
03/04/2021	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
03/04/2021	Submit For Certification	Larry Reedy	Disposition Coordinator	Office of Enterprise Information - Information Management Branch
03/24/2021	Certify	Christina Bartlett	Records Officer	Directors Office - Office of Enterprise Information
06/03/2021	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
06/09/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/16/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist