

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. GEOLOGICAL SURVEY	
2. MAJOR SUBDIVISION ADMINISTRATIVE DIVISION	
3. MINOR SUBDIVISION MANAGEMENT SUPPORT BRANCH, PAPERWORK MANAGEMENT SECTION	
4. NAME OF PERSON WITH WHOM TO CONFER G. A. WILSON	5. TELEPHONE 703-648-7309

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-57-93-4	
DATE RECEIVED 7-9-93	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4-30-97	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 3 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 6/18/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>G. A. Wilson</i>	TITLE USGS PAPERWORK 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>303 USGS PUBLICATIONS AND TECHNICAL REPORTS</p> <p>303-01 USGS-produced and published books, technical reports, booklets, pamphlets, and maps showing the spatial distribution of some natural resources characteristics, and similar material resulting from scientific and technical research studies, surveys, reports, analyses, evaluations, and appraisals involving the broad field of Earth Science. Included are published histories documenting the activities and achievements of the Bureau and/or each program Division. (These do not include topographic maps or directives.)</p> <p>Copies of all USGS-published issuances are sent to USGS depositories and reference libraries by the responsible division where they are made available to the public and other Federal agencies, as required or needed. One copy is on automatic distribution to the USGS, National Center Library, Reston, VA.</p> <p>303-01a Record copy of all publications. (Approximately 1,200 publications annually. Average 70 pages each.)</p>	<p>RCS 303-01a(1) and NCI-57-81-2, Item 11a(1)</p> <p>RCS 303-01a(2) and NCI-57-81-2, Item 11a(2)</p> <p>RCS 1400-02b and</p>	

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JOB NUMBER

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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)
1 ctd	<p><i>Cut-off annually. Transfer to National Archives in five-year blocks. Offer to the National Archives in five-year blocks. Archives in five-year blocks when most recent records are five years old (i.e. records dated 1995-2000 should be transferred in 2005). MAY 4-2-97</i></p> <p>303-02 Original field data, research material, and other specific publication-essential background documents which support the validity of the scientific data in the publication.</p> <p>DISPOSITION: Maintain in the USGS's Denver Field Records Library with a record copy of the corresponding publication. Destroy when no longer needed for reference.</p>	<p>NCI-57-81-1, Item 41a</p> <p>None</p>	
3	<p>303-03a Manuscripts and related material, including author's drafts and drafts with reviewer's comments, which have been exploited by becoming formal publications or open-file reports.</p> <p>DISPOSITION: Retain in appropriate Division until document is published. Destroy in agency 2 years after publication.</p>	<p>RCS 1400-02b and NCI-57-83-5, Item 02b</p> <p>RCS 1900-29a and NCI-57-82-1 Item 29a</p>	
4	<p>303-04 Publications Control Records, e.g., routing sheets, and other materials involved in preparing and processing publications for approvals and publication.</p> <p>DISPOSITION: Destroy in agency when no longer needed for reference purposes.</p>	<p>RCS 303-01c and NCI-57-81-2, Item 11c</p> <p>RCS 1400-03 and NCI-57-83-5, Item 03</p>	
5	<p>303-05 Open-File Reports. Reports and manuscripts covering scientific information collected through USGS research efforts, the results of which were not formally published.</p> <p><i>PERMANENT. CUT-OFF ANNUALLY. TRANSFER TO NATIONAL ARCHIVES</i></p> <p>DISPOSITION: Destroy in agency when no longer needed for reference in five-year blocks when most recent records are five years old (i.e. records dated 1995-2000 should be transferred in 2005).</p>	<p>RCS 303-01d and NCI-57-81-2, Item 11d</p>	

WITHDRAWN
MAY 4-2-97

MAY 4-2-97