

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NC 22 22 22 22

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

4 NAME OF PERSON WITH WHOM TO CONFER

Geraldine A. Wilson

5 TEL EXT

860-7211

LEAVE BLANK	
JOB NO	NC1-57-81-4
DATE RECEIVED	June 24, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>7-20-81</i>
Archivist of the United States	<i>[Signature]</i>

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

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	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6/8/81	<i>Geraldine A. Wilson</i>	Paperwork Management Officer		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKEN
	This SF-115 provides disposition instructions for records created by the U.S. Geological Survey (USGS) relative to property disposal records (GRS-4). When this request for records disposition authority is approved, these records series will be incorporated into the USGS General Records Control Schedule and will be identified with the item numbers indicated hereon.			
23	<u>DISPOSAL OF SURPLUS PROPERTY.</u> Case files on disposal of surplus real and related personal property. Destroy 7 years after disposal of property.		GRS 4/2 (submit 115)	
24	<u>EXCESS REAL PROPERTY.</u> Reports of excess real property. Destroy when 3 years old.		GRS 4/3 (submit 115)	
25	<u>UNIQUE PROCUREMENT FILES.</u> Files documenting the initiation and development of transactions that deviate from established procedures, other than those covered under Tax Exemption files (GRS 3, Item 17). Destroy 6 years after final action.		GRS 3/1 (submit 115)	

3 items

*all FRC'S except GNCP + 3 FMM, agency, NNF -
Closed Out: 7-23-81: X.P.1. 7/21/81*