

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7 Aug 81 HQ

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 NC1-57-81-5
DATE RECEIVED August 7, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
9-14-81 <i>Edward Wilson</i> Date Acting 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 2 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 8/5/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Geraldine A. Wilson</i>	E. TITLE Paperwork Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p>This SF-115 provides disposition instructions relating to U.S. Geological Survey Mission Correspondence Files. When this request for records disposition authority is approved, the records series described below will replace Item 2 of Job No. NC1-57-81-2.</p> <p>"Mission" Correspondence Files. Mission correspondence files document the functions and responsibilities for which an office is primarily responsible. (Files arranged subject-numeric.)</p> <p>(a) <u>Program Mission Correspondence Files</u> directly relate to the primary functions of the Survey; i.e., research in geology, topography, geochemistry, hydrology, geophysics and related sciences; inventorying national mineral and water resources; classification of Federal lands for mineral and waterpower potential; supervision of mining and oil and gas development on Federal and Indian lands and on the Outer Continental Shelf; surveying and mapping; publication of maps and reports setting out the results of these activities.</p>	NCI-57-81-2, <i>Item 2a</i>	<i>3 items</i>

115-107

*to NNB, NNF, all FRC's except 3FN-M + 6 NCPC - to agency 9/30/81
Closed Out: 10-5-81 : K.T.D.
9/15/81 9/30/81 RTB*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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) Program Mission Files accumulated and maintained at the Division level (Branch level where no Division files exist) or above in the Headquarters office, and by Regional Assistant Directors. <i>50 cu ft/ yr.</i></p> <p>PERMANENT. Break file annually at close of fiscal year. Transfer to FARC when 5 years old. Offer to NARS in annual segments 20 years after file break.</p> <p>(2) Program Mission Files maintained in offices below the Division level in the Headquarters office and below the Regional Assistant Directors in the field. <i>[Note: if no Divisional file exists, use (1) above for branch files]</i></p> <p>Break file annually at close of fiscal year. Hold 5 years and retire to FARC. Destroy 20 years after cutoff.</p> <p>(b) Files created and maintained in offices whose primary function involves administrative support activities such as personnel, procurement, property, transportation, travel, communications, and similar internal administrative management functions.</p> <p>Break file at close of fiscal year. Transfer to FARC 2 years after file break. Destroy 6 years after file break.</p>	<p><i>exists,</i></p>	