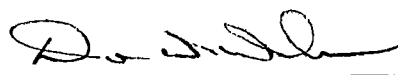



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO	N1-57-87-2
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	6-09-87
1 FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U.S. Geological Survey		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER G. A. Wilson	5 TELEPHONE EXT 648-7309	DATE 1/5/88	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 6/4/87	C SIGNATURE OF AGENCY REPRESENTATIVE  Geraldine A. Wilson	D TITLE Paperwork Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
203-01	This SF-115 is submitted to secure disposition authority for the records cited below. These records series will be included in the USGS General Records Disposition Schedule. USGS Internal Directives Case Files. All Survey Manual issuances at the Bureau and Division level; with supporting documents, if any, documenting important aspects of development. These directives announce major changes in the Bureau's policies and procedures. Extensive procedures are usually detailed in lengthy operating manuals. All Departmental Manual issuances, developed by the USGS, which document the organizational structure of the USGS.		
203-01a	Record Copy. Record copy of directive related to Bureau Program functions, organizations, etc. issued through the SM or Division Operating Manuals, or organizational issuances issued through the Departmental Manual.	GRS 16, Item 1a	
	DISPOSITION: Permanent. Offer to the National Archives in 5-year blocks when 20 years old.		

(20 items)

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
203-01b	Supporting Documentation DISPOSITION: Permanent. Offer to the National Archives in 5-years blocks when 20 years old.		
203-01c	All Other Copies DISPOSITION: Destroy when superseded or obsolete.		
203-01d	Issuances related to routine administrative functions (e.g., payroll, procurement, personnel) DISPOSITION: Destroy when superseded or obsolete.	GRS 16, Item 1c	
203-01e	Supporting Documentation DISPOSITION: Destroy when issuance is destroyed.	GRS 16, Item 1d	
203-08	USGS External Directives Case File. Record copy of all regulations/notices published by the USGS to provide policy and procedural instructions relative to USGS programs. (Notices pertaining to Federal Advisory Committees are excluded.) Includes supporting material documenting important aspects of developments as well as any external comments received. Internal comments are segregated from public comments. Annual accumulation approximately .25 cubic ft.		
203-08a	Regulations DISPOSITION: Permanent. Offer to the National Archives in 5-year blocks when 20 years old.		
203-08b	Notices DISPOSITION: Permanent. Offer to the National Archives in 5-year blocks when 20 years old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
203-08c	<p>Copies of Regulations/Notices maintained for reference.</p> <p>DISPOSITION: Destroy when reference need expires.</p>		
203-08d	<p>Semiannual Agenda. Information on rules scheduled for review or development during the subsequent six month period and on the status of those rules previously scheduled. This information is forwarded to OMB for publication in the Federal Register.</p> <p>DISPOSITION: Destroy in Bureau when no longer needed for reference.</p>		
203-09	<p><u>Regulatory Reviews.</u> Lists of all proposed rulemaking actions and legislative proposals with detailed information on each potential significant rulemaking action; information on Bureau regulatory policies, goals, and objectives to be pursued during the subsequent reporting year.</p> <p>DISPOSITION: Destroy when reference need expires.</p>		
408-01	<p><u>Labor Management Relations - General and Case Files.</u> Correspondence, memoranda, and other records relating to the relationship between management and employee unions or other groups.</p>		
408-01a	<p>General Correspondence</p> <p>DISPOSITION: Destroy when 6 years old.</p>	RCS/Item 408-01a(1)	
408-01b	<p>USGS negotiated agreements.</p> <p>DISPOSITION: Destroy 5 years following expiration.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
408-01c	<p>Grievances and Third-Party Actions. Correspondence, background papers, briefs, and other case file materials pertaining to grievances, arbitration hearings, unfair labor practice charges, representation proceedings, or mediation/impasse proceedings.</p> <p>DISPOSITION: Destroy 5 years after final resolution of cases.</p>		
408-01d	<p>Labor Management Relations (LMR) reports required by OPM, the Department or USGS for management of the program.</p>		
408-01d(1)	<p>Bargaining unit status reports.</p> <p>DISPOSITION: Destroy when superseded or obsolete.</p>		
408-01d(2)	<p>Labor Agreement Information Retrieval System (LAIRS) and Official Time Reports.</p> <p>DISPOSITION: Destroy when 5 years old.</p>		
802-08	<p><u>Contracting Officer Files.</u> Applications for appointment of contracting officer(s); certificates of appointment as contracting officer(s) (warrants); copy of SF 171's, Application for Federal Employment, and correspondence and memoranda related to individuals making application for and being appointed as contracting officers. Annual accumulation approximately .5 cubic ft.</p> <p>DISPOSITION: Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee one year after separation or transfer.</p>		