

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <u>Department of the Interior</u>	
2. MAJOR SUBDIVISION <u>U.S. Geological Survey</u>	
3. MINOR SUBDIVISION <u>Geospatial Information Office</u>	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Lloyd Woosley or Carol Wippich</u>	5. TELEPHONE <u>Lloyd-703-648-5028</u> <u>Carol-703-648-7109</u>

LEAVE BLANK (NARA use only)	
JOB NUMBER <u>71-057-06-1</u>	
DATE RECEIVED <u>9-18-2006</u>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <u>7/3/07</u>	ARCHIVIST OF THE UNITED STATES <u>Allen W. ...</u>

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 <u>9/13/06</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Camelo F. Ferigno</u>	TITLE USGS Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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.		

SA 7/13/07 copies sent to Agency, NARA, NARA, NARA

ITEM NUMBER	DESCRIPTION OF RECORD	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
SURFACE WATER			
1400-10n	<u>Technical Memoranda</u> . Technical memoranda issued by the Office of Surface Water that provide national guidance on the collection, processing, interpretation, and publication of surface-water data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	NEW ITEM
GROUND WATER			
1400-20f(4)	<u>Primary Computations of Water Level {unit values stored in NWIS or unit values retrievable from original source material 1400-20f(1)}</u> . Computer printouts of unit values from NWIS at each recording interval.	Destroy one year after the data have been published.	Change to description
1400-20f(5)	<u>Primary Computations of Water Level {unit values not stored in NWIS or are not retrievable from original source material 1400-20f(1)}</u> . Computer printouts of unit values at each recording interval.	Transfer to FRC after active reference ceases. Destroy 100 years after transfer.	New Item
1400-20k	<u>Meter Calibration Records</u> . Notebooks or other records documenting the calibration of field and laboratory instruments used to collect ground-water 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.	New Item
1400-20l	<u>Technical Memoranda</u> . Technical memoranda issued by the Office of Ground Water that provide national guidance on the collection, processing, interpretation, and publication of ground-water data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
WATER QUALITY AND OTHER ENVIRONMENTAL MEDIA			

1400-30f(4)	<u>Primary Computations {unit values stored in NWIS or unit values retrievable from original source material 1400-30f(1)}</u> . Computer printouts of unit values from NWIS at each recording interval.	Destroy one year after the data have been published.	Change to description
1400-30f(5)	<u>Primary Computations {unit values not stored in NWIS or are not retrievable from original source material 1400-30f(1)}</u> . Computer printouts of unit values at each recording interval.	Transfer to FRC after active reference ceases. Destroy 100 years after transfer.	New Item
1400-30m	<u>Technical Memoranda</u> . Technical memoranda issued by the Office of Water Quality that provide national guidance on the collection, processing, interpretation, and publication of water-quality data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item

LABORATORY RECORDS

1400-311	<u>Technical Memoranda</u> . Technical memoranda issued by the NWQL that provide national guidance on the shipping, processing, and laboratory analysis of samples.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
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SEDIMENT RECORDS

1400-40k	<u>Technical Memoranda</u> . Technical memoranda issued by the Office of Surface Water that provide national guidance on the collection, processing, interpretation, and publication of sediment data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
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Biological Records

1400-501	<u>Technical Memoranda</u> . Technical memoranda issued by the Office of Water Quality that provide national guidance on the collection, processing, interpretation, and publication of biological data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
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Stream-Channel and Geomorphology Records

1400-60j	<u>Technical Memoranda</u> . Technical memoranda issued by national discipline offices that provide guidance on the collection, processing, interpretation, and publication of stream-channel and geomorphology data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
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WATER USE

1400-70o	<u>Technical Memoranda</u> . Technical memoranda issued by national discipline offices that provide guidance on the collection, processing, interpretation, and publication of water-use data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
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Miscellaneous Hydrologic Records

1400-80c(4)	<u>Primary Computations {unit values stored in NWIS or unit values retrieved from original source material 1400-80c(1)}</u> . Computer printouts of unit values from NWIS at each recording interval.	Destroy one year after the data have been published.	Change to description
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1400-80c(5)	<u>Primary Computations {unit values not stored in NWIS or are not retrievable from original source material 1400-80c(1)}</u> . Computer printouts of unit values at each recording interval.	Transfer to FRC after active reference ceases. Destroy 100 years after transfer.	New Item
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1400-80f	<u>Technical Memoranda</u> . Technical memoranda issued by national discipline offices that provide guidance on the collection, processing, interpretation, and publication of miscellaneous hydrologic data.	Review every 3 years and destroy records that are superseded, obsolete, or no longer needed.	New Item
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1400-86	<u>Delaware River Master Historical Records</u> . Includes any documents or records that relate to: 1) the establishment of the office, such as Supreme Court transcripts and decrees; 2) later state petition court records and decrees; 3) maps or other records used in court room presentations; 4) records on the appointment of the office to administer the provisions of the decree; and 5) copies of periodic reports to the U.S. Supreme Court.	PERMANENT. Cut off at the end of the fiscal year or if accumulation is limited; cutoff every 20 years. Transfer to NARA 30 years after cutoff.	New Item
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