

29 Dec 81 NY

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Geologic Division

4. NAME OF PERSON WITH WHOM TO CONFER

Geraldine A. Wilson

5. TEL. EXT.

860-7211

LEAVE BLANK

JOB NO.

NCL-57-82-5

DATE RECEIVED

January 8, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-15-82
Date

[Signature]
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 12/18/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>G. A. Wilson</i>	E. TITLE <i>Paperwork Mgmt. Officer</i>
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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
30	The following items of NCL-57-82-1 are updated to clarify disposition instructions: <u>Resources Attache Program File</u> (see NCL-57-82-1, Item 30, for description) b. Correspondence--Break file annually. Transfer to FARC when 5 years old. Destroy when 20 years old.	NCL-57-82-1, Item 30b	
34	<u>Library Correspondence File and Related Index</u> a. General correspondence, inter-library loan transactions and reference inquiry correspondence. Cut off files every 5 years. Transfer to FARC upon cutoff. Destroy 5 years after cutoff. (See NCL-57-82-1, Item 34 for part b of this item.)	NCL-57-82-1, Item 34a	
38	<u>Technical and Research Aid Papers</u> b. All other records--Transfer to FARC 10 years after file becomes inactive. Destroy 40 years after file becomes inactive. (See NCL-57-82-1, Item 38 for part a of this item.)	NCL-57-82-1, Item 38b	4 items

115-107
Closed Out: 1-29-82: K.T.L.
to all FRC's (except GNCP + 3FN-M), NNF, & agency - 1/25/82
Mass Data Change Sheet Attached to FRC copies

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 2 of 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40	<p><u>DMPA Docket Case Files</u></p> <p>(See NCI-57-82-1, Item 40, for description)</p> <p>Transfer to FARC when inactive. Destroy 10 years after file becomes inactive.</p>	NCI-57-82-1, Item 40	