

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

60281M

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Interior

U.S. Geological Survey

Geologic Division

Geraldine A. Wilson

5. TEL. EXT.

860-7211

LEAVE BLANK	
JOB NO.	NCL-57-82-1
DATE RECEIVED	October 6, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-28-81 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 18 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 8/24/81	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
	This SF-115 provides disposition instructions for all mission-related records currently created by the Geologic Division of the U.S. Geological Survey. Any such series created subsequent to, and/or not disposable by this schedule, will be covered by supplementary records disposition authority to be obtained from NARS. Items of II-NNA-1077 and II-NNA-1078 superseded by this job are shown in column 9. NOTE: Correspondence files of the Division are scheduled under NCL-57-81-2 and NCL-57-81-5. <i>and other general records</i>		

copies of job annotated w/ item number changes + annotated MDC sheet sent to all FRC's (except GWP + 3FN-M), NNR, + NNF w/ letters 12/11/81

to all FRC's except GWP + 3FN-M, w/ Mass Data Change Sheet; NNR, NNB, NNF, agency

Closed Out: 11-5-81: K.T.D. 10/30/81

Mass Data Change Sheet Sent Out

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	<u>RECORDS OF THE GEOLOGIC DIVISION</u>		
1	<p><u>Mineral Discovery Loan Program Contract File.</u></p> <p>The contract case file, maintained at HQ, including the application for exploration loan, field examination report, and recommendation for denying or approving loan application, contracts and amendments, vouchers, interim inspection and final reports, audit reports, reports to Congress on the program, annual check-ups on the status of rights to properties, amount of production, amount of royalty derived; records submitted by applicant, including his financial records, land deeds, leases, options and assignments, purchase contracts, maps, and technical reports. The Geological Survey offered a program of financial aid to private industry to explore deposits of certain minerals. The program was first a Department of Interior agency in 1958 (Defense Minerals Exploration Administration), and was transferred to the Survey in 1965. Acc. by docket #.</p> <p style="text-align: center;"><i>Transfer to FRC 10 years after close of case. Destroy 30 years after close of case.</i></p>	<p>II-NNA-2466, Item 1</p> <p>II-NNA-44, Item 1a</p> <p>II-NNA-1077/966</p>	
2	<p><u>Mineral Discovery Loan Program Rejected Applications.</u></p> <p>Applications which were denied or withdrawn, related correspondence, maps, and reports. In cases of denial, reports giving reasons for rejection are included.</p> <p>Cut off file every 10 years. Destroy 10-year block 20 years after cutoff.</p>	<p>II-NNA-2466, Item 2</p>	
3	<p><u>Index to Mineral Discovery Loan Program.</u> Cards arranged in numerical and alphabetical sets containing digests of actions taken on applications and contracts.</p> <p>Destroy with related records.</p>	<p>II-NNA-2466, Item 3</p>	
4	<p><u>Petroleum Data System.</u> Machine-readable records containing several data files which provide a variety of information on over 80,000 fields and reservoirs located in the US and Canada. Data includes identification of the fields and pools by name and code, location, present producing status, and the geological age of the producing formation. Geological data consists of trap type, depth, discovery well, average thickness, proved acreage and spacing, reservoir lithology, status and types of wells, porosity, permeability, and reservoir temperature and pressure. Fluid data in the files include production of oil and gas.</p>		

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	<p>annual and cumulative, enhanced recovery projects for oil, brine production, and analyses of oil, gas and oil-field brine. Data is ^{collected by the University of Oklahoma & is} obtained from State, Federal, and Canadian provincial agencies, private industrial organizations, and publications. Data is used for evaluations of the economics of drilling, crude oil supply studies, and for pipeline feasibility studies.</p> <p><i>Destroy after 3 or more update cycles or when data elements are superseded.</i></p>		
5	<p><u>Bauxite Resources of West Central Georgia.</u> Machine-readable records containing information on bauxite resources in Georgia's Andersonville District. Each record contains identification and location data, stratigraphic data, structural features information, and chemistry and mineralogy data. Data is extracted from drill hole records provided by mining companies and is used in the calculation of bauxite resource estimates.</p> <p><i>Destroy when no longer needed for reference.</i></p>		
6	<p>Destroy after 3 or more update cycles or when data elements are superseded.</p> <p><u>United States Copper Deposits.</u> Machine-readable records containing data collected from mining magazines and company interviews on the major copper producers of the US. Contains information concerning the deposit type, ore type, mining method (surface or underground), deposit age, annual production in short tons, identification and percentage of foreign metals, production capacity, location of deposit, and name of company operating deposit. Contains some data from 1968 to present. Data is used to calculate depletion dates for each deposit, and is obtained from published mining magazines.</p> <p>Destroy after 3 or more update cycles or when data elements are superseded.</p>		
7	<p>Destroy after 3 or more update cycles or when data elements are superseded.</p> <p><u>Iron Range Resources.</u> Machine-readable records containing petrologic and structural information on iron deposits in the Negaunee Iron-formation, Marquette District, Michigan. Includes location data by county and grid; taconite characteristics such as grade, volume density, short tons, grain size, abundance of iron minerals and accessory minerals; deposit characteristics such as formation name and thickness, waste thickness, dip, overburden, size of deposit, amount of previous mining, number of drillholes, and short tons of water. Data was collected between 1957 and 1974, and is used for iron resource evaluation.</p> <p><i>Destroy when no longer needed for reference.</i></p>		
	<p>Destroy after 3 or more update cycles or when data elements are superseded.</p>		

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8	<p>MANIFEST. Machine-readable records containing approx. 4,000 records on ^{non-ferrous} mineral deposits. Each record contains identification and location information, assured content and grade of gold, silver, copper, zinc, lead, chromium, tin, tungsten, molybdenum, antimony, or mercury, rock unit name, geologic and absolute age, geotectonic data, environment-of-formation data, associated and enclosing rocks, genetic types, shape-of-ore body, minerals present, and deposition ages. Date was assembled in 1971 at the University of Manitoba. Used as a reference system to mineral deposits to assist in resource evaluations.</p>		<p><i>Withdrawn, 9/24/81 RTB JW (Purchased Reference File - is non-record)</i></p>
8	<p>Geothermal Resources System. Machine-readable records relating to the location, exploration, and use of geothermal energy and resources worldwide. Contains data on 1) geothermal fields such as location, development, subsurface dimensions, geology, heat content, 2) geothermal wells such as location, temperature, pressure, enthalpy, well flow, 3) chemical analysis such as sampling conditions, solutes, isotopes. Sources of input include publications, State and Federal agencies, and foreign countries. USGS uses the data to evaluate the use of thermal areas to meet the world's energy needs. Data is obtained from publications, state and Federal agencies, and foreign countries.</p>		<p><i>Destroy after 3 or more update cycles or when data elements are superseded.</i></p>
9	<p>Commodity Files:</p>		<p><i>RTB 9/24/81 Destroy after 3 or more update cycles or when data elements are superseded. Destroy when no longer needed for reference.</i></p>
9	<p>These files contain correspondence, reports, memoranda, and printed and processed materials pertaining to <u>groups of metallic and non-metallic commodities with special emphasis on their geological setting, availability and related information.</u></p>		<p><i>RTB 9/24/81 Destroy in agency when no longer needed for reference.</i></p>
10	<p>Transfer to ERG when inactive, Destroy 10 years later.</p> <p><u>Computerized Resources Information Data Bank (CRIB).</u> Machine-readable records containing data on approx. 150 metallic and nonmetallic mineral resources in the US or in 96 countries of the world. Information included consists of name, location, description of deposit, geology, production, reserves and potential resources. Data is either gathered by USGS or obtained from Federal and State government agencies. Records will vary in amount, quality, and</p>		

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<p>RTB 9/24/81</p> <p>12</p> <p>11</p>	<p>consistency of information due to the various sources involved; ^{data is submitted on a voluntary basis} USGS created this data bank to serve as a central source of computerized mineral resource information. Information is assembled & maintained at the University of Oklahoma, + is publicly available through printed reports or the direct access General Electric Mark III Service.</p> <p>Destroy after 3 or more update cycles or when data elements are superseded. Destroy when no longer needed for reference.</p> <p><u>Letters to State Geologists</u></p> <p>These are annual letters to State Geologists summarizing ^{current} the ^{activities of the Geologic Division for} geologic ^{program} within ^{projects} their respective states for that year.</p> <p>Destroy in agency 1 year after close of calendar year involved.</p>	<p>II-NNA-1077, 97</p>	<p>Service.</p>
<p>13</p>	<p><u>Divisional Activities File</u></p> <p>These are requests from encyclopedias and professional publications for statements and articles for publication concerning the functions and activities of the Division or the USGS. Replies to these requests are, insofar as possible, prepared according to the requirements of the requestor and are used as source material for preparation</p> <p>Destroy when 7 years old.</p>	<p>II-NNA-1077, 99</p>	<p>withdrawn, 9/24/81</p> <p>RTB JW</p> <p>(no longer created)</p>
<p>12</p> <p>13</p>	<p><u>Reports of Analysis with Related Indexes</u></p> <p>These are chemical, mineralogical, spectrographic and x-ray reports (prepared from laboratory notebooks) that analyze samples of rocks. Additional experiments are requested by scientists to be performed on previously analyzed samples and the data extracted from these experiments would only be meaningful if the results of the previous analyses were available. Some of the analyses on which subsequent experiments are performed were conducted decades ago.</p> <p>a. Paper Records--Destroy in agency 2 years after filming.</p> <p>b. Film--Destroy in agency when no longer needed for reference.</p> <p><u>Rock Analysis Storage System.</u> Machine-readable records containing data on rock samples which have been submitted to USGS by federal geologists for analytical work. Information associated with each record includes location, formation, sample name and description, source of sample, age of sample, economic geology data, lithologic data, mineralogy data, and</p>	<p>II-NNA-1077, 101</p>	<p>to USGS by federal geologists</p>

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RTB 8/24/81	<p>results of analyses requested. Provides a centralized source of data to support the study of geologic formations.</p> <p><i>Destroy when no longer needed for reference.</i></p> <p>Destroy after 3 or more update cycles or when data elements are superseded,</p>		
✓ 46/4	<p><u>Geochemistry Project Data File</u></p> <p>This is a bibliography or catalog of data on commodities and minerals on a world wide basis, Used as reference for scientific investigations.</p> <p>Destroy in agency when no longer needed for reference.</p>	II-NNA-1077, 102	
✓ 47/15	<p><u>Laboratory Notebooks.</u></p> <p>For disposition, SEE Item 37 <i>NCI-57-81-2. (USGS General Records Schedule)</i> of General Records portion.</p>	II-NNA-1077, 103	
✓ 48/16	<p><u>Indexes of Specimens.</u> An alphabetical, numerical, and geographical card index to rock and mineral specimen collections. (Specimens consist of samples obtained during USGS field work and are maintained indefinitely.)</p> <p>Dispose in agency with related specimens.</p>	II-NNA-1077, 104	
✓ 49/17	<p><u>X-Rays.</u> X-ray pictures of geologic specimens on 35mm filmstrip about 10 inches long, which are constantly used as reference standard for identification of unknowns by making a direct comparison of the spacing of the lines and their intensities. Includes x-ray index and film log books.</p> <p><i>[see following page for revised description + disposition]</i></p> <p>a. x-rays not used as standard patterns--Destroy when 5 years old.</p> <p>b. All other records--Destroy when no longer needed.</p>	II-NNA-1077, 105	
✓ 20/18	<p><u>Spectrographic Glass Plates and Related Index.</u></p> <p>Spectrograms of rocks and minerals used to determine their composition.</p> <p>Destroy when 5 years old.</p>	II-NNA-1077, 106	
✓ 21.	<p><u>Geologic Reports on National Petroleum Reserve, Alaska</u></p> <p>Prior to USGS taking over functions, these were technical reports (restricted) made for the Navy Department, which deal with the petroleum reserves in Northern Alaska and their geology. Some of the reports eventually will be rewritten or published.</p> <p><i>Destroy original report upon publication. For disposition of publication, see Item Na of General Records portion of USGS schedule.</i></p>	II-NNA-1077, 107	<p><i>withdrawn, 8/21/81</i></p> <p><i>RTB JW</i></p>

17. +9. X-rays. X-ray powder diffraction patterns of selected minerals from geologic specimens on strips of X-ray film, 35mm by 356mm; these are constantly used as reference standards for identification purposes by making direct comparison of the spacings & intensities of the lines on the standard X-ray powder pattern / film with that on the film of an unknown. Includes a mineral-card index to all X-ray powder diffraction patterns / films in the file as well as film log books.

a. X-ray powder diffraction patterns not usable for identification purposes — —
Destroy in agency when no longer needed; note on mineral-card that film has been destroyed & reason for doing so.

b. All other records — Destroy in agency when no longer needed.

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✓ 22	<p><u>Drilling Reports on National Petroleum Reserve, Alaska</u></p> <p>Previous to USGS taking over program, these reports were made for the Navy Department and they contain data pertaining to the rocks encountered and the method and results of drilling operations in Alaska. A copy of these reports are retained in the Navy Department. As new mining techniques are developed many old mines become useful again and records containing data on these mines becomes very valuable. To destroy these records would necessitate the repeating of the drilling process at great expense to the government.</p> <p>Destroy in agency when no longer needed for research.</p>	II-NNA- 1077, 108	withdrawn, 8/21/81 RTB JW
✓ 23	<p><u>Northern Alaska Geophysical Reports</u></p> <p>These reports map and describe the subsurface structure of Northern Alaska. Reports are prepared by a private contractor for the Navy Department.</p> <p>PERMANENT. Break file every 10 years. Offer 10-year segment to NARS 20 years after file break.</p>	II-NNA- 1077, 109	withdrawn, 8/21/81 RTB JW
✓ 24	<p><u>Alaskan Geology Reports File.</u> Technical and progress reports pertaining to specific projects and other activities. These files are constantly referred to for preparation of reports and publications.</p> <p>Destroy in agency when no longer needed for reference.</p>	II-NNA- 1077, 125	withdrawn, 8/21/81 RTB JW
✓ 25	<p><u>Geophysical Technical Data Files</u></p> <p>These files contain correspondence, reports, published articles, clippings, and other collected papers pertaining to geophysical methods, instruments, and equipment which does not relate to specific projects. Should be retained indefinitely to be used in future research. As new techniques are discovered to analyze this data the old data is required for future reinterpretation.</p> <p>Transfer to FRC when inactive. Destroy 10 years after retirement.</p>	II-NNA- 1077, 110	withdrawn, 9/28/81 RTB JW
✓ 26 19,	<p><u>Geophysical Field Data, Maps, and Profiles</u></p> <p>These are readings of magnetometers, gravity meters, seismographs and geothermal and other instruments with the associated notes, computations, observations, and drawings used in preparation of technical reports.</p> <p>Transfer to FRC upon publication of report. Destroy 10 years after publication of report.</p>	II-NNA- 1077, 111	

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27 ✓ 20	<p><u>Instrument Calibrations</u></p> <p>These are tables of equivalents indicating instrument constance, or used in interpreting instrument readings. Some of these calibrations are related to a specific instrument while others related to an instrument and a project.</p> <p style="text-align: center;">Destroy ^{in agency} when superseded.</p>	II-NNA-1077, 112	
28 ✓ 21	<p><u>Geophysical Instrument Histories</u></p> <p>These papers contain data pertaining to the origin and performance of instruments, including from whom it was purchased, detailed description of any repairs, and results of periodic tests. They are valuable for establishing instrument norms and for research directed at improvement or new development of instruments.</p> <p>Destroy 10 years after instrument is no longer in use.</p> <p>Seismic Recording. These include photographic films or photographic prints of short-period and strong-motion waves generated by earthquakes or explosions. These records are of continuing value as basic data in studying the problems of earthquake mechanics, crustal structure, and structural response as new methods of interpretation are developed.</p> <p>Destroy in agency when no longer needed for administrative or research purposes.</p>	II-NNA-1077, 113	<p>Withdrawn, 8/24/81 RTB JW</p>
30	<p><u>Earthquake Strong-Motion Data.</u> Significant strong-motion data recorded by the National Strong-Motion Network and received from selected countries in Central and South America. Includes information from all sources for 1933 to 1975 and from Federal efforts after 1975. Data was generally recorded on paper and film then transferred to magnetic media.</p> <p>Transfer record copy to the National Geophysical and Solar Terrestrial Data Center (NOAA) annually. Destroy USGS copy in agency when no longer needed for reference. See Items 29 for other related machine-readable records</p>		<p>Withdrawn, 8/24/81 RTB JW</p>
31 ✓	<p><u>Geophysicists' Monthly Project Progress Report.</u></p> <p>These comprise a statement of field activities and accomplishments on each project after publication of the project final report. They are essentially duplicated in operating reports.</p> <p>Destroy in agency when 6 months old.</p>	II-NNA-1077, 114	<p>Withdrawn, 9/24/81 RTB JW (no longer created)</p>

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Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A

 Revised July 1974
 Prescribed by General Services
 Administration
 FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

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✓ 32 22	<p><u>Geologic Names Committee Files.</u> The Geologic Names Committee is responsible for maintaining for the USGS a standard geologic nomenclature. Information contained in the files is continually used as a research tool. The files are retained to avoid duplication of assignment of geologic names.</p> <p>a. Correspondence, memoranda, reports, printed material, and related papers pertaining to existing geologic names and to the re-assignment of new geologic names.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>b. Card file--Part I contains the geologic names approved and used by the Survey. Part II contains geologic names used by geologists and others outside the Survey.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p> <p>c. Minutes of Geologic Names Committee. <i>Arr. chronologically by date of meeting. Ca 1 1/4". (Ca. 6 cu ft new in agency, 1899-present)</i></p> <p>1) Signed copy Offer ^{PERMANENT.} to NARS when 30 years old. Signed copy now over 30 years old should be offered to NARS immediately.</p> <p>2) All other copies--Destroy in agency when no longer needed for reference.</p>	<p>II-NNA-1077, 116</p> <p>II-NNA-1077, 118</p> <p>II-NNA-1077, 117</p>	
✓ 33 23	<p><u>Stratigraphic Summaries</u></p> <p>These are summaries on 4x8 cards of the geologic setting of rocks in areas covered by manuscripts prepared in the Geological Survey for publication. These files are maintained in the Geologic Names Committee and are used on a daily basis. This record of Stratigraphic summaries is used in the review of manuscripts to assure the accuracy in the use of Stratigraphic names in publications produced by the Geological Survey.</p> <p><i>Destroy in agency when no longer needed for research or reference purposes.</i></p>	<p>II-NNA - 1077, 119</p>	
✓ 34 24	<p><u>Geologic Names of the United States.</u> Machine-readable records including a working list of geologic names for the US. Information includes geologic name, geologic age, rock type, formation name, diagnostic color, thickness in meters, State, location within the State, and rank or lithology term. Data is obtained from USGS lexicons of geologic names and from publications. The system is</p>		

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<p>✓ 35</p> <p>RTB 9/21/81</p>	<p>designed to provide a source of current geologic names from which obsolete or abandoned names are deleted.</p> <p>Destroy after 3 or more update cycles or when data elements are superseded. Destroy when no longer needed for reference</p> <p><u>Coal Resources Correspondence.</u></p> <p>Correspondence, memoranda, reports, and related papers to and from the public and other government agencies pertaining to coal resources and deposits. Also included is correspondence concerning projects initiated to summarize existing data on coal reserves, and especially to estimate the quantity of coal reserves. Correspondence with various organizations primarily interested in coal is also kept in this file. Due to the technical and historical data contained it is necessary to refer back to these files from time to time.</p> <p>Break file every 5 years. Transfer to FRC 5 years after break. Destroy 10 years after break.</p>	<p>II-NNA-1077, 121</p>	<p>withdrawn 8/21/81 RTB BW</p>
<p>✓ 36</p> <p>25</p>	<p><u>Coal Analysis Cards</u></p> <p>These are copies of analysis reports on underground coal samples made by the Bureau of Mines that are collected for geological purposes. A complete file of analysis reports on underground and face samples is retained in the Bureau of Mines.</p> <p>Destroy in agency when superseded.</p>	<p>II-NNA-1077, 122</p>	
<p>✓ 37</p> <p>26</p>	<p><u>National Coal Resources Data System.</u></p> <p>a. Phase I--Machine-readable records consisting of several files which contain data on all existing national coal resource estimates. Includes original in the ground and remaining coal resource data by county, State, and coal field, showing degree of reliability of data, thickness of coal bed, thickness of overburden, rank, geologic age, and the general chemical character of the coal. Chemical data is aggregated into the same areal units as the resource data. Production and loss in mining data are entered into the system as they become available. Data of an informational nature is extracted from reports and publications and analytical data is obtained from the US Bureau of Mines.</p> <p>b. Phase II--Machine-readable records consisting of</p>		

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several files which contain data on all existing national coal resource estimates. Records will concern geodetically located points within coal fields. The system will be used to calculate coal resources and quality for any geographic area, coal bed, or series of coal beds in relation to sulfur, ash, and major, minor, or trace elements; calculate overburden; locate desirable portions of each coal deposit. All pertinent geologic, geochemical, geophysical, petrological, hydrologic, environmental, engineering, mining, drill-hole, geodetic, topographic, land survey, and production data will be included. This system will not replace Phase I but will run concurrently.

Destroy after 3 or more update cycles or when data elements are superseded.

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Oil and Gas Completion Cards

These cards summarize the history of dry and producing oil wells, with special emphasis on wildcat wells. The cards give the name of the drilling company, date drilling started and was completed, name and number of the well, name of the field, state and county in which the well is located, whether the well is producing or dry, the depth drilled, and also an analysis of the sand and other deposits encountered. Data for most of the oil and gas producing States have been carded, but all of the States are not covered. Due to new technology in drilling and mining techniques, scientists are returning to older drill sites and new procedures are used to develop the wells. Data contained in these files are continually researched to determine which (cont'd)

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*Withdrawn,
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of the older wells may have deposits of minerals, oil or gas that can be of future value.

Destroy in agency when no longer needed for reference purposes.

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27*

Well History Control System. Machine-readable records containing 6 basic categories of data related to the drilling and completion of oil and gas wells. These are 1) location and identification and classification; 2) the results of initial potential and production tests; 3) formation tops; 4) narrative descriptions of cores; 5) results of drill system and wireline tests; and 6) miscellaneous drilling data, such as total depth or casing information. Most oil and gas wells in the US are covered by this system. Data is purchased from the Petroleum Information Corporation. Data is used to generate drilling, production, and reserve statistics as well as for

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40 28	<p>reservoir studies and economic evaluations.</p> <p>Destroy after 3 or more update cycles or when data elements are superseded.</p> <p><u>Abstracts on Engineering Geology and Related Subjects</u></p> <p>Abstracts of foreign language publications that are of special interest in connection with engineering geology. Most of those abstracts are published in Geological Survey articles.</p> <p>Destroy in agency upon publication.</p>	II-NNA-1077, 124	
41	<p><u>Military Geology Project Correspondence</u></p> <p>Military Geology Projects are related to three geographic areas: namely; The Pacific, Alaska and Washington, D.C. Most of these projects are requested or sponsored by the Defense Department or some other defense agency. Some of the papers in this file are classified (National Security) and others are confidential because they contain data secured from private individuals and companies with the understanding that the information will not be published. Appropriate final report of unclassified projects are published and occasionally the data in a classified (National Security) report for a defense agency are recast and published in a scientific paper or report.</p> <p>All papers pertaining to the projects are in alphabetical subject arrangement under the appropriate geographical area, including:</p> <p>a. Correspondence, directives, and reports--</p> <p>b. Administrative and housekeeping papers--Destroy in agency 5 years after publication.</p>	II-NNA-1077, 126	<p>deleted - no longer created</p> <p>RTB 8/13/80 RP</p>
42 29	<p><u>International Geology Technical Reports File</u></p> <p>Reports pertaining to mineral resources abroad including their location, production and availability. These reports are submitted by geologists and other personnel assigned to foreign countries to conduct approved projects requested or sponsored by the State Department or one of the defense agencies.</p> <p>In some cases manuscripts for publication are prepared from these reports, but very rarely can all information in these reports be published. Arr-by title. Ca. 1 1/4 yr. For</p>	II-NNA-1077, 127	42 b.

a. Published manuscripts: Destroy in agency upon publication.
b. Unpublished manuscripts: PERMANENT. Offer to NARS when 30 years old.

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<p>43 30</p>	<p><u>Resources Attache Program File</u> <i>and related correspondence</i></p> <p>These files contain the reports on minerals production, reserves and potential resources for the future that are received from Resources attache's and other part-time reporting offices in our Embassies around the world. A central file is maintained in the Office of International Geology and working copies of appropriate parts as pertinent are duplicated and sent to commodity specialists in other parts of the USGS.</p>	<p>II-NNA-1077, 129, 128</p>	
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| <p>a. Country File (reports)--Destroy in agency when superseded.</p> <p>b. Correspondence--Break file annually. Transfer to FRC when 5 years old. Destroy 15 years later.</p> | <p>II-NNA-1077, 129</p> <p>I-NNA-1077, 128</p> | |
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<p>44</p>	<p>Critical Commodities of the World. Machine-readable records containing information on 21 critical commodities for approx. 153 countries. Data identifies country, continent, population size, GNP, commodity, and in metric tons statistics for production, consumption, imports, exports, and reserves. Also includes grade of commodity. Data covers 1973 and 1974, and is obtained from the US Bureau of Mines and the State Department. Used to study the consumption and distribution of critical mineral resources.</p>		<p><i>withdrawn, 9/24/81 RTB JEW (non-record reference material)</i></p>
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Destroy after 3 or more update cycles or when data elements are superseded.

<p>45 31</p>	<p><u>Major Mines of the World.</u> Machine-readable records containing data on approx. 90% of all non-organic minerals mined in the world. Records identifying mine, location operator, commodity, grade, mining method, and annual production, reserve and capacity statistics. Production statistics cover 1968 to the present. Data is obtained from British mining magazines and is used to monitor the production and depletion of various mineral resources.</p>		
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Destroy after 3 or more update cycles or when data elements are superseded.

<p>46 32</p>	<p><u>Participant ^{and Visitors} File.</u></p> <p>a. Folders are maintained for each trainee or visitor from foreign countries. Records include copy of application, statement of arrangements made for visit or training program, and general information concerning background of visitor or trainee.</p> <p>1) participant files--Transfer to FRC when 4 years old. Destroy when 20 years old. ³ years old.</p> <p>2) visitor files--Destroy when 4 ^{one} years old.</p>	<p>II-NNA-1077, 130</p>	<p><i>Superseded.</i></p>
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	<p>b. Country files. Records containing general information on possible visitor or participant and on a particular country.</p> <p>1) If program or visit is not implemented-- Destroy when 3 years old.</p> <p>2) If implemented--Dispose of in accordance with "participant and visitor file" above.</p> <p>c. General files, containing reports, statistics, and administrative procedures relating to training or visitor programs; and information about professional geology societies, institutions in the US offering programs in geology and related subjects, and sponsors of training programs in the US.</p> <p>Destroy in agency when obsolete or superseded.</p> <p><u>Technical Assistance Agreements</u></p> <p>The Office of International Geology is responsible for programs that have grown out of requests for technical assistance from foreign governments and international organizations. These programs can be funded by the Agency for International Development, Dept. of State, United Nations, or other international agencies. These files provide a historical documentation of Technical Assistance Agreements and are referred to when future agreements are negotiated to assist in preparation of these new agreements and help avoid duplication of effort. By country, thereafter by project.</p> <p>Transfer to FRC 5 years after close of agreement. Destroy 5 years later. Destroy in agency when no longer needed for reference.</p> <p><u>Library Correspondence File and Related Index</u></p> <p>A. General correspondence, inter-library loan transactions and reference inquiry correspondence.</p> <p>Out off files every 5 years. Transfer to FRC upon cutoff. Destroy 5 years later.</p> <p>B. Correspondence establishing foreign and domestic exchange programs. Materials in these files consist of incoming and outgoing correspondence about the Library's foreign and domestic exchange programs, inter-Library loan transactions, and reference inquiry correspondence. Break file annually. Destroy when 10 years old.</p>	<p>RTB 9/24/81 JHW</p> <p>II-NNA-1077, 131</p>	

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<p>✓ 49 35</p>	<p><u>Book and Periodical Order File</u></p> <p>Record of purchase transactions from time of order to receipt of book or periodical.</p> <p>Destroy in agency when 5 years old.</p>		
<p>✓ 50 36</p>	<p><u>Paleontologic and Stratigraphic Files</u></p> <p>These files relate mainly to requests sent to the P&S Branch for identification and interpretation of fossils. There is a continuing need to refer to these files for research purposes.</p> <p>Destroy in agency when no longer needed for reference.</p>	<p>II-NNA- 1077, 135</p>	
<p>✓ 51 37</p>	<p><u>Paleozoic, Mesozoic, Cenozoic Group Records and Paleobotany Files</u></p> <p>These include requests for determinations and reports on fossils, scientific data on fossil locations, catalogs of species, and miscellaneous data on collections.</p> <p>Destroy in agency when no longer needed for reference.</p>	<p>II-NNA- 1077, 136 thru 140</p>	
<p>✓ 52 38</p>	<p><u>Technical and Research Aid Papers.</u></p> <p>a. Nonrecord printed and processed materials-- Destroy in agency when superseded, obsolete, or no longer needed for reference.</p> <p>b. All other records--Transfer to FRC 10 years after file becomes inactive. Destroy 30 years later.</p> <p><u>Geologists assigned to technical or research projects accumulate from a great variety of sources information pertaining to the problems and backgrounds of their assignment. Correspondence, printed material, abstracts, and graphic presentations are included in the papers documenting this information.</u></p> <p><u>After the geologist or technician has completed his assignment and submitted his report, he is in a position to determine which nonrecord materials have been fully exploited and which of them have not. He will be responsible for this segregation upon the expiration of the period specified.</u></p>	<p>II-NNA- 1078, 88</p>	

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Preliminary Reconnaissance Report

II-NNA-1078, 90

Reports prepared by geologists based on an analysis of ore samples submitted by individuals outside of the Survey and the Atomic Energy Commission and on other available information. The object of the report is to ascertain whether the property involved should be investigated more intensively, and if so, whether a project should be established for mapping and developing a report covering a specific geographical area.

withdrawn,
9/24/81
RTB
JW
(does not exist - could not be located)

- a. If report does not result in a project--Destroy when 10 years old.
- b. If report results in a project--Dispose of in accordance with disposition instructions for related project (see ~~General Records~~ portion of this schedule) *NCI-57-81-2*.

✓ 54

Monthly Reports

II-NNA-1078, 91

These include reconnaissance group, trace elements, and Atomic Energy Commission monthly progress reports, and similar operating and activity reports.

withdrawn,
9/25/81
RTB
JW

Cut off every 5 years. Transfer to FRC upon cutoff. Destroy 10 years later.

Geologic Field Notebooks.

Contains notes and drawings made while in the field on geologic investigations. Consists of basic data from which reports and geologic mapping is derived.

II-NNA-1078, 96

- a. Notebooks over 30 years old--Offer to NARS immediately, in accordance with P.L. 95-416.
- b. All others-- PERMANENT, (Either hard copy originals or an acceptable microfilm copy). Break file every 20 years, offer 20-year segment to NARS 20 years after file break.

withdrawn,
9/28/81
RTB
JW
(re-submit in 6 months)

NARS
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✓ 56	<p>Trace Elements Investigations and Memoranda Reports</p> <p>The investigations report is made on completed projects and on some current projects on which a large amount of work has been done, but that are still not completed. These reports generally pertain to the geologic and economic aspects of radioactive materials in a specific area, but some of them are specialized studies on radioactive materials.</p> <p>The memoranda reports are preliminary statements resulting from brief field examinations, new developments in the field or laboratory, or from the preliminary analysis of results obtained during explorations. Both the investigations reports and the memoranda reports are referred to regularly as research tools for new investigations.</p> <p><i>Destroy in agency when no longer needed for reference.</i></p>	II-NNA-1078, 92	withdrawn, 8/21/81 RTB BW
57 39	<p>Locality Resource Card</p> <p>This is a card record of all properties examined including individual mines and groups of properties in an area under the trace elements program.</p> <p>The purpose of the card is to develop a comprehensive statement of certain resources, to organize data on various types of deposits, to show the regional distribution of various deposits, and to serve as source information from which requests for information can be answered.</p> <p><i>Destroy in agency when superseded or obsolete, or no longer needed for reference.</i></p>	II-NNA-1078, 93	
58 40	<p>DMPA Docket Case Files.</p> <p>These contain a copy of the field investigation report, field review and recommendation, and associated correspondence and other papers. <i>The information in these files is duplicated in reports retained by the Survey + the Bureau of Mines, but they must be retained locally for research purposes.</i></p> <p><i>Transfer to FRC when inactive. Destroy 10 years after retirement.</i></p>	II-NNA-1078, 94	

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✓ 39 41	<p><u>Agreements for Mineral Exploration</u></p> <p>These are agreements and related correspondence granting the Government and its contractors the right to enter, prospect, drill, and explore for minerals; to remove from land samples of ore and rock in such quantities as may be desirable for assaying or testing; and to erect and maintain necessary buildings and appliances to perform exploration work. Agreements are made for one year with renewal option.</p> <p>Transfer to FRC 5 years after termination of contract. Destroy 10 years later.</p>	II-NNA-1078, 95	
✓ 40 42	<p><u>Well Logs and Records</u></p> <p>These include Schlumberger Electric Logs, typed well logs used for subsurface geologic investigations, and plotted well logs made up from typed and electric logs, plus microscope examination of well samples. These records are of significant and continuing value locally for research to ascertain the geologic potentialities of the area.</p> <p>Transfer to FRC when 25 years old. Destroy when 75 years old.</p>	II-NNA-1078, 97	
✓ 41 43	<p><u>Request for Analysis</u></p> <p>These are requests prepared by geologists in the field and sent to the laboratory with samples. These requests are used as work sheets in the laboratory to record data while analysis of the sample is in progress.</p> <p>Destroy when 2 years old.</p>	II-NNA-1078, 99	
✓ 42 44	<p><u>Laboratory Analysis Reports</u></p> <p>These are the final reports of analysis of samples prepared by the laboratories. These reports are the basis of future determinations of geologic interpretations and must be retained for future reference in the Central Office Analytical Labs files.</p> <p>Destroy in agency when research needs are satisfied.</p>	II-NNA-1078, 100	

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43 45	<p><u>Laboratory Analysis Request Card.</u> This card is prepared in some laboratories when each sample is received and is assigned a job number. After the analysis is completed they are used as an index to analysis. Retain as a reference file to all laboratory work done by the Analytical Lab.</p> <p>Destroy in agency when no longer needed for reference.</p>	II-NNA-1078, 101	
46	<p><u>Sample Data and Sample Delivery Cards.</u> These are intermediate controls used in laboratories as work sheets and to maintain an account of the work pending and the status of each analysis. Do not contain any data that are not duplicated in retained records. Destroy in agency upon completion of analysis of sample.</p>	II-NNA-1078, 102	
47	<p><u>Ground Survey Project Records.</u> These include refraction seismograph records, resistivity data sheets, and resistivity field curves prepared in the field, all of which are interpreted and summarized in reports submitted for publication.</p> <p>Destroy 5 years after publication of report.</p>	II-NNA-1078, 104	
48	<p><u>Referred Fossils Case Files.</u> These files contain a copy of the request for examination of fossils, fossil record card, report on referred fossils and related correspondence.</p> <p>Destroy when 10 years old.</p>	II-NNA-1078, 105	
49	<p>Rock Specimens and Core Borings. Retain in agency space until no longer needed. Not authorized for transfer to FRC's. <i>NON-RECORD</i></p> <p><u>Oil Shale Storage and Retrieval System.</u> Machine-readable records containing information on approx. 300 drill cores from Colorado, Utah, and Wyoming. Each drill core is divided into intervals. The number and thickness of each interval varies with the lithology of the formations encountered and the total length of the core. For a given drill core the total number of intervals can vary from 1 to around 2,500. Each interval contains a standard set of variables which include the amount of oil, water, and gas and spent shale. The Survey uses the file to calculate oil shale resources in certain Western States.</p> <p>Destroy when no longer needed for reference. Destroy after 3 or more update cycles or when data elements are superseded.</p>		

v 68. Strong-Motion Information Retrieval System. Machine-readable records from Strong-motion accelerometer and the circumstances in which these records were recorded are extracted from the earthquake strong-motion data files described in Item 30 and entered into an online information retrieval system. The data base contains the type of information that was previously stored on file cards. The automated system now provides more selective searching mechanisms than did the old manual system. The computer files are organized, maintained, and accessed using a general purpose data base management and information retrieval program, the Berkely Data Base Management System.

withdrawn
8/24/81
RTB
JW

Destroy after 3 or more update cycles or when data elements are superseded.

v 69. Network Seismic Data-Central and Southern California. Records containing seismic information obtained by instruments located in Central and Southern California. Data is collected on all tremors, especially small occurrences, experienced in these areas. Information is used by the Survey for risk and engineering analysis and for special projects.

withdrawn
8/24/81
RTB
JW

- a. Data determined by competent scientific and technical personnel to be of such a routine or fragmentary nature that their retention neither adds significantly to the project nor enhances future research efforts.

Destroy after 3 or more update cycles or when data elements are no longer of value to the agency.

- b. Data determined by competent scientific and technical personnel to be of significant value either in documenting the project or for future research.

PERMANENT. Offer to NARS when no longer needed for current business.