Schedule Number: N1-057-89-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

- Item 102-04c was superseded by DAA-0048-2013-0008-0004
- Item 203-01a was superseded by DAA-0048-2013-0008-0003
- Item 203-01b is non-record
- Item 203-08a was superseded by DAA-0048-2013-0008-0010
- Item 203-08b was superseded by DAA-0048-2013-0008-0010
- Item 203-08c is non-record

Date Reported: 05/24/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

1 FROM (Agency or establishment)
Department of the Interior
2 MAJOR SUBDIVISION
U.S. Geological Survey
3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
G. A. Wilson

5 TELEPHONE EXT. 648-7309

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 2 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 3/30/89
C SIGNATURE OF AGENCY REPRESENTATIVE Geraldine A. Wilson
D TITLE Paperwork Management Officer

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9 GRS OR SUPERSEDED JOB CITATION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)

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.

203-01 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 and Supporting Documentation. 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.

DISPOSITION: Permanent. Break file at end of FY. Retire to FRC when volume reaches at least 1 cu. ft. Transfer to the National Archives in 5-year blocks when 20 years old.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>203-08a</td>
<td>Regulations.</td>
</tr>
<tr>
<td>203-08b</td>
<td>Notices.</td>
</tr>
<tr>
<td>203-08c</td>
<td>Copies of Regulations/Notices maintained for reference.</td>
</tr>
<tr>
<td>102-04c</td>
<td>Records containing substantive information relating to the official activities of high level officials, the substance of which has not been incorporated in the official files. (High level USGS officials include the Director, Associate Director, Director's Representatives in Central and Western Regions, Assistant Directors, and Division Chiefs.</td>
</tr>
</tbody>
</table>

**USGS External Directives Case File.**

Record copy of all regulations/notifications 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.

**DISPOSITION:** Permanent. Offer to the National Archives in 5-year blocks when 20 years old.

**Schedules of Daily Activities.**

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.

**DISPOSITION:** Permanent. Cut off at the end of the calendar year. Offer to NARA 4 years after cutoff or immediately upon leaving position.