

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of the Interior

2. MAJOR SUBDIVISION
U.S. Geological Survey (USGS)

3. MINOR SUBDIVISION
Office of Administrative Policy and Services

4. NAME OF PERSON WITH WHOM TO CONFER
Patricia Riley

5. TELEPHONE
(703) 648 - 6822

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-057-01-3*
DATE RECEIVED *6/12/01*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *12-14-01* ARCHIVIST OF THE UNITED STATES
John W. Paul

6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.

DATE *MAY 31 2001* SIGNATURE OF AGENCY REPRESENTATIVE *John K. Caracuto* TITLE *Acting Records Management Officer*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This SF-115 is submitted to secure disposition authority for the records cited below. These records will be included in the USGS General Records Disposition Schedule. The USGS General Records Disposition Schedule is in the process of being completely revised and this section will be part of a new chapter entitled, "Emergency Planning, Safety, Security, and Environmental Records. " At the end of this chapter is Item 909 - "Electronic Mail, Spreadsheet, and Word Processing System Copies" which covers the disposition of the electronic copies of records produced using e-mail, spreadsheet, and word processing applications for all items in the chapter.</p> <p>This section replaces Items 202-08, 202-08a, and 202-08b of the January 1997 USGS General Records Disposition Schedule.</p> <p>Items 900 through 906. Reserved.</p>		
907	<p>National Environmental Policy Act (NEPA) Records. Documenting USGS compliance activities that are required by the NEPA of 1969.</p> <p>907-01. Environmental Impact Statement (EIS) Files. Records relating to the creation and/or review of Federal EIS's (or Environmental Assessments), including data collection, analysis, manuscripts, comments, and other related material used to compose EIS's or to review EIS's. Arranged by agency and/or project.</p>		

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	<p>907-01a. Draft EIS's, created in the bureau, with documentation and back-up materials.</p> <p>DISPOSITION: Move to 907-01b when final EIS is created. If final EIS is not completed within 10 years of the date of the draft EIS, then cut-off at the end of the calendar year following the 10 year deadline. Destroy 5 years after cut-off.</p>		
	<p>907-01b. Final EIS's, created in the bureau, with documentation and back-up materials.</p> <p>DISPOSITION: Cut-off at the end of the calendar year after EIS completed. If volume warrants, transfer to FRC 5 years after out-off. Destroy 10 years after cut-off.</p>	<p>RCS/Item 202-08a & NC1-57-83-3, Item 38a</p>	
	<p>907-01c. Bureau comments of EIS's created by other agencies. If space is limited, then retention of the documentation, with the bureau comments, is not required. All EIS's, usually draft as well as final form and related documents, issued by Federal agencies since 1969, are held at the Transportation Library, Northwestern University Library, 1935 Sheridan Road, Evanston, Illinois 60208-2300, phone (847) 491-8600. EIS's can be searched online at (www.library.northwestern.edu/transportation/) or copies can be obtained through their loan service.</p> <p>DISPOSITION: Cut-off at the end of the calendar year after EIS final comments are completed. Transfer to FRC 2 years after cut-off or if volume warrants, transfer to FRC earlier, with approval of FRC. Destroy 10 years after cut-off.</p>		<p><i>RCS/Item 202-08b & NC1-57-83-3, Item 38b</i></p>
	<p>907-01d. EIS's created in other agencies and no bureau review is required.</p> <p>DISPOSITION: Destroy when reference need expires.</p>		
	<p>907-01e. Environmental Statement Policy Memorandums. Copies of Office of Environmental Policy and Compliance policy memorandums.</p> <p>DISPOSITION: Destroy when canceled, superseded, or obsolete.</p>		
	<p>907-01f. EIS Related Reports. Miscellaneous reports pertaining to EIS's and the data collected in the EIS database.</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Destroy when 3 years old or when no longer needed, whichever is sooner.</p>		
	<p>907-01g. General EIS Files. General correspondence and other records relating to EIS's, not otherwise covered in this schedule.</p>		

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DISPOSITION: Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

908. Reserved.

909. Electronic Mail, Spreadsheet, and Word Processing System Copies.

909-01. Electronic Copies of Records.

Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this chapter. Also includes electronic copies of records created on electronic mail, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.

909-01a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: Destroy/delete within 180 days after the recordkeeping copy has been produced.

909-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.