

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-057-05-3	
1 FROM (Agency or establishment) Department of the Interior		DATE RECEIVED 8-25-2005	
2 MAJOR SUBDIVISION U.S. Geological Survey		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Geospatial Information Office		DATE 12.05.2005	
4 NAME OF PERSON WITH WHOM TO CONFER Carol Wippich	5 TELEPHONE 703-648-7109	ARCHIVIST OF THE UNITED STATES Paul M. White	

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 8/24/05	SIGNATURE OF AGENCY REPRESENTATIVE Carmelo Ferrigno	TITLE Carmelo Ferrigno, USGS Records Mgmt Ofc.
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached.		

## 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 or review of 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.