

|   |                                 |
|---|---------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                                 |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408     |                                 |
| 1 FROM (Agency or establishment)<br>Department of the Interior                    |                                 |
| 2 MAJOR SUBDIVISION<br>U S Geological Survey                                      |                                 |
| 3 MINOR SUBDIVISION<br>Geographic Information Office                              |                                 |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Carol Wippich                             | 5 TELEPHONE<br>(703) 648 - 7109 |

|   |   |
|---|---|
| LEAVE BLANK (NARA use only)   |   |
| JOB NUMBER<br><b>N1-57-03-01</b>  |   |
| DATE RECEIVED<br><b>10/30/2002</b>  |   |
| NOTIFICATION TO AGENCY<br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |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<br><b>4-3-03</b>   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i> |

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 \_\_\_\_\_ 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<br><b>10/25/02</b> | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Cheryl Indle</i> | TITLE<br>Records Management Officer |
|-------------------------|---|-------------------------------------|

| 7<br>ITEM<br>NO | 8<br>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9<br>GRS OR<br>SUPERSEDED<br>JOB CITATION | 10<br>ACTION<br>TAKEN (NARA<br>USE ONLY) |
|-----------------|---|---|--|
|                 | See Attached                                      |   |  |

CC: To Agency, MWMD, MWMWA, MWCS, NR *cel* 4/8/03

## 1100. Audiovisual Records.

### 1101. Official Portraits of USGS Directors and Other High-Ranking USGS Officials.

#### 1101-01. Official Portrait Photographs.

Official portrait photographs of USGS Directors and other high-ranking USGS officials  
Media can include black-and-white and color negative photography or slides

1101-01a For all post-2002 formal and candid portraits maintained at the USGS Photographic Library in Denver, Colorado, of USGS Directors and other high-level USGS personnel

☼ *Permanent* Transfer captioned photographic portrait prints and corresponding original negatives, or captioned original slides (plus a duplicate slide or duplicate negative for each item, if duplicates exist), along with corresponding indexing, to National Archives and Records Administration (NARA) in 5-year blocks when the most recent records are 5-years old Transfer all additional information regarding each photograph, e g , the name of the photographer or source, any copyright restrictions, position/job title of portrait subject, and date of photograph

Authority N1-57-93-3

1101-01b For all 2002-and-earlier formal and candid portraits, maintained at the USGS Photographic Library in Denver, Colorado, of USGS Directors and other high-level USGS personnel

☼ *Permanent* Transfer captioned photographic portrait prints and corresponding original negatives, or captioned original slides (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding indexing, to NARA by the end of the year 2003 If available, transfer additional information regarding each photograph, e g , the name of the photographer or source, any copyright restrictions, position/job title of portrait subject, and date of photograph

Authority N1-57-93-3

1101-01c Other bureauwide formal and candid portraits of USGS Directors and high-level USGS personnel

☼ *Permanent* Transfer captioned photographic portrait prints and corresponding original negatives, or captioned original slides (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding indexing, to NARA in 5-year blocks when the most recent records are 5-years old (Example All 1995 and earlier images are to be transferred to NARA immediately, 1996-2000 images are to be transferred to NARA by the end of 2005, 2001-2005 images are to be transferred to NARA by the end of 2010) If available, transfer all additional information regarding each photograph, e g , the name of the photographer or source, any copyright restrictions, position/job title of portrait subject, and date of photograph

#### 1101-02. Portrait Photographs of Other USGS Personnel.

Portrait photographs of USGS personnel or office staff other than the high-ranking officials addressed in Item 1101-01. Format can include black and white and color negative photography or slides

1101-02a For such portraits of lower-level USGS personnel, maintained in the USGS Photographic Library in Denver, Colorado, that are represented in photographic albums or notebooks also containing portraits of high-level officials

☼ *Permanent* Transfer captioned photographic portrait prints and corresponding original negatives, or captioned original slides (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding indexing, to NARA in accordance with provisions of 1101-01a (for post-2002 portraits) or 1101-01b (for 2002-and-earlier portraits). Transfer all additional information regarding each photograph, e.g., the name of the photographer or source, any copyright restrictions, position/job title of portrait subject, office name/location, and date of photograph

Authority N1-57-93-3

1101-02b For such portraits of lower-level USGS personnel, maintained in the USGS Photographic Library in Denver, Colorado, that are housed separately from the portraits of high-level officials

➤ Destroy when 5 years old, or when no longer needed for USGS use

1101-02c For such portraits of lower-level USGS personnel, maintained in locations other than the USGS Photographic Library in Denver, Colorado, that are represented in photographic albums or notebooks also containing portraits of high-level officials

☼ *Permanent* Transfer captioned photographic portrait prints and corresponding original negatives, or captioned original slides (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding indexing, to NARA in accordance with provisions of 1101-01a (for post-2002 portraits) or 1101-01b (for 2002-and-earlier portraits). Transfer all additional information regarding each photograph, e.g., the name of the photographer or source, any copyright restrictions, position/job title of portrait subject, office name/location, and date of photograph

1101-02d For such portraits of lower-level USGS personnel, maintained in locations other than the USGS Photographic Library in Denver, Colorado, that are housed separately from the portraits of high-level officials

➤ Destroy when 5 years old, or when no longer needed for USGS use

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## 1102. General Photography Records.

Media can include black-and-white and color negative photography (negative and print files may be maintained in separate agency offices, in these cases, elements should be scheduled as distinct series), color transparency and slide photography, slide sets or filmstrips, and accompanying audio recordings or scripts

### 1102-01. Documentary and Research Photography - USGS Mission-Related Records.

1102-01a Photographs produced or collected for use in USGS publications, exhibitions, or other media productions, documentary photographs, generated or acquired by USGS, that were shot for fact finding purposes, research and development, or other studies, photographs that depict the mission of the USGS

☼ *Permanent* For such photographs maintained by the USGS Photographic Library in Denver, Colorado, see transfer instructions under 1102-01b, below

For such photographs maintained by the USGS Office of Communications in Reston, Virginia, and other USGS sites besides the Denver Photographic Library Cut-off at the end of the fiscal year Transfer original negatives, corresponding captioned prints, or captioned original slides (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding indexing, directly to the NARA in 5-year blocks when the most recent records are 5-years old (Example All 1995 and earlier images are to be transferred to NARA immediately, 1996-2000 images are to be transferred to NARA by the end of 2005, 2001-2005 images are to be transferred to NARA by the end of 2010)

NOTE One master copy of all USGS photographs which appear in USGS publications will also be stored at the USGS's central collection point – USGS Central Region Library, Photographic Library, Mail Stop 914, Denver, Colorado 80225 Send each photograph, including a caption, original negative and corresponding print, and the name of the photographer Photo size 5 x 7 is preferred, if possible

1102-01b Photographs maintained by the USGS Photographic Library in Denver, Colorado Photographic records document the geological, geomorphological, geophysical, hydrological, topographical, mineralogical, biological, and administrative activities of the USGS beginning in the mid-1860's up to the present and continuing Records range from photomicrographs to glass plate negatives, and encompass published as well as unpublished items Media include black and white prints and negatives (glass, nitrate, acetate, and polyester bases), color prints and negatives (acetate and polyester negative bases), and color/black and white slides and transparencies

1102-01b(1) For all post-2002 images

☼ *Permanent* Transfer original negatives, corresponding captioned prints or original captioned slides, (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding indexing, directly to NARA in 5-year blocks when the most recent records are 5-years old

Authority N1-57-93-3

NOTE Indexing generated in electronic database form must be transferred to NARA in a form compatible with 36 CFR 1228 270 when the corresponding images are transferred

1102-01b(2) All 1994-2002 images (and earlier images processed by the Library after 1993)

☼ *Permanent* Transfer original negatives, corresponding captioned prints or original captioned slides (plus a duplicate slide or duplicate negative for each color item,

if duplicates exist), along with corresponding indexing, directly to NARA by the end of the year 2012

Authority N1-57-93-3

NOTE Indexing for this segment of the Denver holdings exists only in electronic database form, and accordingly, must be transferred to NARA in a form compatible with 36 CFR 1228 270 when the corresponding images are transferred )

1102-01b(3) All 1955-1993 images processed by the Library before 1994

☼ *Permanent* Transfer captioned prints, corresponding original negatives, and original captioned slides (plus a duplicate slide or duplicate negative for each color item, if duplicates exist), along with corresponding card indexes, to NARA by the end of the year 2010

Authority N1-57-93-3

1102-01b(4) All pre-1955 images

☼ *Permanent* Transfer captioned prints, corresponding original negatives, along with corresponding pre-1955 index card segment, to NARA by the end of the year 2005

Authority N1-57-93-3

NOTE Includes modern prints of pre-USGS (pre-1879) views from the Hayden, Wheeler, and King Surveys and the Darien Expedition Albumen prints from these early projects were transferred to NARA in 1997, in accordance with Item 1900-81a of the former USGS schedule, N1-57-93-3)

#### **1102-02. Photography - USGS Non-Mission Related Records.**

1102-02a Photographs of routine award ceremonies, retirement ceremonies, social events, and other activities not related to the mission of the USGS

➤ Destroy when 1 year old

Authority GRS 21, Item 1

1102-02b Personnel identification or passport photographs

➤ Destroy when 5 years old or when no longer needed

Authority GRS 21, Item 2

1102-02c Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the USGS

➤ Destroy 1 year after completion of training program

Authority GRS 21, Item 3

1102-02d Miscellaneous photographs of general interest that are not related to a specific project scheduled in the mission specific area

➤ Destroy when no longer needed

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Authority GRS 21, Item 1

1102-02b Personnel identification or passport photographs

- Destroy when 5 years old or when no longer needed

Authority GRS 21, Item 2

1102-02c Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the USGS

- Destroy 1 year after completion of training program

Authority GRS 21, Item 3

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1102-02d Miscellaneous photographs of general interest that are not related to a specific project scheduled in the mission specific area

- Destroy when no longer needed
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### **1103. Motion Picture Records.**

Agency sponsored or produced motion picture films (e.g., public information films) whether for the public or internal use (1) the original negative or color original plus separate sound track, (2) an intermediate master positive or duplicate negative plus optical sound track, and (3) a sound projection print or a video recording. For acquired films (two projection prints or one projection print and a video recording), unedited footage (the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described)

#### **1103-01. Motion Pictures – USGS-Sponsored and Mission-Related Records.**

1103-01a USGS-sponsored informational, educational, and recruiting films intended for public distribution, USGS-sponsored television news releases and information reports, USGS-sponsored television public service or spot announcements, USGS-sponsored training films that explain USGS's functions or activities intended for internal or external distribution, documentary footage shot for research and development, fact finding, or other studies, and films produced under contract or grant that are submitted to the USGS

☼ *Permanent* One master copy must be sent to the USGS Audiovisual Archive, EROS Data Center, Attention Don Becker, Sioux Falls, South Dakota 57198, upon completion of production. The USGS Audiovisual Archive will document archived motion picture films in a USGS media asset management system. The USGS Audiovisual Archive will transfer the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording to NARA in 5-year blocks when most recent records are 5 years old

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1103-01b Routine scientific, medical, or engineering footage  
➤ Destroy when 2 years old  
Authority GRS 21, Item 12

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1103-01c Unedited stock footage Created during the course of a USGS-sponsored production that shows unstaged and unrehearsed events of historical interest

☀ *Permanent* One master copy must be sent to the USGS Audiovisual Archive upon completion of the production The USGS Audiovisual Archive will transfer original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exists, appropriately arranged, labeled, and described to NARA in 5-year blocks when most recent records are 5 years old

1103-01d Acquired motion pictures Films acquired from outside sources that document or are used to carry out USGS programs (other than those acquired for personnel and management training)

☀ *Permanent* Transfer two projection prints or one projection print and a video recording to NARA in 5-year blocks when most recent records are 5 years old

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#### **1103-02. Motion Pictures – Non-Mission Related Records.**

1103-02a Training Films Agency sponsored films or films acquired from outside sources for bureau personnel and management training  
➤ Destroy 1 year after completion of training program  
Authority GRS 21, Item 9

1103-02b Routine surveillance footage  
➤ Destroy when 6 months old  
Authority GRS 21, Item 11

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#### **1104. Video Recordings.**

Agency sponsored videos (original and duplicate copy), acquired videos (original and duplicate copy plus sound track), and unedited footage (the original footage including b-roll plus sound track, if it exists)

#### **1104-01. Video Recordings – USGS-Sponsored and Mission-Related Records.**

1104-01a USGS-sponsored informational, educational, and recruiting videos intended for public distribution, USGS-sponsored television news releases and information reports, USGS-sponsored television public service or spot announcements, USGS-sponsored training videos that explain USGS's functions or activities intended for internal or external distribution, documentary footage shot for research and development, fact finding, or other studies, and videos produced under contract or grant that are submitted to the USGS

☀ *Permanent* One master copy must be sent to the USGS Audiovisual Archive upon completion of production. The USGS Audiovisual Archive will document archived video products in a USGS media asset management system. The USGS Audiovisual Archive will transfer original to NARA in 5-year blocks when most recent records are 5 years old.

1104-01b Unedited stock footage. Created during the course of a USGS-sponsored production that shows unstaged and unrehearsed events of historical interest or scenery or action that is retained for future use in other productions.

☀ *Permanent* One master copy must be sent to the USGS Audiovisual Archive upon completion of the production. The USGS Audiovisual Archive will transfer the original video tape recording, appropriately arranged, labeled, and described to NARA in 5-year blocks when most recent records are 5 years old.

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1104-01c Routine scientific, medical, or engineering recordings

- Destroy when 2 years old  
Authority: GRS 21, Item 19

1104-01d Rehearsal or practice tapes

- Rewind so that tapes may be reused or destroy them immediately  
Authority: GRS 21, Item 16

1104-01e Recordings that document routine meetings and award presentations

- Destroy when 2 years old  
Authority: GRS 21, Item 20

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1104-01f Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184

- Destroy when no longer needed

## **1104-02. Video Recordings – USGS-Sponsored and Non-Mission Related Records.**

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1104-02a Programs acquired from outside sources for training

- Destroy 1 year after completion of training program  
Authority: GRS 21, Item 14
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1104-02b Internal personnel and administrative training programs that do not reflect the mission of the USGS. (These include such things as role-play sessions and management and supervisory instruction)

- Destroy 1 year after completion of training program  
Authority GRS 21, Item 17

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#### 1104-02c Surveillance recordings

1104-02c(1) Surveillance recordings involved in administrative or law enforcement actions

Original surveillance recordings that provide evidence in an ongoing investigation such as theft or other illegal activities are given to appropriate law enforcement agencies, i.e., U.S. Attorney or police, and become part of the records of that investigation. For administrative actions, the USGS Office of Personnel or others as authorized are provided only a viewing of the tape with the tape being retained by security.

- Destroy 6 months after an administrative action has been completed

1104-02c(2) Routine surveillance recordings

- Reuse or destroy when 1 month old  
Authority Exception to GRS 21, Item 18

1104-02d Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184

- Destroy when no longer needed

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### 1105. Audio (Sound) Recordings.

Optical or magnetic audio tape recordings, either analog or digital (reel-to-reel, cassette, or CD-R) the original or earliest generation of each recording, and a duplicate copy

#### 1105-01. Audio Recordings – USGS-Sponsored and Mission-Related Records.

1105-01a Official USGS Audio Recordings Audio recordings of USGS activities including speeches, press conferences, broadcast spots, and special emergency management feeds to broadcasters. Arrange chronologically

☼ *Permanent* Transfer original or earliest generation and a duplicate copy directly to NARA in 5-year blocks when 5 years old

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1105-01b Daily or spot news recordings available to local radio stations on a call-in basis

- Destroy when 6 months old  
Authority GRS 21, Item 26
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1105-01c Recordings of meetings made exclusively for note taking or transcription

- Destroy immediately after use  
Authority GRS 21, Item 22

1105-01d Dictation belts or tapes

- Reuse or destroy immediately after use  
Authority GRS 21, Item 23

1105-01e Premix sound elements created during the course of a motion picture, television, or radio production

- Destroy immediately after use  
Authority GRS 21, Item 24
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1105-01f Library sound recordings (e.g., effects, music)

- Destroy when no longer needed
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## **1106. Miscellaneous Records.**

### **1106-01. Related Documentation.**

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1106-01a Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. May include scripts, contracts, transcripts, and releases

- Dispose of according to instructions covering the related audiovisual records

Authority GRS 21, Item 28

1106-01b Finding aids for identification, retrieval, or use of temporary audiovisual records. May include, but not limited to, indexes, catalogs, shelf lists, log books, caption sheets, shotlists, and continuities and may be in text, card, microform, or machine-readable format

- Dispose of according to instructions covering the related audiovisual records

Authority GRS 21, Item 29

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## **1107. Electronic Mail and Word Processing System Copies.**

### **1107-01. Electronic Copies of Records.**

Electronic copies of records that are created on electronic mail 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

1107-01a 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.

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

1107-01b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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

## **1200. Geospatial Data, Cartographic, Remote Sensing, Architectural Drawings, and Engineering Records.**

### **1201. Digital Geospatial Data.**

Digital information that identifies the geographic location and characteristics of natural or constructed features and boundaries on the earth. This information may be derived from, among other things, remote sensing, mapping, and surveying technologies.

#### **1201-01. Geospatial Data Sets.**

1201-01a. Unaltered or minimally altered data layers received from other Federal, State, or local agencies and commercial sources (i.e., no significant additions to data content of unique USGS data or not maintained in support of significant ongoing projects or significant specific decisions)

- Maintain until no longer needed for current business.

1201-01b. Data Layers received from other Federal, State, and local agencies and commercial sources with significant additions to data content of unique USGS data (i.e., significantly altered data). These layers are maintained in support of significant ongoing projects or significant specific decisions. These significant projects or decisions should be clearly in support of the basic mission of the USGS.

☼ *Permanent.* Cut-off at the end of the fiscal year in which the layer is created or significantly altered by the USGS. Transfer copy of data to NARA (in the case of commercial data, to the extent permitted by license agreements) at the end of the fiscal year after project is completed or 5 years after origination, whichever is sooner. Transfer in accordance with 36 CFR 1228.270, along with appropriate documentation (see Item 1201-01e below).

1201-01c. Data layers uniquely created by USGS and maintained in support of significant ongoing projects or significant specific decisions. These significant specific decisions should be clearly in support of the basic mission of the USGS.

☼ *Permanent.* Cut-off at the end of the fiscal year in which the layer is created or significantly altered by the USGS. Transfer copy of data to NARA 5 years after origination and transfer in accordance with 36 CFR 1228.270, along with appropriate documentation (see Item 1201-01e below).

1201-01d. All other data layers uniquely created by USGS (i.e., layers not covered by Items 1201-01b and 01c and not in support of significant ongoing projects or decisions)

- Maintain until no longer needed for current business.

1201-01e. Documentation for Items 1201-01b and 01c. Documentation must be in the form of a metadata file compliant with the Content Standard for Digital

Spatial Metadata Version 2, (CSDGM Version 2 – FGDC-STD-001-1998) maintained by the Federal Geographic Data Committee (FGDC) Content Standard for Digital Geospatial Metadata (FGDC CSDGM2). CSDGM includes copies of instructions on interpretation of source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data layer. Metadata may be stored in either indented ASCII text or Simple Generalized Markup Language (SGML) format.

☀ *Permanent.* Cut-off at the end of the fiscal year in which the layer is created or significantly altered by the USGS. Transfer copy of documentation, regardless of media, to NARA at the time the associated data layer is transferred. Documentation must be in the form of FGDC-compliant metadata and should be transferred in accordance with 36 CFR 1228.270.

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## 1202. Cartographic Records

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### 1202-01. Printed Maps.

☀ *Permanent.* The originating discipline or region will forward one copy of the map to the Cartographic and Architectural Branch, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740-6001

Authority: N1-57-94-1, Item 204-02

NOTE: Refer to the National Mapping Discipline Mission-Specific Records Disposition Schedule for more detailed records series' in the cartographic/mapping area.

### 1202-02. Cartographic Records Prepared During Intermediate Stages of Publication.

Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plates negatives, enlargement or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published maps, electronic forms of draft graphical files, and similar items whose information content is duplicated by final published map.

- Destroy when no longer needed for revision.

Authority: GRS 17, Item 1

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## 1203. Remote Sensing Records

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### 1203-01. Remote Sensing Records.

Records of remote sensing information systems that provide aerial imagery. Remote sensing technology covers aerial photographs and other forms of visual images (e.g., digital) of the surface of the earth or other planetary

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bodies taken from airborne or space borne vehicles for the purpose of evaluation, measuring, or mapping the physical features of the landscape

For information on scheduling remote sensing records, refer to the USGS National Mapping Discipline Mission-Specific Records Disposition Schedule (NARA Job N1-57-93-5) for detailed records series' in the remote sensing area or contact John Faundeen, Archivist, EROS Data Center, Sioux Falls, South Dakota.

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## **1204. Architectural Drawings**

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### **1204-01. Architectural Drawings of Temporary Structures and Buildings or of Buildings not Critical to the Mission of the USGS.**

1204-01a. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations

- Destroy when superseded or after the structure or object has been retired from service.

Authority: GRS 17, Item 3

1204-01b. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.

- Destroy when superseded or after the structure or object has been retired from service.

Authority: GRS 17, Item 4

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### **1204-02. Contract Negotiation Drawings.**

Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawing superseded by final working/as built drawings.

1204-02a. Drawings from facilities that produce or store hazardous materials.

- Cut-off when no longer needed for administrative purposes. Destroy 15 years after cutoff.

1204-02b All other facilities.

- Destroy when superseded by as-built drawings.
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### **1204-03. Space Assignment Plans.**

Outline floor plans indicating occupancy of a building.

- Destroy when superseded or after the structure or object has been retired from service.

Authority: GRS 17, Item 6

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**1204-04. Architectural Models.**

Models prepared for illustrative or presentation purposes

- Destroy when no longer needed for administrative purposes or when 10 years old, whichever is sooner.

NONRECORD

NOTE: These models may be offered for donation to museums or similar organizations

**1204-05. Engineering Drawings of Routine Minor Parts.**

Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipefittings, brackets, struts, plates, and beams, if maintained separately; or they can be segregated to a larger file.

- Destroy when superseded or after structure or object has been retired from service.

Authority: GRS 17, Item 8

**1204-06. Drawings Reflecting Minor Modifications.**

Repetitive engineering drawings showing minor modifications made during research and development and superseded by final drawings, if filed separately; or they are readily segregated from a larger file.

- Destroy when superseded or after structure or object has been retired from service.

Authority: GRS 17, Item 9

**1204-07. Paint Plans and Samples.**

Paint plans and samples for painting all areas of building lacking historical, architectural, or technological significance; and plans and samples for painting appliances, elevators, and other mechanical parts of buildings.

- Destroy when superseded or after the structure or object has been retired from service.

Authority: GRS 17, Item 10

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NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting an SF 115 to the NARA.

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**1205. Electronic Mail and Word Processing System Copies.**

**1205-01. Electronic copies of records.**

Electronic copies of records that are created on electronic mail 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.

1205-01a. 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.

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

1205-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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



## 1300. Publishing Records.

### 1301. USGS Information Products.

Official USGS general interest and scientific information products formally coordinated, prepared, and printed by the Government Printing Office (GPO), private contractors, or the agency itself, along with finding aids and indexes used to access collections of information products.

NOTE: Send one copy (see Item 1301-01 below) to the USGS, Branch of Information Services (BIS), Box 25286-0046, Denver, Colorado 80225 (Attn: NARA Archive), for BIS to forward to the National Archives and Records Administration (NARA) as the official USGS record. One copy of all USGS-published issuances are also sent to the Federal GPO depository libraries and USGS reference libraries by the responsible discipline, where they are made available to the public and other Federal agencies, as required or needed. In addition to official distribution lists, one copy is on automatic distribution to the USGS, National Center Library, 950 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 20192. If the USGS-published issuance is related to the biological sciences, one copy is sent to the Defense Technical Information Center (DTIC), Attention: DTIC OCA Joyce Chiras, 8725 John J. Kingman Road, Suite 0944, Ft. Belvoir, Virginia 22060-6218.

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#### ~~1301-01. Official Record Set.~~

~~One copy of each official USGS information product, study, report, scientific paper, or other officially published or produced materials.~~

~~☼ *Permanent.* Send one copy to the USGS, Branch of Information Services (BIS), Box 25286-0046, Denver, Colorado 80225 (Attn: NARA Archive). The BIS will cut-off at the end of the fiscal year. BIS will then transfer the official copy to the NARA in 5-year blocks when a 5-year block is available.~~

~~Authorities: NC1-57-81-2, Item 11a(1); NC1-57-81-2, Item 11a(2); and NC1-57-81-1, Item 41a~~

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#### ~~1301-02. All Other Copies.~~

~~Duplicate copies of USGS information products maintained by USGS costs centers and regions solely for convenience of reference.~~

- ~~➤ Destroy when no longer needed  
(NONRECORD)~~

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#### 1301-03. Review and Approval Records and Copyright Permission Records.

Review and approval records for published USGS information products and for information products and articles published by outside sources. Contains information such as author, title, purpose, publishing media, and signatures for delegated Director's approval, colleague review, and other appropriate USGS and outside source review and approval concurrences. Also, includes the consent or permission of the copyright owner for using copyrighted materials in USGS information products and articles.

- Cut-off at the end of the fiscal year. Retain in appropriate region, discipline, or office until product is published. Destroy in agency 3 years after publishing or when no longer needed for reference, whichever is later.

#### **1301-04. Working Papers, Manuscripts, and Background Materials.**

Records for USGS information products and articles and records for information products and articles published by outside sources. Contains any required justifications and author's manuscript drafts that include reviewers' comments and other background materials or history records.

- Retain in appropriate region, discipline, or office until document is published. Destroy in agency 6 months after publishing, or when no longer needed for reference, whichever is later.

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### **1302. Research Records Supporting Publications.**

#### **1302-01. Research Records Supporting Publications.**

Original data, research material, and other publishing-essential background documents that support the validity of the scientific data or information in the information product. Files contain only research records that are not already covered in any of the USGS mission-specific schedules.

- Destroy in agency when no longer needed for reference.

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### **1303. Information Products Management Files.**

#### **1303-01. Information Products Management Policies and Procedures.**

Policies and procedures pertinent to future and continuing actions for USGS information products management activities. NOTE: This file consists of policy for information products management that may not be included in the bureau master set of directives.

- Cut-off at the end of the fiscal year. Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

#### **1303-02. Information Products Directives and Instructions.**

Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on publishing. Includes copies of interim policy and procedures statements.

- When superseded or obsolete, place in inactive file. Destroy after 3 years.

#### **1303-03. Information Products Management Reports.**

Miscellaneous reports pertaining to information products management.

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

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**1303-04. Information Products Customer Mailing Lists.**

Correspondence and other records relating to customer mailing lists.

- Destroy after appropriate revision of mailing list or after 3 months, whichever is later.

Authority: GRS 13, Item 4a

**1303-05. Information Products Indexes and Checklists.**

Bibliographies, checklists, and indexes of USGS information products excluding indexes and checklists relating to record sets scheduled as permanent and library indexes.

- Destroy when superseded or obsolete.

Authority: GRS 14, Item 6

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**1303-06. General Information Products Management Files.**

Documents relating to information product management and administration that, due to their general nature, cannot logically be filed elsewhere in this chapter.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.
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**1304. Unofficial Information Products, Newsletters, and USGS Announcements.**

**1304-01. Unofficial Information Products, Newsletters, and USGS Announcements.**

Information products, newsletters, or announcements circulated or distributed to USGS staff for informational purposes. These are not considered to be official USGS publications, nor have they been submitted for formal editorial review or received other formal review and approval prior to publishing.

- Destroy when no longer needed.
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**1305. Electronic Files, Artwork, Camera-Ready Originals, and Line and Half-tone Negatives.**

**1305-01. Electronic Files, Artwork, Camera-Ready Originals, and Line and Half-tone Negatives.**

Materials used to publish (print or electronic) the final product.

- Cut-off file after last printing. Maintain on back-up system for 10 years then destroy.

NOTE: Printing instructions should be maintained with the artwork to which it relates and retained for the same amount of time.

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**1306. Project Files.**

### **1306-01. Printing Project Files.**

Print jobs or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplicating, and distributing jobs (Includes copies of Accountable Officers' Files found in Item 703-01a. Copies of records may be cross-filed in the bureau, discipline, division, or office budget and accounting files if the expenditure of funds is involved within their area).

- Destroy 6 years 3 months after completion of the job.
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## **1307. Electronic Mail, Spreadsheet, and Word Processing System Copies.**

### **1307-01. 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.

1307-01a. 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.

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

1307-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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