

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

ncd 9 June 81

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

3 MINOR SUBDIVISION

National Mapping Division

4 NAME OF PERSON WITH WHOM TO CONFER

Geraldine A. Wilson

5. TEL EXT

860-7211

LEAVE BLANK	
JOB NO	<u>NCL-57-81-3</u>
DATE RECEIVED	<u>June 5, 1981</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>10-28-81</u> Date	<i>[Signature]</i> Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>5/27/81</u>	<i>[Signature: Geraldine A. Wilson]</i>	<u>Paperwork Management Officer</u>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>8</u>	<p>This SF-115 provides disposition instructions for cartographic records currently created by the National Mapping Division of the U.S. Geological Survey. These record series are an addition to a request for records disposition authority dated May 26, 1981, and will be identified with the item numbers indicated hereon.</p> <p>B. Non-USGS Publications--Includes collections of a wide variety of published maps and related cartographic items such as atlases and printed materials from outside agencies and non-Government sources. Files of this type are maintained by the Domestic Names Committee of the Board of Geographic Names in their Domestic Names File, the NCIC, and other individual units with smaller files. They are used as source material for name research, map preparation, and other uses.</p> <p>3) Geographic Names Information System (ADP) - A state gazetteer of names taken from large-scale USGS maps with output in either computer forms or a formal publication.</p>	FINNA 1077 #67 8 FINNA 1078 #39	
	<i>to agency, NNF, NNR, NNTS, NNB - 10/30/81</i>		<i>9 items</i>

*Mass Data Change Sheet Not Required
Closed Out: 10-30-81: A.T.J. Copy to*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(a) Formal publications--PERMANENT. Offer to NARS annually.</p> <p>(b) Microfiche--Destroy in agency when superseded.</p> <p>(c) <i>RTS 9/29/81</i> <i>gfw</i> Magnetic Tape -- State Gazetteer <i>State Gazetteer</i> -- PERMANENT. Cut off annually in 5-yr. segments. <i>PERMANENT. Cut off annually, offer to NARS annually.</i></p> <p>4) Magnetic Tape -- Decisions by the Board of Geographic Names -- <i>PERMANENT. offer to NARS annually.</i> National Gazetteer of the United States-- Published on a State-by-State basis as an aid to finding any map name or feature shown on a U.S. Geological Survey map. PERMANENT. Offer to NARS one copy of each bound volume as published.</p>		
<i>44</i> 45	<p><u>Open File Land Use and Land Cover Map Series</u></p> <p>These records are film positive and negative reproduction masters for producing diazo prints of map data composite and separate images. Data separates may include land use, political units, census subdivisions, hydrologic units and Federal and State land ownership. Data separates will not be lithographed.</p> <p>Destroy in agency when no longer needed for reference.</p>		
<i>45</i> 46	<p><u>Geography Program Project Records</u></p> <p>These records are created and used in projects developed by the Geography Program.</p> <p>A. Working records, created in developing land use and land cover maps, which are duplicated in the maps.</p> <p>Destroy 1 year after completion of the quadrangle affected.</p> <p>B. Other working records which are composed of basic or raw data not included in the final report or publication.</p> <p>Destroy when superseded.</p> <p>C. Land use and land cover quadrangles</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(1) Record copy (master negative)</p> <p>PERMANENT--Offer to NARS 20 years after completion of quadrangles.</p> <p>(2) All other copies</p> <p>Destroy in agency when no longer needed for reference.</p> <p>D. Punch cards and computer tapes prepared in conjunction with land use and land cover maps. <i>Computerized records prepared in conjunction with land use and land cover maps.</i></p> <p>PERMANENT--Offer to NARS when no longer needed for research. <i>annually.</i></p>		

*RTB
 9/29/81
 JW*