

10 May 82 NY

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-57-82-8
DATE RECEIVED	May 10, 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 NOT REQUIRE PERMANENT RETENTION OF RECORDS	
Signature	Archivist of the United States
Date	

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

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 _____ 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 5/6/82	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
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This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in # CFR 101-11.506 First inspection shall be in FY 1983 and every 2 years thereafter.

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This SF-115 provides disposition instructions for Geologic Field Notebooks and Related Drawings. *These items had been item 55 of NCI-57-82-1, but were withdrawn from that job.*
Geologic Field Notebooks and Related Drawings

Contains notes and drawings made while in the field on geologic investigations. Consists of basic data from which reports and geologic mapping is derived. These notebooks date from the mid-1800's up to the present and are continually created.

DISPOSITION:

A. Paper Records.

(1) If filmed.

(a) Notebooks now in possession of USGS Library dating from the mid-1800's -- PERMANENT.

Arr. by researcher ^{at location} to present this
Begin filming upon approval of ^{schedule}.
After filming, retain paper records in the ^{Denver} Library. Review agency reference needs ^{upon completion of} every 20 years ^{offer to NARS at time} of review any notebooks no longer needed for reference.

filming or at the end of FY 1985 whichever is sooner, and

all 10 notebooks eligible for offer

about 16,000 notebooks now on hand

RTB GW 5/20/82 + 6/23/82

115-107

*to agency, 7/12/82
to NNF, NNS, UNB - 7/12/82*

Closed out: 7-14-82:em

Copies to agency, NNB, NNF; NNS

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

5 items

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
50 (cont)	<p>(b) <u>Notebooks not yet accessioned by USGS Library -- PERMANENT.</u></p> <p>Each researcher will deposit his/her notebooks in the USGS Library for retention upon termination of their usefulness to his/her research; on retirement from USGS, or termination of employment with USGS.</p> <p>After filming, retain paper records in Library. Review agency reference needs 20 years after accession into the Library and every 10 years thereafter. Offer to NARS at time of review any notebooks no longer needed for reference. Inform NARS at time of review if there are no notebooks eligible for offer.</p> <p>PERMANENT.</p> <p>(2) IF NOT FILMED: Review agency reference needs 20 years after accession into the USGS Library and every 10 years thereafter. Offer to NARS at time of review any notebooks no longer needed for reference. Inform NARS at time of review if there are no notebooks eligible for offer.</p> <p>B. <u>Film.</u></p> <p>(1) <u>Notebooks now in possession of USGS Library -- PERMANENT.</u> Offer to NARS one silver halide microfiche and one diazo duplicate upon verification that the material is releasable.</p> <p>(2) <u>Notebooks to be accessioned by the Library -- PERMANENT.</u> Offer to NARS one silver halide microfiche and one diazo duplicate upon verification that the material is releasable.</p> <p>Note ①: NARS recommends that filming be done in strict chronological order (oldest notebooks filmed first, and so on), some preservation techniques may be required prior to filming the earliest books because of deterioration of the records.</p> <p>Note ②: per telecon between ^{between} Sherie Wilson & Rosanne Butler will periodically inform NARS in writing of the status of the ongoing filming project. The first such report (sent to the office of Federal Records Centers) should be made at the end of FY 1983 and every 2 years thereafter.</p>		<p>RTB GW 5/20/82 + 6/23/82</p> <p>RTB GW 5/20/82 + 6/23/82</p>