

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-057-05-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/12/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1400-20f4 was superseded by N1-057-06-001 item 1400-20f4

Item 1400-30f4 was superseded by N1-057-06-001 item 1400-30f4

Item 1400-80c4 was superseded by N1-057-06-001 item 1400-80c4

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 10/12/2022

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

3. MINOR SUBDIVISION

Geospatial Information Office

4. NAME OF PERSON WITH WHOM TO CONFER

Lloyd Woosley or Carol Wippich

5. TELEPHONE

Lloyd-703-648-5028

Carol-703-648-7109

LEAVE BLANK (NARA use only)

JOB NUMBER

715-57-05-1

DATE RECEIVED

2-16-2005

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5/13/06

ARCHIVIST OF THE UNITED STATES

Alex Warden

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

2/14/05

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Acting USGS 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)**

The U.S. Geological Survey (USGS), established in 1879, is the Nation's principal natural science and information agency. The USGS conducts research, monitoring, and assessments to contribute to understanding the natural world -- America's lands, water, and biological resources. The USGS provides reliable, impartial information to the citizens of this country and the global community in the form of maps, data, and reports containing analyses and interpretations of water, energy, mineral and biological resources, land surfaces, marine environments, geologic structures, natural hazards, and dynamic processes of the Earth. USGS data and information are used daily by managers, planners, and citizens to understand, respond to, and plan for changes in our environment.

The USGS serves the nation by providing reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters, manage water, biological, energy, and mineral resources; and enhance and protect our quality of life

The USGS has four NARA approved records schedules in place and being maintained by the bureau. They are:

- The General Records Disposition Schedule dated April 2003
- The National Mapping Division Mission-Specific Records Schedule dated May 1999.
- The Geologic Division Mission-Specific Records Schedule dated September 1993
- The Water Resources Division Mission-Specific Records Schedule dated October 1990.

Attached, for NARA approval, is the revised draft, dated February 2005, of the Water Resources Division Mission-Specific Records Schedule and the cross-index between the old October 1990 schedule and the new revision.

cc Agency, NR

NWMD, NWME, NWMMW

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ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-01 RESERVED	National Water Information System (NWIS) The NWIS is a distributed water database in which data can be processed over a network of workstations and file servers at Survey offices throughout the Nation. The system is composed of four subsystems: the Ground-Water Site-Inventory (GWSI) System, Water-Quality (WQ) System, Automated Data-Processing System (ADAPS), and Water-Use Data System (WUDS). The GWSI System contains and provides access to inventory information about sites at stream reaches, wells, test holes, springs, tunnels, drains, lakes, reservoirs, ponds, excavations, and water-use facilities. The WQ System contains results of more than 3.5 million analyses of water samples that describe the chemical, physical, biological, and radiochemical characteristics of both surface and ground waters. ADAPS contains more than 850,000 station years of time-series data that describe stream-water levels, streamflow (discharge), reservoir water levels, surface-water and ground-water quality, ground-water levels, and rainfall. WUDS stores summary data on water use throughout the Nation and includes two database systems: the Site-Specific Water-Use Data System (SWUDS), and the Aggregate Water-Use Data System (AWUDS).		
1400-01a	<u>Inputs</u>		
	RESERVED		
1400-01b	<u>Master Data File</u>		
	RESERVED		
1400-01c	<u>Outputs</u>		
	RESERVED		
1400-01d	<u>Documentation</u>		
	RESERVED		
1400-01e	<u>Backup Tapes</u>		
	RESERVED		

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-02	<u>Research and Investigative Project Case Files</u> Records that document the scientific research and data collection that was conducted during the project, including original data, computations and analyses, ancillary data, and other records that support the scientific interpretations and conclusions. This includes all records associated with computer models, surface geophysical surveys, subsurface dye traces, and other interpretative products.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the project or at the end of the fiscal year for continuing projects. Transfer records to Federal Records Center (FRC) after active reference ceases. Destroy 100 years after transfer.	
1400-03	<u>Technical Reviews</u> Documentation from technical reviews of cost center programs, projects, and procedures to assure uniformity, quality and completeness of scientific activities.		
1400-03a	<u>Discipline Reviews</u> Periodic technical reviews led by National Discipline offices of District and Science Center procedures to assure uniformity, quality, and completeness of scientific activities.	Cut-off when no further corrective action is necessary. Destroy 10 years after cut-off.	
1400-03b	<u>Project Reviews</u> Periodic internal technical reviews of the originating office's programs, projects, and procedures to assure quality and completeness of scientific activities.	Cut-off when no further corrective action is necessary. Destroy 10 years after cut-off.	
1400-04	<u>Water Data Sources</u> Records identifying governmental and private organizations involved in the collection of water data. Also includes information on the type and quality of the data and how the data may be obtained.	Cut-off at the end of the fiscal year. Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	

SURFACE WATER

1400-10	<u>Discharge Gaging Station Case Files</u> These records document data collection activities at discharge gaging stations along streams, reservoirs, wetlands, diversions, and estuaries.		
1400-10a	<u>Technical Correspondence and Meeting Notes</u> These records may include, but are not limited to, letters or notes documenting permission to install a gaging station, changes made to a site, or termination of a gaging station.	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed.	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-10b	<u>Continuous Stage Measurements</u> Stage measurement (unit value) data collected from digital field recording instruments such as electronic data loggers, satellite data-collection platforms (DCPs), and other telemetry systems, or Automatic Digital Recorders (ADRs) as part of a monitoring network or investigation		
1400-10b(1) RESERVED	<u>Original Digital Time-Series Data</u> Original digital periodic (time-series) data that have been processed, reviewed, corrected as needed, and stored using the ADAPS subsystem of NWIS Maintained in NWIS	RESERVED	
1400-10b(2) RESERVED	<u>Raw Electronic Data</u> The raw electronic data collected from the digital field recording instrument The raw data are processed to produce the original digital time-series data stored in NWIS	RESERVED	
1400-10b(3)	<u>Digital Punched Paper Tapes and Paper Charts</u> Discrete (unit value) data collected using ADRs or other recording devices the use of which was discontinued in the late 1990's Paper records are converted to digital files on a case-by-case basis to support future use	Unit values recorded on tapes and charts are converted to digital files and entered into NWIS as funding allows Destroy original paper records after conversion to digital files Transfer remaining tapes and charts to FRC after active reference ceases Destroy 100 years after transfer	
1400-10b(4) * (Updated description 8-5-05)	<u>Primary Computations {unit values stored in NWIS or unit values are retrievable from original source material 1400-10b(1)}</u> Computer printouts of unit values from NWIS at each recording interval	Destroy one year after the data have been published	
1400-10b(5) (added 8-5-05)	<u>Primary Computations {unit values not stored in NWIS or are not retrievable from original source material 1400-10b(1)}</u> Computer printouts of unit values at each recording interval	Transfer remaining to FRC after active reference ceases Destroy 100 years after transfer	1400-10b(5)

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-10c	<u>Discharge Measurement Records</u> Data and other supportive information collected in the field during discharge measurements at streams, rivers, reservoirs, diversions, and estuaries	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-10d	<u>Indirect Determination Files</u> These records are original field data relating to peak discharges They are used in flood studies and document the roughness of channel, water elevation, and channel cross-sections Records include correspondence and photographs of channels showing actual conditions after recession of the flood	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-10e	<u>Level Notes</u> Result of surveys made to check elevation of measuring points, reference points, and benchmarks at discharge measurement sites	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-10f	<u>Historical Records Used to Compute Discharge Information</u> Hand-drawn stage-discharge rating curves relating stage to discharge, work hydrographs made for estimating daily discharges, worksheets and checklists for tracking computational progress, and shift documentation that are not currently available from NWIS	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-10g	<u>Tracer-Dilution Discharge-Measurement Data</u> Field and laboratory data associated with a dilution-type discharge measurement This includes field notes, results of laboratory analysis, and data analysis documents	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
		ceases Destroy 100 years after transfer	
1400-10h	<u>Verification of Manning's Roughness Coefficient (n) Values or Other Indirect Methods</u> Computations for pre-determining or verifying the roughness coefficient value at sites for investigative or other purposes	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-10i	<u>Station Analysis</u> Documentation concerning factors that affect the analysis of a station record of stage and/or discharge for a water year	Cut-off after 10 years and transfer to FRC after active reference ceases Destroy 100 years after transfer	
1400-10j	<u>Site Inspection Reports</u> Reports submitted by local observers or agency staff containing data on the operation of the recorder and the stage of the stream	Cut-off after 10 years and transfer to FRC after active reference ceases Destroy 100 years after transfer	
1400-10k	<u>Current Meter Records</u> Includes rating tables, and correspondence concerning current meter procurement, maintenance, defects, property number, location, rating, repairs, and rating after repairs	Cut-off after 10 years and transfer to FRC after active reference ceases Destroy 100 years after transfer	
1400-10l	<u>Acoustics and Other Types of Velocity Measurements</u> Measurements taken at streams, rivers, reservoirs, diversions, and estuaries using acoustic meters or other technology	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-10m	<u>Station Description and History</u> These records describe the physical characteristics and functions of the gaging station. They provide such information as date of establishment, location by map coordinates, types of recording equipment used, drainage area served, channel and control, cooperative agreements, regulations, and accuracy. Annotated maps and photographs also may be included.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
GROUND WATER			
1400-20	<u>Ground-Water Case Files</u> These records document hydrologic data collection activities at wells and springs.		
1400-20a	<u>Technical Correspondence and Meeting Notes</u> These records may include, but are not limited to, letters or notes documenting permission to install a well, changes made to a site, the deepening or re-drilling of a well, or termination of a monitoring site.	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed.	
1400-20b	<u>County Ground-Water Information Files</u> Maps and other general information about the ground-water resources in a county, including but not limited to annotated county maps, aquifer test results, well logs, water analyses, lists of registered wells in the county, and other information.	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed.	
1400-20c	<u>Well Permits</u> Copies of permit documents created by state or local agencies.	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed.	
1400-20d	<u>Well and Spring Schedules</u> Information concerning wells or springs including a description, location, ownership, sketches, lithology, specific yield, water levels, discharge, and other information. Data are entered into Ground-Water Site Inventory (GWSI) database, a subsystem of NWIS.		

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-20d(1)	<u>Active Well and Spring Schedules</u> Includes water-level measurement forms, field notebooks, and inspection reports	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-20d(2)	<u>Inactive Well and Spring Schedules</u> Includes water-level measurement forms, field notebooks, and inspection reports for capped wells or springs no longer being monitored	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-20e RESERVED	<u>Non-Continuous Water-Level Measurements</u> Individual measurements made as part of a monitoring network or investigation, or for verification of data at a continuous record site Data are entered into GWSI Maintained in NWIS	RESERVED	
1400-20f RESERVED	<u>Continuous Water-Level Measurements</u> Water-level measurements (unit values) made using digital field recording instruments or Automatic Digital Recorders (ADR) as part of a monitoring network or investigation Also includes data from satellite telemetry	RESERVED	
1400-20f(1) RESERVED	<u>Original Digital Time-Series Data</u> Original digital time-series data that have been processed, reviewed, corrected as needed, and stored using the ADAPS subsystem of NWIS Maintained in NWIS	RESERVED	
1400-20f(2) RESERVED	<u>Raw Electronic Data</u> The raw electronic data collected from the digital field recording instrument The raw data are processed to produce the original digital time-series data stored in NWIS	RESERVED	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-20f(3)	<u>Digital Punched Paper Tapes and Paper Charts</u> Unit value data collected using ADRs or other recording devices the use of which was discontinued in the late 1990's Paper records are converted to digital files on a case-by-case basis to support future use	Unit values recorded on tapes and charts are converted to digital files and entered into NWIS as funding allows Destroy original paper records after conversion to digital files Transfer remaining tapes and charts to FRC after active reference ceases Destroy 100 years after transfer	
1400-20f(4)	<u>Primary Computation of Water Level</u> Computer printout showing water-level datum corrections	Destroy one year after the data have been published	
1400-20g	<u>Level Notes</u> Result of surveys to check elevation of measuring points, reference points, and benchmarks at wells or springs	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-20h	<u>Aquifer Test Reports</u> Records documenting results from single or multiple aquifer tests conducted to determine hydraulic properties of aquifer or confining units	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-20i	<u>Well Logs (Driller's Logs, Lithologic Schedules, and Geophysical Logs) and Core Analyses for Scheduled Wells</u> Records documenting location, lithology, core and grain size analyses, and stratigraphy of drill or bore sites incorporating paleontological data, driller's logs, and electric logs Some records cannot be entered into GWSI, such as borehole geophysical logs	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-20j (added 8-5-05)	Station Analysis Documentation concerning factors that affect the analysis of a continuous record of water levels in a monitoring well for a water year	Cut-off after 10 years and transfer to FRC after active reference ceases Destroy 100 years after transfer	
WATER QUALITY AND OTHER ENVIRONMENTAL MEDIA			
1400-30	Water Quality/Environmental Media Case Files These records document data collection activities at water-quality monitoring stations at streams, rivers, reservoirs, wetlands, diversions, estuaries, springs, lysimeters, and wells. Includes the chemical and microbial properties of water, soil and sediment, biological tissues, and atmospheric deposition.		
1400-30a	Technical Correspondence and Meeting Notes These records may include, but are not limited to, letters or notes documenting permission to install a water-quality monitor or well, changes made to a site, the deepening or re-drilling of a well, or termination of a station	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed	
1400-30b	Station Description These records describe the physical characteristics and functions of the sampling station. They provide such information as date of establishment, location, types of equipment used, and drainage area served. Annotated maps and photographs may support these records	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer	
1400-30c	Site Inspection Reports Forms or reports submitted by local observers or USGS personnel containing data on the operation of instrumentation, calibration of the instrumentation, and condition of the sampling site	Cut-off after 10 years and transfer to FRC. Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-30d (Changed disposition 8-5-05)	<u>Non-Continuous Water-Quality Records</u> Individual measurements made as part of a monitoring network or investigation, or for verification of data at a continuous record site	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-30e	<u>WATLIST Printouts</u> Computer printouts of measurement data generated by the USGS National Water Quality Laboratory	Destroy one year after the project is completed or the data have been published	
1400-30f	<u>Continuous Water-Quality Records</u> Continuous water-quality measurements (unit values for water temperature, pH, conductivity, dissolved oxygen, and turbidity) made using data loggers or Automatic Digital Recorders (ADR) as part of a monitoring network or investigation Also includes data from satellite telemetry		
1400-30f(1) RESERVED	<u>Original Digital Time-Series Data</u> Original digital time-series data that have been processed, reviewed, corrected as needed, and stored using the ADAPS subsystem of NWIS Maintained in NWIS	RESERVED	
1400-30f(2) RESERVED	<u>Raw Electronic Data</u> The raw electronic data collected from the digital field recording instrument The raw data are processed to produce the original digital time-series data stored in NWIS	RESERVED	
1400-30f(3)	<u>Digital Punched Paper Tapes and Paper Charts</u> Unit value data collected using ADRs or other recording devices the use of which was discontinued in the late 1990's Paper records are converted to digital files on a case-by-case basis to support future use	Unit values recorded on tapes and charts are converted to digital files and entered into NWIS as funding allows Destroy original paper records after conversion to digital files Transfer remaining tapes and charts to FRC after active reference ceases Destroy 100 years after transfer	
1400-30f(4)	<u>Primary Computations</u> Computer printouts of unit values from NWIS at each recording interval	Destroy one year after the data have been published	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-30g	<u>Discharge Measurement Notes</u> Instantaneous discharge measurements taken at ungaged sites at the time of water-quality sample collection. These notes should be added to the research or investigative project case file.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the project or at the end of the fiscal year for continuing projects. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
1400-30h	<u>Sample History File</u> Contains field sheets, other field analysis and measurement results not included on the field sheet, such as ancillary data and alkalinity calculations, and Analytical Services Request (ASR) and rerun request forms.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
1400-30i	<u>Field Quality Assurance (QA) / Quality Control (QC) Records</u> Includes but is not limited to Quality Assurance Project Plan (QAPP), supplemental QA field sheets, chain-of-custody forms, field QC measurements, and laboratory analysis of field QC samples.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
1400-30j	<u>Meter Calibration Records</u> Notebooks or other records documenting the calibration of field and laboratory instruments used to collect water-quality data.	Cutoff when notebook is full or when meter is taken out of service. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-30k	<u>Sample Management</u> Includes sample-preservation test results and records on sample acceptance or rejection, storage and tracking, and disposal	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-301 (added 8-5-05)	<u>Station Analysis</u> Documentation concerning factors that affect the analysis of a continuous record of water-quality data for a water year where the instrumentation is not associated with a streamflow gaging station or monitoring well	Cut-off after 10 years and transfer to FRC after active reference ceases Destroy 100 years after transfer	

LABORATORY RECORDS

1400-31	<u>Laboratory Records</u> Include, but are not limited to, processed and unprocessed data and calculated results for physical, chemical, and biological analyses of samples and specimens These data and results characterize rock, soil, sediment, water, and biota Included are impurities, volatiles, and contaminants in water, sediment, and other environmental media samples, sample-preservation test results, quality assurance (QA) / quality control (QC) data, calibration and method records, laboratory notebooks, and training records Laboratories include the National Water-Quality Laboratory (NWQL), USGS research laboratories, and USGS District water-quality, sediment, and bacteriological laboratories Includes taxonomic results generated by the NWQL Also includes data and other records provided by non-USGS laboratories		
1400-31a	<u>Instrument and other Output</u> Original laboratory data generated by the physical, chemical, or biological analysis of water, sediment, or other environmental media samples, including instrument output that not been fully exploited Also includes data characterizing particle sizes, mineralogy, organic content, and other descriptors of samples of bedload, bed and bank sediment, and soil	Records are entered into NWIS if appropriate data fields are available Cut-off after three years or at the end of the project Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-31b RESERVED	<u>Laboratory Information Management System (LIMS)</u> Used to store, track, and release analytical test results requested by the NWQL customers through Districts, cooperators (state, county and municipalities), universities, and other government agencies, and foreign interests. The database includes statistical process control information, data capture utility files, instrumentation results, Federal Financial System (FFS) information and account numbers, change sheets, Analytical Services Request (ASR) information, manual data entry forms, prep logbook information, analyst's QC information, and daily email reports to customers with sample login information (Legacy Database)	RESERVED	
1400-31b(1) RESERVED	<u>Inputs</u>	RESERVED	
1400-31b(2) RESERVED	<u>Master Data File</u>	RESERVED	
1400-31b(3) RESERVED	<u>Outputs</u>	RESERVED	
1400-31b(4) RESERVED	<u>Documentation</u>	RESERVED	
1400-31b(5) RESERVED	<u>Backup Tapes</u>	RESERVED	
1400-31c	<u>Sample Management</u> Includes sample preservation test results, and records on sample acceptance or rejection, storage and tracking, and disposal	Records are entered into NWIS if appropriate data fields are available. Cut-off after three years. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-31d	<u>Laboratory QA/QC Records</u> Long-term monitoring of method performance, bias and variability, and data reviews	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-31e	<u>Laboratory Review</u> Reviews and corrective action responses, including but not limited to, performance evaluation studies, blind sample assessments, and audits	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-31f	<u>Material Records</u> Includes, but not limited to, results of testing sample preservatives, containers, lot numbers for reagents and standards, and contaminant-free water	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-31g	<u>Laboratory Notebooks</u> Records of the method performance, maintenance, and repair	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-31h	<u>Training Records</u> Training records and demonstration of capability specific for technical operations in a laboratory	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-31i	<u>Laboratory Certification Records</u> Documentation associated with attaining certification by international, national, or state agencies or organizations	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-31j	<u>Methods Validation Records</u> Documentation associated with development of new methods or demonstration that a laboratory can perform a published method	Records are entered into NWIS if appropriate data fields are available Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-31k	<u>Approval of Non-USGS Laboratories</u> Records pertaining to the approval and periodic review of non-USGS laboratories providing analytical services to USGS programs	Cut-off after three years Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

SEDIMENT RECORDS

1400-40	<u>Sediment Case Files</u> These records document data-collection activities at sediment-monitoring stations and sites at streams, stream beds, stream banks, reservoirs, wetlands, diversions, estuaries, and springs Includes the physical, chemical, and biological properties of sediment, water/sediment mixtures, and soil		
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ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-40a	<u>Technical correspondence and Meeting Notes</u> These records may include, but are not limited to, letters or notes documenting permission to install a sediment-sampling station, changes made to a site, or termination of a station	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed.	
1400-40b	<u>Station Description</u> These records describe the physical characteristics and functions of the sediment-sampling station. They provide such information as date of establishment, location, types of equipment used, and drainage area served. Annotated maps and photographs may support these records.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
1400-40c	<u>Site Inspection Reports</u> Forms or reports submitted by local observers or USGS personnel containing data on the operation of instrumentation, calibration of the instrumentation, and condition of the sampling site.	Cut-off after 10 years and transfer to FRC. Destroy 100 years after transfer.	
1400-40d RESERVED	<u>Non-Continuous Sediment Records</u> Individual measurements made as part of a monitoring network or investigation, or for verification of data at a continuous record site. Maintained in NWIS.	RESERVED	
1400-40e RESERVED	<u>Continuous Suspended-Sediment Records</u> Continuous measurements of suspended-sediment concentration made using automatic sampling devices and data loggers as part of a monitoring network or investigation. Maintained in NWIS.	RESERVED	
1400-40f	<u>Discharge Measurement Notes</u> Instantaneous measurements taken at ungaged sites at the time of sample collection for the purpose of determining sediment discharge. These notes should be added to the research or investigative project case file.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the project or at the end of the fiscal year for continuing projects. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-40g	<u>Sample History File</u> Contains field sheets and notes, other field analysis and measurement results not included on the field sheet, and Analytical Services Request (ASR) and rerun request forms	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-40h	<u>Field Quality Assurance (QA) / Quality Control (QC) Records</u> Includes but is not limited to Quality Assurance Project Plan (QAPP), supplemental QA field sheets, chain-of-custody forms, field QC measurements, and laboratory analysis of field QC samples	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-40i	<u>Meter calibration records</u> Notebooks documenting the calibration of field and laboratory instruments used to collect data	Cutoff when notebook is full or when meter is taken out of service Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-40j (added 8-5-05)	<u>Sample Management</u> Includes sample-preservation test results, and records on sample acceptance or rejection, storage and tracking, and disposal	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

Biological Records

- 1400-50 Biological Case Files These records document biological data collection activities at stations located at streams, rivers, lakes, reservoirs, wetlands, and estuaries Includes algae, invertebrate, and fish community sampling information and results, and other information related to biological processes (i.e. stream metabolism) Includes taxonomic identification and enumeration conducted by project staff and including contracts therefor

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-50a	<u>Technical Correspondence and Meeting Notes</u> These records may include, but are not limited to, letters or notes documenting sources of biological and other data, and notes from technical and other meetings	Cut-off at the end of the fiscal year Review every 10 years and destroy records that are superseded, obsolete, or no longer needed	
1400-50b	<u>Station Description</u> These records describe the physical characteristics and functions of the biological sampling station They provide such information as date of establishment, location, types of equipment used, and drainage area served Reconnaissance notes, site selection and cooperators information, annotated maps, and photographs may support these records	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-50c	<u>Site Inspection Reports</u> Reports submitted by local observers or USGS personnel containing data on the operation of instrumentation and condition of the sampling site	Cut-off after 10 years and transfer to FRC Destroy 100 years after transfer	
1400-50d	<u>Permits/Permissions/Certifications</u> These records include collecting permits obtained to satisfy private, state, or Federal regulations, permissions from landowners to cross onto private property, and certifications to document technical capabilities for sampling methods and equipment	Cut-off at the end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-50e	<u>Field Sheets</u> Field notes and environmental measurements taken at the biological sampling station or site, including station name and identification number, sample collector's name, date, time, environmental conditions, sample purpose, type of biota or medium sampled, sampling activities, types of habitat sampled, sampling methods, field water-quality measurements, solar path finder records, and the types of analyses requested	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-50f	<u>Discharge Measurement Notes</u> Instantaneous measurements taken at ungaged sites at the time of biological sample collection for the purpose of determining velocity and discharge	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the project or at the end of the fiscal year for continuing projects Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-50g	<u>Biological Data</u> Results of biological analyses, and taxonomic identification and enumeration conducted on-site or at the originating office NWIS cannot accommodate most algae, invertebrate, fish, habitat, and associated ancillary data and metadata Consequently, a separate computerized database, such as the Biological Transactional Database (BioTDB), is used to manage biological data	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-50h	<u>Field Quality Assurance (QA) / Quality Control (QC) Records</u> Includes but is not limited to Quality Assurance Project Plan (QAPP), supplemental QA field sheets, chain-of-custody forms, field QC measurements, laboratory analysis of field QC samples, and meter calibration records	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-50i	<u>Collection and Identification/Enumeration Methods</u> These records describe and document the sample collection methods, and if the identification and enumeration work is performed by project staff or contractors, the records describe the methods used, the classification system used, the taxonomist that did the work, and document the existence and location of voucher specimens (Note For the disposition of biological specimens see 1400-81)	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-50j	<u>Sample management</u> Includes sample-preservation test results, and records on sample acceptance or rejection, storage and tracking, and disposal	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
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1400-50k (added 8-5-05)	<u>Meter Calibration Records</u> Notebooks or other records documenting the calibration of field and laboratory instruments used to collect biological data	Cutoff when notebook is full or when meter is taken out of service Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
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Stream-Channel and Geomorphology Records

1400-60	<u>Stream-Channel and Geomorphology Case Files</u> These records document observations and data-collection activities conducted to characterize geomorphic surfaces, stream and stream-corridor morphologies, and the substrates and soils underlying each Where appropriate, includes information of biota that typifies ecological conditions		
1400-60a	<u>Technical Correspondence and Meeting Notes</u> These records may include, but are not limited to, letters or notes documenting sources of data, and notes from technical and other meetings	Cut-off at the end of the fiscal year Review every 10 years and destroy records that are superseded, obsolete, or no longer needed	
1400-60b	<u>Site Description</u> Those documents that record and describe the physical characteristics and functions of the sampling site They provide information including date of initial records, location, types of equipment, markers, and monuments used, and drainage area Reconnaissance notes, site-selection criteria and land-ownership information, annotated maps, and photographs may provide supporting information	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-60c	<u>Site Inspection Reports</u> Reports submitted by USGS personnel and any other observers that contain data or observations on the characteristics of site features, such as surfaces, morphologies, hydrologic processes, and biota, changes in those features, and conditions of site equipment and monuments	Cut-off after 10 years and transfer to FRC Destroy 100 years after transfer	
1400-60d	<u>Permits/Permissions/Certifications</u> Records include collecting and measurement permits obtained to satisfy private, state, or Federal regulations, permission documents from landowners to cross onto private property, and certifications to document technical capabilities for sampling methods and equipment	Cut-off at the end of the fiscal year Review every 10 years and destroy records that are superseded, obsolete, or no longer needed.	
1400-60e	<u>Field sheets</u> Field notes made at the sampling site or stream reach, including site designation, location and description, observer's name, date, time, environmental conditions and habitat evaluation, purpose of measurements, samples, and observations, type of samples and biota collected or observed, sampling methods, transect, section, and other field measurements, and types of analyses requested	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-60f	<u>Field Quality Assurance (QA) / Quality Control (QC) Records</u> Includes but is not limited to Quality Assurance Project Plan (QAPP), supplemental QA field sheets, chain-of-custody forms, field QC measurements, laboratory analysis of field QC samples, and meter calibration records	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-60g	<u>Laboratory- and Field-Analysis Results</u> Include results of sieve analyses of sediment, soil, and substrate samples, pebble counts, transect and quadrant vegetation data, geometry measurements of landforms, channels, and channel bedforms, and dendrochronological observations and data that identify geomorphic and hydrologic processes and ages of surfaces, landforms, events, and plant cohorts Also included are soil-chemistry analyses, pollen analyses, isotope analyses, and related analyses of biotic matter	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-60h	<u>Sample Management</u> Includes sample-preservation test results and records on sample acceptance or rejection, storage and tracking, and disposal	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-60i (added 8-5-05)	<u>Meter Calibration Records</u> Notebooks or other records documenting the calibration of field and laboratory instruments used to collect stream-channel and geomorphology data	Cutoff when notebook is full or when meter is taken out of service Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

WATER USE

1400-70	<u>Water-Use Case Files</u> These records document water-use data collection activities The data are used by other projects and are used to populate the aggregated database needed for periodic national, state, or regional water projects		
1400-70a	<u>Technical Correspondence and Meeting Notes</u> These records may include, but are not limited to, letters or notes documenting sources of water-use data and notes from technical and other meetings	Cut-off at the end of the fiscal year. Review every 10 years and destroy records that are superseded, obsolete, or no longer needed	
1400-70b RESERVED	<u>Site-Specific and Aggregate Water-Use Data</u> Water-use data from hundreds of thousands of sites across the nation are managed using the Site-Specific Water Use Database System (SWUDS) subsystem of NWIS Maintained in NWIS	RESERVED	
1400-70c	<u>Aggregate Water-Use Data</u> Water-use data from hundreds of thousands of sites and aggregated at the county, state, and national levels Data are managed using the PC-based Aggregated Water Use Database System (AWUDS)	Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-70d	Public Water-Use Records Records include field notes, data sources and other documentation, copies of pumpage and withdrawal data, energy data files, quality-assurance (QA) / quality control (QC) records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70e	Domestic Water-Use Records Records include field notes, data sources and other documentation, copies of pumpage and withdrawal data, energy data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals. Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70f	Industrial Water-Use Records Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, discharge, and energy data files, QA/QC records, questionnaires, and location maps.	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70g	Commercial Water-Use Records Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, discharge, and energy data files, QA/QC records; questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-70h	<u>Mining Water-Use Records</u> Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, discharge, and energy data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70i	<u>Livestock Water-Use Records</u> Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, discharge, and energy data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70j	<u>Aquaculture Water-Use Records</u> Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, discharge, and energy data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70k	<u>Irrigation Water-Use Records</u> Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, discharge, and energy data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-701	<u>Hydroelectric Power Generation Water-Use Records</u> Records include field notes, data sources and other documentation, copies of turbine discharge data, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70m	<u>Thermoelectric Power Generation Water-Use Records</u> Records include field notes, data sources and other documentation, copies of pumpage, withdrawal, and discharge data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-70n	<u>Wastewater Discharge Records</u> Records include field notes, data sources and other documentation, copies of discharge data, energy data files, QA/QC records, questionnaires, and location maps	Records are entered into NWIS if appropriate data fields are available Cut-off records at 5 year intervals Transfer records to FRC after active reference ceases Destroy 100 years after transfer	

Miscellaneous Hydrologic Records

1400-80 Miscellaneous Hydrologic Records Includes, but not limited, to precipitation, snow, humidity, evapotranspiration, air temperature, wind direction and speed, solar radiation, and soil moisture, or data from lysimeters, seepage meters, and extensimeters The records may be continuous or periodic

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-80a	<u>Station Description</u> These records describe the physical characteristics and functions of the hydrologic station for both continuous and non-continuous sites. They provide such information as date of establishment, location, equipment used, purpose of data collection, and area served. Annotated maps and photographs may support these records. Some of this information is entered into NWIS.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
1400-80b	<u>Non-continuous measurements</u> Individual measurements made as part of a monitoring network or investigation, or for verification of data at a continuous record site.	Records are entered into NWIS if appropriate data fields are available. Cut-off at end of the fiscal year. Transfer records to FRC after active reference ceases. Destroy 100 years after transfer.	
1400-80c	<u>Continuous Measurements</u> Measurement (unit value) data collected from digital field recording instruments such as electronic data loggers, satellite data-collection platforms (DCPs), and other telemetry systems, or Automatic Digital Recorders (ADRs) as part of a monitoring network or investigation.		
1400-80c(1) RESERVED	<u>Original Digital Time-Series Data</u> Original digital time-series data that have been processed, reviewed, corrected as needed, and stored using the ADAPS subsystem of NWIS. Maintained in NWIS.	RESERVED	
1400-80c(2) RESERVED	<u>Raw Electronic Data</u> The raw electronic data collected from the digital field recording instrument. The raw data are processed to produce the original digital time-series data stored in NWIS.	RESERVED	
1400-80c(3)	<u>Digital Punched Paper Tapes and Paper Charts</u> Unit value data collected using ADRs or other recording devices the use of which was discontinued in the late 1990's. Paper records are converted to digital files on a case-by-case basis to support future use.	Unit values are entered into NWIS as funding allows. Transfer tapes to FRC after active reference ceases. Destroy 100 years after transfer.	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-80c(4)	<u>Primary Computations</u> Computer printouts of unit values from NWIS at each recording interval	Destroy one year after the data have been published	
1400-80d	<u>Measurement Records</u> Field data and other records collected during miscellaneous measurements	Records are entered into NWIS if appropriate data fields are available Cut-off at end of the fiscal year Transfer records to FRC after active reference ceases Destroy 100 years after transfer	
1400-80e (added 8-5-05)	<u>Station Analysis</u> Documentation concerning factors that affect the analysis of a continuous record of miscellaneous hydrologic data for a water year where the instrumentation is not associated with a streamflow gaging station or monitoring well	Cut-off after 10 years and transfer to FRC after active reference ceases Destroy 100 years after transfer	
1400-81	<u>Specimens</u> An individual item, part, or quantity typical of a larger mass, volume, group, or populations that has characteristics which categorize it as representative of part of a larger feature, element, or landscape process, and which, owing to susceptibility to deterioration, lacks permanence Specimens of water, ice, rock, soil, gases, and organic matter characterize the hydrologic, geologic, biological, and related environmental conditions at a site or area Examples include water containing volatiles or organic matter, soil distinguished by degradable chemical compounds or short-lived radionuclides, and preserved diatoms, macroinvertebrates, or soft animal tissue	Store at originating office Destroy or transfer to a non-USGS institution or venue when, owing to specimen deterioration or change in study needs, the specimen is determined to have no scientific value	
1400-82	<u>International Border Activity Records</u> Records documenting the activities of personnel conducting research, investigations, or data collection along the international border areas of the United States Records may include minutes of meetings, technical reports, and the exchange and interpretation of data	Cut-off at the end of the fiscal year Transfer to FRC after active reference ceases Destroy 100 years after transfer	
1400-83	<u>Boards of Control Reports</u> Annual reports of operations submitted by the Boards of Control established on a regional basis for compliance with the orders of the International Joint Commission and to ensure that agreements are fulfilled These reports contain unpublished technical data of continuing value	Cut-off at the end of the fiscal year Destroy 10 years after cut-off	

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1400-84	<u>Compacts and Commissions Records</u> Annual reports of operations by interstate commissions established by multi-state compacts or Supreme Court Decree These reports contain unpublished technical data of continuing value	Cut-off at the end of the fiscal year Transfer to FRC after active reference ceases Destroy 100 years after transfer	
1400-85	<u>Equipment Plans and Specifications</u> Narrative specifications for equipment with accompanying drawings, tracings, and blueprints for equipment developed by the USGS	Cut-off at the end of the fiscal year Transfer to FRC after equipment is superseded or obsolete Destroy 100 years after transfer	

Electronic Copies of Records

1400-90	<u>Electronic Copies of Records</u> 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 and word processing systems that are maintained for updating, revision, or dissemination		
1400-90a	<u>Copies that have no further value after the recordkeeping copy is made</u> 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	
1400-90b	<u>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</u>	Destroy/delete when dissemination, revision, or updating is completed	
147 items total			