

Rec'd NCP 24 Jul 1979

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

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DATE RECEIVED: 24 JUL 1979
JOB NO.: NCI-57-79-1
NOTIFICATION TO AGENCY: In accordance with the provisions of 44 U.S.C. 3303a the disposal request...
8-31-79 James E. O'Keefe (Date) acting 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: U.S. Geological Survey - Conservation Division
3. MINOR SUBDIVISION: Field Offices - Gulf of Mexico Region
4. NAME OF PERSON WITH WHOM TO CONFER: Robert E. Hall
5. TEL. EXT.: FTS 680-9384
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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/20/79 [Signature] for Chief, Conservation Division
Date (Signature of Agency Representative) (Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Contains item descriptions like 'The records described in the enclosed records disposition schedules are created by the U.S. Geological Survey...' and 'These schedule items are to be included in the records control schedules...'.

sent to ZNC, MUF & Agency
to NCR, INC, ZNC, SAC, 9NC-5, 9NC-L, 9-5-79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-06	<p><u>OCS State Lease and Well Files.</u> Consists of convenience copies of documents regarding oil and gas leases issued by or transferred to a state. Includes, but is not limited to, leases involving lands in disputed areas or lands patented to states, or leases which are part of a Federal-State unit.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1401-07	<p><u>Submerged Wells.</u></p> <p>a. <u>General Correspondence and Reports Pertaining to Submerged Wells.</u> Consists of miscellaneous correspondence and reports on submerged wells.</p> <p>Monthly Supplements and Annual Lists of Submerged Wells.</p> <p>a. <u>Wells.</u> Consists of reports prepared by USGS of submerged well information for distribution to the National Marine Fisheries Commission and other interested parties.</p> <p>b. <u>Reports from Districts on Submerged Wells.</u> Consists of monthly and semiannual reports of submerged wells from the District Offices to the Area Office.</p> <p><i>Amended by R.H. Smith 8/23/79</i></p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 10 years after cutoff. DESTROY WHEN <u>10</u> YEARS OLD</p> <p>Cut off at close of fiscal year. Destroy 10 years after cutoff. DESTROY WHEN <u>10</u> YEARS OLD</p>

WITHDRAWN

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1402 - 04 OS	<p>Annual Erosion Control Report. Consists of an annual report submitted by operators in accordance with OCS Order 8. The report details activities to control erosion on wells with a history of sand production and may include data on sand probes, X-rays, ultrasonic, and other monitoring methods. Maintained by the appropriate district. Arranged by lease.</p> <p><i>Amended by R.H. Smith 8/23/79</i></p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff DESTROY WHEN <u>3</u> YEARS OLD.</p>

FILE NUMBER	DESCRIPTION OF RECORDS	DISPOSN. INSTRUCTIONS
SECTION 4. QUALITY ASSURANCE FILES		
1504-01	<p><u>Quality Assurance Standards and Standardization Data Files.</u> Consists of publications from Government agencies, industry, testing facilities, and other sources. Includes quality assurance standards, test reports, technical reports, specifications, and other scientific and technical data used as a reference source in the performance of quality assurance standards and standardization studies.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p><i>Amended by R. H. Smith 8/23/79</i></p>
1504-02	<p><u>Quality Assurance Standards and Standardization Study Case Files.</u> Consists of case papers reflecting a complete history of each study from initiation, through research, analysis, testing, and report. Includes a copy of the study proposal; analysis of data, test lab standards, certifications, and accreditations; and preliminary and final reports. Maintained by the office conducting the study or the office sponsoring the contract to perform the study. Arranged by type of equipment studied.</p>	<p>Place in inactive folder when the study is completed. Cut off inactive files at the end of the fiscal year. Transfer to FRC <i>when</i> ²⁴ years after cutoff if volume is sufficient. Destroy 10 years after cutoff →</p> <p>DESTROY WHEN <u>10</u> YEARS OLD</p>
1504-03	<p><u>Quality Assurance Standards and Standardization Study Work Papers.</u> Includes temporary correspondence; listings and tabulations which are summarized in the case file; preliminary and intermediate source data used for analysis and reference; and other working papers used in the course of the study which are not appropriate for retention in the case folder because they have neither evidential nor long term informational value. Arranged by type of equipment studied.</p>	<p>Cut off at the close of the fiscal year in which the study is completed. Destroy 5 years after cutoff →</p> <p>DESTROY WHEN <u>5</u> YEARS OLD</p>