

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

*N1-57-97-3*

DATE RECEIVED

*7-14-97*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*7/15/00*

ARCHIVIST OF THE UNITED STATES

*Will L. Ferguson, Acting*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. GEOLOGICAL SURVEY

2. MAJOR SUBDIVISION

OFFICE OF INFORMATION SERVICES

3. MINOR SUBDIVISION

BRANCH OF INFORMATION TECHNOLOGY SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

MAUREEN ACKERMAN

5. TELEPHONE

(703) 648 - 7311

**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 1 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

7-11-97

SIGNATURE OF AGENCY REPRESENTATIVE

*Maureen Ackerman*

TITLE

USGS RECORDS MANAGEMENT OFFICER

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 GRS OR SUPERSEDED JOB CITATION	10.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>303-01a Record copy of all publications. (Approx. 1,200/year)</p> <p>DISPOSITION: PERMANENT. Cut-off annually. Transfer to the National Archives and Records Administration (NARA) in three-year blocks when most recent records are three-years old, for example, records dated 1995-1997 would be transferred in 2000.</p> <p style="text-align: center;"><i>2001</i></p>	<p>N1-57-93-4, Item 1</p>	
2	<p><del>303-02 Original field data, research material, and other publication-essential background documents that support the validity of the scientific data or information in the publication.</del></p> <p>DISPOSITION: PERMANENT. Cut-off annually. Transfer to NARA in three-year blocks when most recent records are three-years old, for example, records dated 1995-1997 would be transferred in 2000.</p>	<p><i>Item 2 withdrawn by agency on 5/1/00.</i></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, such as Professional Papers and Circulars, or informal publications, such as Water Resources Investigations Reports and Open-File Reports.</p> <p>DISPOSITION: Retain in appropriate division until document is published. Destroy in agency 6 months after publication.</p>	<p>N1-57-93-4, Item 3</p>	

*copy to Agency*

PREVIOUS EDITION NOT USABLE

*INWMT, NWMWA*

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA

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