

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1-57-82-4	
DATE RECEIVED December 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-14-82 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 (USGS)

3. MINOR SUBDIVISION

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 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 12/1/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>G. 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 is submitted to update disposition instructions for "Mission Correspondence Files" in order to provide for the microfiching of the USGS Director's File using updatable microfiche produced on A.B. Dick System 280 equipment.</p> <p>"Mission" Correspondence Files. Mission correspondence files document the functions and responsibilities for which an office is primarily responsible. (Files arranged by subject).</p> <p>A. Program Mission Correspondence Files. These relate directly to the primary functions of the Survey; i.e., research in geology, topography, geochemistry, hydrology, geophysics and related sciences; inventorying of 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> <p>(1) Program mission files accumulated and maintained at the Division level (Branch level where no Division level files exist) or above in the Headquarters offices, and by Regional Assistant Directors. 50 cu.ft./year</p>	<p>NC1-57-82-4 Item 24(1)</p>	<p>9 items</p>

NOTE: The microfiche will be inspected in agency every 2 years per FPMR 101.11.504.2. The first inspection will be at end of FY 1984. 2 RTB/cw 6/15/82

Closed Out: 5-20-82: K.T.D.

to NNB, NNF, NNR, agency, WNRC - 5/19/82

Mass Data Change Sheet Attached to WNRC copy

Transfer to FARC 5 years after file break. Offer to NARS IN 5 year blocks 20 years after file break of most recent records in block (for example, offer block of files broken 1980-84 in the year 2004).

with the same disposition instructions as given below for the Fiche,

Break file annually at close of fiscal year. Transfer master Fiche to FARC 5 years after file break. Offer to NARS in 5 year blocks 20 years after file break of most recent records in block (for example, offer block of files broken 1980-84 in the year 2004).

Request for Records Disposition Authority - Continuation	JOB NO.	PAGE OF	
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<p>(a) All files listed above, ^(including USGS Director's File to 1983) except for USGS Director's File 1983 and after;</p> <p>PERMANENT. Break file annually at close of FY. Transfer to FARC when 5 years old. Offer to NARS in annual segments 20 years after file break.</p> <p>(b) USGS Director's File, 1983 and after.</p> <p>1 <u>Paper</u>: PERMANENT PENDING VERIFICATION OF FILM. Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents. (Filmed documents may be retired to the Washington National Records Center ^{upon filming} pending certification of the film as meeting durability standards for permanent records. Such textual records that have been filmed will be scheduled "CONTINGENT" until film is certified. If film cannot be certified, these textual records are automatically rescheduled as permanent, and the film as temporary.) 12 cu ft/yr. Arranged numerically by accession #.</p> <p>2 <u>Record copy of microform</u> certified to meet durability standards for permanent records, and one duplicate copy: PERMANENT PENDING VERIFICATION. Break file annually at close of FY. Transfer master fiche to FARC when 5 years old. Offer to NARS in annual segments 20 years after file break. (If the film does not meet standards yet to be established for non-silver based updateable microform systems, it is automatically rescheduled as temporary and the textual records from which the film is produced are permanent.) Items on fiche to be arranged by accession #.</p> <p>3 <u>Other microform copies</u>: Destroy in agency when no longer needed for current operations.</p> <p>4 <u>Manual Indexes</u>: PERMANENT. Retire with the textual and film files to which they relate. Offer to NARS with the files to which they relate.</p> <p>5 <u>ADP Index</u> PERMANENT. Transfer directly</p> <p>6 <u>Master file</u>: Offer to NARS with ^{related textual or film records and all pertinent documentation} when related film records are transferred to FARC.</p> <p>7 <u>All other copies of manual and ADP indexes</u>: Destroy in agency when no longer needed for administrative purposes.</p>	<p>NCI-57-81-5, Item 2A(1)</p> <p>NCI-57-81-5, Item 2A(1)</p>	<p>RTB GW 5-13-82</p> <p>RTB GW 5-13-82</p> <p>RTB GW 5-13-82</p> <p>RTB GW 5-13-82</p> <p>RTB GW 5/3/82</p>	

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

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(2)	<p>Program mission files maintained in offices below the Division level in the Headquarters offices and below the Regional Assistant Directors in the field (NOTE: if no Divisional file exists in HQ, use 2A(1) (a) above for branch files).</p> <p>Break file annually at close of FY. Hold 5 years and retire to FARC. Destroy 20 years after file break.</p>	<p><i>NCI-57-81-5, Item 2A(2)</i></p>	
B.	<p>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 FY. Transfer to FARC 2 years after file break. Destroy 6 years after file break.</p>	<p><i>NCI-57-81-5, Item 2B</i></p>	