

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>FEB 10 1975</b>	JOB NO <b>NC - 57-75-2</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
<i>3/20/75</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

2/6/75 Robert G. Prescott USGS Paperwork Mgmt. Officer  
Date (Signature of Agency Representative) (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>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 <del>the</del> information they contain will continue to accumulate and be used as long as the laboratory operates. The accumulated documents will be microfilmed and micro-filming continued when future documents accumulate in sufficient quantities.</p> <p>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 micro-filmed in accordance with the standards set forth in 41 CFR 101-11.504. <del>We will thus have one original film for storage and one duplicate copy for the laboratory of each roll of film. 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.</del></p> <p><i>Copy to Agency &amp; Denver 3/25/75</i></p>	X	