REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of the Interior

2. MAJOR SUBDIVISION
   Geological Survey

3. MINOR SUBDIVISION
   Geologic Division, Denver, Colorado

4. NAME OF PERSON WITH WHOM TO CONFER
   Robert G. Prescott

5. TEL. EXT.
   860-7211

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7. ITEM NO
   1.

8. DESCRIPTION OF ITEM
   The records for disposal consist of chemical, mineralogical, spectrographic and x-ray analytical reports, the geologists request for analysis and any correspondence or records pertaining to a particular job or request. The attached example is typical of one request. A copy of each analytical report has always been transmitted to the geologist or other scientist requesting the analysis. These records have accumulated since the laboratory was first put into operation (1948) and the information they contain will continue to accumulate and be used as long as the laboratory operates. The accumulated documents will be microfilmed and microfilming continued when future documents accumulate in sufficient quantities.

   The documents for disposal are "non-permanent records," the original documents having no sufficient historical or other value to warrant continued preservation. It is essential that a copy of the documents, which we propose to have on microfilm, be available for rapid reference in the laboratory. Although the records described on this form are a non-permanent record, they will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504. We will thus have one original copy for storage and one duplicate copy for the laboratory.

   The original will be transferred to either the Federal Records Center, Lakewood, Colorado, or to an approved agency records center at Lakewood, Colorado, and stored in compliance with regulations.

   Copy to Agency/Denver 3/25/75

   STAND. NO.
   NC-57-75-2

   STANDARD FORM 115
   Revised January 1973
   Prescribed by General Services Administration
   FPMR (41 CFR) 101-11.4