REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)
Department of the Interior

MAJOR SUBDIVISION
U.S. Geological Survey

MINOR SUBDIVISION
Geospatial Information Office

NAME OF PERSON WITH WHOM TO CONFER
Carol Wippich

DATE RECEIVED
8-25-2005

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
8/24/05

SIGNATURE OF AGENCY REPRESENTATIVE
Carmelo Ferrigno

TITLE
USGS Records Mgmt Ofc.

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.

ITEM NO

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached.

GRS OR SUPERSEDED JOB CITATION

ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-057-05-3

DATE
8/25/2005

ARCHIVIST OF THE UNITED STATES

Carol Wippich
703-648-7109

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
SF-115 -- USGS Press Releases

Item 502-01a – Changed the wording of the item and made the records permanent instead of temporary. Authority: RCS/Item 503-01a and NC1-57-81-2, Item 30a

Item 502-01b – Changed the wording of the item Authority: RCS/Item 503-01b and NC1-57-81-2, Item 30b

Item 502-01c – Remains the same as approved by NARA Authority: N1-57-02-03, Item 502-01c

502-01a Official Press Release Files Consists of one original record copy of each information release and publication including press releases, media advisories, letters to the editor, opinion editorials, press conference transcripts, graphic presentations (refer to Chapter 1100, Audiovisual Records), and other similar materials, i.e., statements of high-level USGS officials before Congressional committees. May include chronological list and electronic index to the records and may be maintained in different media and formats. Therefore, this series is written to authorize the disposition of records in any media (media neutral). Records created and maintained electronically, will be transferred to NARA in an approved-electronic format.

Note: For any original record copies that are created outside the Headquarters Office of Communications, when sending record copies to the National Archives, provide the Headquarters, Office of Communications (Mail Stop 119) with a copy of the box inventory listing.

Disposition: Permanent Cut-off at the end of the calendar year. Transfer textual records to the Federal Records Center 5 years after break or earlier, if volume warrants. Transfer to NARA in 5-year blocks 20 years after break. Transfer electronic data, with related documentation and external finding aids, as applicable, to the National Archives, as specified in 36 CFR 1228.270 or standards applicable at the time, every 5 years.

502-01b Public Information Reference Files. Contains files created in connection with the preparation of official press releases and may be composed of clearance sheets, photographs (see Chapter 1100, Audiovisual Records), correspondence, memoranda, clippings, backup material collected in the course of preparing the releases, and related papers which are either non-record material or duplicated in files maintained elsewhere.

Disposition: Temporary Destroy 1 year after release of the press release.

502-01c All other copies

Disposition: Destroy when no longer needed for reference.