

7 Oct 91/81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-57-82-2
DATE RECEIVED	October 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-30-82 Date	<i>[Signature]</i> 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	
3. MINOR SUBDIVISION Office of Earth Sciences Applications	
4. NAME OF PERSON WITH WHOM TO CONFER Geraldine A. Wilson	5. TEL. EXT. 860-7211

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 7 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 9/30/81	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
	<p>This SF-115 provides disposition instructions for all mission-related records currently created by the Office of Earth Sciences Applications (OESA) 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. NOTE: Correspondence files and other general records of the OESA are scheduled under NCl-57-81-2 and NCl-57-81-5.</p> <p><i>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to the standards of 101-11.507 and 101-11.508. The first inspection will be done within 2 years of the approval date of this schedule.</i></p> <p><i>Closed Out: 4-14-82 R.P.L.</i></p>		32

115-107

to agency, 4/1/82
to WNRC + SNC - 4/2/82
to NNB, NNF, NNR, NNTS - 4/2/82

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

Mass Data Change Sheet Not Required

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1	<p><u>Vertical and Oblique Aerial Film and Derivatives Conventional Aircraft</u></p> <p>Vertical and oblique negative film in black and white, color, or infrared, and photoindexes, prints, and diapositives.</p> <p>A. Film</p> <ol style="list-style-type: none"> 1) Not classified, original or first generation, high flying (above 36,000 ft.) 2) Not classified, original, or first generation, mapping (below 36,000 ft.) 3) Not classified, duplicate, or second generation. 4) Classified film. 	<p>PERMANENT. Transfer to EROS Data Center when 3 years old or at completion of project, whichever is later. <i>Review agency reference needs for records every 20 years. Offer to NARS at time of review any records no longer needed for reference.</i></p> <p>PERMANENT. Transfer to EROS Data Center when map is published. <i>Review agency reference needs for records every 20 years. Offer to NARS at time of review any records no longer needed for reference.</i></p> <p>PERMANENT. Transfer immediately to EROS Data Center. <i>Destroy in agency when no longer needed for reference and original or first generation film exists in good condition. Offer to NARS only if original film is unavailable.</i></p> <p>PERMANENT. To be retained at Mapping Center under secure conditions. When declassified, transfer to EROS Data Center. <i>Review agency reference needs for records every 20 years. Offer to NARS at time of review any records no longer needed for reference.</i></p>	<p><i>RTB GW 12/29/81</i></p> <p><i>RTB GW 12/29/81</i></p> <p><i>RTB GW 12/29/81</i></p> <p><i>RTB GW 12/29/81</i></p>

*200,000
Prints
Per
Year*

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1 (cont)	<p>B. Photoindexes, negative and positive copy.</p> <p>1) Record copy.</p> <p>2) Other copies.</p> <p>a) Retain at National Cartographic Information Center and Mapping Center to use in processing customer orders.</p> <p>b) Retain at EROS Office browse file.</p> <p>C. Contact Prints</p> <p>1) Low altitude (under 36,000 ft.) mapping photography; including field classification; identification; supplemental control, basic control, and some aerotriangulation; projects relatively small area coverage; photography can be broken down into individual quadrangles.</p> <p>2) High altitude, including quad-centered. Include aerotriangulation and inspection photography. Projects relatively large area coverage.</p>	<p>PERMANENT. Keep with related aerial photography at EROS Data Center. Transfer to NARS when no longer needed for reference <i>for records every 30 years. Offer to NARS at time of review any records no longer needed for reference.</i></p> <p><i>200 indexes; arr. geographically.</i></p> <p><i>in agency</i> Destroy when no longer needed for reference.</p> <p>Destroy in office when superseded.</p> <p>Destroy in agency when superseded.</p> <p>Destroy in agency when superseded.</p>	<p><i>Rrb GW 12/29/81</i></p> <p><i>Review agency reference needs</i></p> <p><i>NARS at time of</i></p> <p><i>no longer needed for reference.</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
1 (cont)	<p>D. Diapositives</p> <p>Positive prints on transparent media as glass. Used in stereoscopic plotting instruments.</p>	<p>Destroy in agency when no longer needed.</p>	
2	<p><u>Digital Image Data Archives from Satellite and Aircraft Collection Programs</u></p> <p>A. Satellite-Acquired Image Data</p> <p>1) Historical data collections from Landsat and other Government funded data collection programs, stored in magnetic tape form, consists of irreplaceable, data dependent, remote sensing image coverage of broad geographical regions of the world. Data is routinely reproduced and disseminated to a broad user community of resource managers who are dependent on data available for Earth resource management projects.</p> <p>2) Data from Landsat and other satellite systems that has been uniquely processed specifically for resource management projects. These data are usually project-dependent and are of limited value to users other than project personnel.</p>	<p><i>PERMANENT.</i></p> <p>a) Retain all usable data until no longer required for research, then offer to NARS. 150,000 frames <i>By computer, indob.</i></p> <p>b) Microform indexes to satellite acquired data are retained in EROS Office browse file. <i>Offer one copy to NARS with related records (see "a" above).</i></p> <p>a) Destroy in office when superseded ^{all other copies} or updated.</p> <p>Destroy 1 year after project completion.</p> <p>a) Historically or informationally unique or significant projects such as a national resource inventory or a special study relating to the eruption of Mt. St. Helens -- PERMANENT, offer to NARS one year after project completion.</p> <p>b) Routine applications covering limited geographic areas such as a localized timber inventory or hydrological study -- Destroy one year after project completion.</p>	<p><i>RTB GW 12/21/81 accessed</i></p> <p><i>Offer one copy to NARS with related</i></p> <p><i>RTB GW 12/21/81</i></p> <p><i>RTB GW 12/21/81</i></p>

150,000 frames

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
2 (cont)	<p><u>B. Digital Image Data Acquired via Conventional Aircraft Data Collection Techniques</u></p> <p>1) Historical data collections from various aircraft data collection programs employing scanning-type remote sensing systems. These data are usually acquired for specific projects and include limited geographic coverage. Cost of data archiving is minimal due to low volume of data.</p> <p>2) Data from these aircraft data archives that has been specially processed for project activities. These data are project-dependent and are of limited value to users other than project personnel.</p>	<p>PERMANENT. Retain at EDC all usable data until no longer required for research, then offer to NARS.</p> <p>Destroy 1 year after project completion.</p> <p>a) Historically or informationally unique or significant projects such as large scale resource inventories or a special study relating to the eruption of Mt. St. Helens - PERMANENT - offer to NARS one year after project completion.</p> <p>b) Routine applications covering limited geographic areas such as a localized timber inventory or hydrological study - Destroy one year after project completion.</p>	<p>RTB GW 12/21/81</p> <p>RTB GW 12/21/81</p>
3.	<p><u>C. Automated Index</u> An index to the automated digital image data described in A & B above, arranged by area and geographical location.</p> <p><u>EROS Digital Image Processing System (EDIPS) Assessment Sheet</u></p> <p>These records are Landsat original film assessments showing scene identification image quality, cloud cover, type of defects, and scene status from which data base entries are made.</p> <p>a. <u>Paper records.</u> Microfilmed periodically.</p> <p>b. <u>Microfilm</u> - finding aid to records of Item 2 - valuable descriptive information related to Item 2 records.</p>	<p>→ PERMANENT, offer to NARS with related records.</p> <p>Destroy after verification of microfilm.</p> <p>PERMANENT, offer to NARS with related records. Destroy when no longer required for reference.</p> <p>3 rolls / yr, Arr. by roll # + date</p>	<p>RTB 12/29/81</p>

move from 1-2 sects to yr.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
4	<p><u>EDIPS Defect Report</u></p> <p>These records are Landsat film assessments showing the accumulation of defects by high density tape and scene identification for each satellite and each sensor type.</p> <p>a. <u>Summarized paper records.</u></p> <p>b. <u>Tape</u> - Updated every 3 months. <i>Valuable descriptive information related to Item 2 records.</i></p>	<p>Cut off annually. Destroy after 5 years.</p> <p>PERMANENT. Offer master to NARS. Retain master until no longer required for reference. <i>6 rolls/yr. Arr. by roll # and date.</i></p>	<p>RTB 12/29/81</p>
5	<p><u>Photographic Laboratory Operational Records</u></p> <p>This series includes records regarding chemical analysis, recovery of chemicals, operational procedures, and other material dealing with the photographic laboratory at the EROS Data Center.</p>	<p>Cut off files annually. Destroy when 4 years old.</p>	
6	<p><u>Quality Assurance Records</u></p> <p>These records include reports, correspondence, test results, and other material relating to the quality assurance function at the EROS Data Center.</p>	<p>Cut off files annually. Destroy when 4 years old.</p>	
7	<p><u>Education and Scientific Training Records</u></p> <p>Records relating to courses and training given to non-program employees, such as the training programs at the EROS Data Center. Included are developmental records regarding course content, activities, plans, schedules, and similar materials.</p>		

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
7 (cont)	<p>A. Administrative records, such as schedules, attendance, etc., filed by course session.</p> <p>B. Development and content records.</p>	<p>Destroy 2 years after session conducted.</p> <p>Cut off file after development of course material. Destroy ^{in agency} after reference need expires.</p>	
8	<p><u>Systems Development Records</u></p> <p>Records created during the exploration and development of various systems used to gather data, review it, compare and correlate it, interpret it, and otherwise use it for research or operational purposes. Some of these records may eventually become part of contract files, agreement files, project records, program management records, etc., particularly in cases when systems are fully developed and become operational. Some material remains incomplete and is never developed or is developed at a later date. This item covers only those records not located in other records categories.</p>	<p>Transfer to FARC 2 years from date of last document or date file closed. Destroy 8 years after transfer to FARC.</p>	
9	<p><u>Property Management Records</u></p> <p>Files contain property accountability records including inventory of controlled property, property data file input, property transfers, and report of excess property.</p>		
a.	<p><u>Paper records:</u></p>	<p>Retain 4 years and destroy in 2 year increments. Break file every 2 years. Destroy 2-year increment ⁴/₃ years after break.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	DISPOSAL AUTHORITY
9 (cont)	<p><u>Machine-readable records</u> - Stored on micro-computer disks.</p>	<p>Destroy when no longer required for reference.</p>	
10	<p><u>National Environmental Impact Statement Files</u> ^{Act (NEPA)} ^{NEPA documents including those related to development} Records relating to the creation and/or review of environmental impact statements, including data collection, analysis, manuscripts, comments, and other related material used to compose EIS's or to review revised EIS's.</p>	<p>Final EIS backup material for EIS created by ODSA Upon completion of project, transfer to FRC years after EIS completed. A Review completed EIS and Destroy 5 years after cutoff. All other EIS's + backup Destroy in agency 5 yrs. after EIS completed or when 5 yrs old, whichever is appropriate.</p>	<p>1 year after cutoff RTB CW 2/18/82 RTB CW 2/18/82</p>
11	<p><u>User Services Records</u></p> <p>Records relating to the processing of requests by users of the EDC including billing, complaints, and reports. Records microfilmed at variously scheduled times.</p> <p><u>Paper:</u></p> <p><u>Microfilm:</u></p>	<p>Destroy in agency after verification of microfilm.</p> <p>Destroy in agency when 10 years old.</p>	
12	<p><u>Order Archive Tape</u></p> <p>Machine-readable record containing history of customer orders (i.e., date of order, product ordered, date shipped, complaints).</p>	<p>Destroy annually upon dumping of information to master tape (Item 13).</p>	
13	<p><u>HO Tape - Historical Order File</u></p> <p>Machine-readable record updated annually containing history of customer orders.</p>	<p>Destroy when no longer required for reference. ^{Transfer} to NARS as non-record finding aid when no longer needed for reference.</p>	