

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-57-83-5	
DATE RECEIVED 7-11-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-27-83 <i>Date</i>	<i>Mark Van</i> <i>Archivist of the United States</i>

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
Water Resources 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 17 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 6/30/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Geraldine A. Wilson</i>	E. TITLE USGS 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>The Water Resources Division (WRD) of the United States Geological Survey is organized into Headquarters Offices, Regional Offices, District Offices, Subdistrict Offices, Field Offices, two Water Quality Laboratories, and the Gulf Coast Hydroscience Center. This Standard Form 115 provides disposition instructions for record material created by these WRD offices.</p> <p>The record and nonrecord material includes records that relate to projects, reports, investigations, publications, and agreements.</p> <p>Records should be microfilmed in accordance with 41 CFR 101-11.5. Submit a Standard Form 115, Request for Records Disposition Authority, when records are to be microfilmed and disposition authority involving microfilming has not been established.</p> <p>Any records created subsequent to or not included in this disposition authority are to be included in supplementary requests for disposition authority obtained from the National Archives and Records Service (NARS).</p>		71 items

115-107

to agency, 11/7/83 by RTB
to NNS, NNB, NNF-11/7/83 by RTB

copies will be sent to FRC's as part of comp recs. schedule package attached to FRC copies

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

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
RECORDS GENERALLY MAINTAINED IN HEADQUARTERS			
1400-01 12. (12)	<p style="text-align: center;"><u>Information</u> Correspondence Files. Includes correspondence with Survey field offices, State highway offices and others; field survey reports, State highway reports, and flood reports used for reviewing and coordinating methods of stream discharge measurement by direct and indirect methods; <i>technical reference articles, books, and the like; and other materials used for reference purposes.</i></p> <p>Disposition. Cut off file at end of water year. Destroy in agency when 5 years old or when obsolete or superseded, whichever is earlier.</p>	<p>Reference ✓ II-NNA-1077, 83 and II-NNA-1078, H1A+B</p>	
1400-02 13. (13)	<p><u>Special Reports Files.</u> Field data, research, or published sources of data, maps, and other documents essential to preparation of special reports such as soil and moisture, rainfall runoff, floods and droughts, water supply and utilization, and other reports published by the Geological Survey, or in cooperation with other Federal, State, or local agencies.</p> <p>a. Original field data and material not fully exploited that have future research or report value. -- <i>Destroy in agency when no longer needed for reference.</i></p> <p>b. Manuscripts or related material fully exploited by publication as formal report or open-file report.</p> <p>Disposition. Destroy in agency 1 year after publication.</p>	<p>II-NNA-1077, ✓ 82a&b</p>	
1400-03 14. (14)	<p><u>Reports Control Files.</u> Routing sheet, correspondence, history, and material involved in preparing and processing reports for final approval and disposition.</p> <p>Disposition. Cut off file upon publication of report. Destroy in agency 3 years after publication of report.</p>	<p>Prescott, Item 56</p>	
1400-04 15. (15)	<p><u>Publications, Status of Reports.</u> Computerized list of status of reports.</p> <p>Disposition. Cut off file at end of water year. Destroy in agency at end of water year.</p>	<p>Prescott Item 57</p>	
1400-05 16. (16)	<p><u>Reports Publication, Financial Records.</u> Requisitions, bills, and statements kept in binders and ledgers documenting cost of publishing reports.</p> <p>Disposition. Destroy in agency when three years old.</p>	<p>Prescott Item 58</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 16 (17) 1400-06	<u>Water Use File, Energy Data File.</u> Update when required. (Reference material) Disposition. Cut off file at end of water year. Destroy in agency when superseded.	Prescott, Item 59	
✓ 17 (18) 1400-07	<u>Bibliographic Reports Cards.</u> Filed by title, location, and author. Indexes to reports published by Water Resources Division. Disposition. Destroy in agency when no longer needed for reference.	Prescott, Item 60	
✓ 18 (21) 1400-08	<u>Professional Society Correspondence.</u> Correspondence from various professional societies concerning meetings, conventions, and seminars. Disposition. Cut off file at end of water year. Destroy in agency 1 year after cutoff.	Prescott, Item 4	
✓ 19 (22) 1400-09	<u>District Reviews.</u> Technical review by WRD Regional or National Headquarters staff members of District proce- dures to assure uniformity, quality, and completeness of activities. Disposition. Cut off file every 5 years. Destroy in agency 5 years after cutoff.	Prescott, Item 1	
✓ 20 (26) 1400-10	<u>State Council Files.</u> State Councils are composed of one member from each water district in a State. The Council serves in an advisory and coordinating capacity. These files are primarily copies of minutes of Council meetings. Arrange by State. ca. 1 cu.ft./yr. Disposition. Cut off file every 5 years. PERMANENT. Offer to NARS 5 years after cutoff.	II-NNA-1077, 69	✓
✓ 21 (27) 1400-11	<u>Federal Energy Regulatory Commission (FERC) Files.</u> The Federal Energy Regulatory Commission licenses private parties to construct and operate power facilities on Federal lands and/or on navigable waters. The license requires the licensee to collect and submit certain streamflow and stream measurement data to the Geological Survey and to maintain a standard recording gage. On request of the licensee, the Survey maintains the gage on a reimbursable basis.	II-NNA-1077, 70	✓

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The files contain copies of the Federal Energy Regulatory Commission license, pertinent amendments, correspondence, semiannual supervision reports of stream gaging, letters transmitting documents to the Federal Energy Regulatory Commission, and letters from the licensee transmitting money.</p> <p>All of the basic documents in these files are duplicated in the Federal Energy Regulatory Commission. The most notable exceptions are letters of transmittal which are of no value after the period specified.</p> <p>Disposition. Destroy in agency 2 years after termination of project.</p>		
<p>↓ 12. (28) 1400-12</p>	<p><u>Cancellation of Appointments.</u> Cancellations of appointments to positions in Headquarters and field offices, also related correspondence and applications. Within the period specified, any legal or fiscal questions that might arise as a result of these cancellations will either have been settled or will have been formalized and removed from this file.</p> <p>Disposition. Cut off file at end of water year. Destroy 2 years after cancellation.</p>	<p>II-NNA-1077, ✓ 68</p>	
<p>113. (29) 1400-13</p>	<p><u>Water Data Sources Directory.</u> Records identifying governmental and private organizations involved in the collection of water data. Also includes information on the type and quality of the data and how the data may be obtained.</p> <p>Disposition. Destroy after 3 or more update cycles or when data elements are superseded.</p>	<p>NARS Item new</p>	
<p>↓ 14. (30) 1400-14</p>	<p><u>Master Water Data Index.</u> Records identifying sites where water measurements or samples are collected. Data elements identify frequency of measurement and make determinations concerning locations where stream-flow, physical and chemical characteristics, water quality, etc., have been recorded.</p> <p>Disposition. Cut off file at end of water year. Destroy after 3 or more update cycles or when data elements are superseded.</p>	<p>NARS Item new</p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>✓ 15. (31) 1400-15</p>	<p><u>Water Resources Division Management Information System</u>. An automated record keeping system created to assist the Water Resources Division in the management of manpower, finances, equipment, and copies of reference materials such as books, publications, and reports.</p> <p>Disposition. Cut off file at end of water year. Destroy after 3 or more update cycles or when data elements are superseded.</p>	<p>NARS Item 14 new</p>	
<p>✓ 16. (32) 1400-16</p>	<p><u>National Water Data Storage and Retrieval System (WATSTORE)</u>. Machine readable records containing hydrologic data on stream gaging stations, water-temperature stations, sediment stations, water-level observation wells, and ground water quality wells. This information is used to study the occurrence, quantity, quality, distribution, and movement of surface and underground waters comprising five files: (1) surface water, quality of water, and ground water data measured on a daily or continuous basis; (2) annual peak values for streamflow stations; (3) chemical analysis for surface and ground water sites, (4) geologic and inventory data for ground water sites, and (5) index of sites for which data is stored.</p> <p>Disposition. PERMANENT. Transfer to NARS 5 years after water year in which data was created.</p>	<p>NARS Item 15 new</p>	<p>withdrawn, RTB GW 9/7/83</p>
<p>✓ 17. 1400-17</p>	<p><u>National User Accounting System</u>. Records identifying users of the National Water Data Exchange (NAWDEX). Includes information about requestor, type of data requested, services and data provided, and charges applied.</p> <p>Disposition. Cut off file at end of water year. Destroy in agency after 5 years.</p>	<p>ADDITION TO SCHEDULE</p>	
<p>✓ 18. (33) (34) 1400-18</p>	<p><u>International Activities-International Engineering Boards (Canada-U.S., Mexico-U.S.)</u>. The USGS is represented in this organization and to other Governments by the Chief Hydrologist and/or his designated representatives. Scientific Geological Survey personnel may be called upon to make or assist in joint programs involving one or more countries. USGS records may include minutes of meetings, exchange of hydrologic data, collection and analysis of hydrologic, geologic, and quality of water data, and may result in reports produced by USGS, cooperators, or others.</p>	<p>Disposition Item II-NNA- 1077, 71</p>	

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Disposition: a. Meeting minutes and reports, exchange of technical data, basic collection and analysis of data, and project file. (Arr. by organization, 3"/yr.) PERMANENT. Cut off files every 5 years. Transfer to FRC 5 years after cutoff. Offer to NARS 20 years after cutoff. b. Manuscripts, computer modeling, data, and analysis. Disposition. Destroy in agency when report is published.		
✓ 19. (35) 1400-19	<u>Boards of Control Reports.</u> Annual reports of operations submitted by the Boards of Control established on a regional basis for compliance with the orders of the International Joint Commission and to insure that agreements with it are fulfilled. These reports contain unpublished technical data of continuing value. Disposition. Cut off file every 5 years. Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff.	II-NNA-1077, 72	
✓ 20. (37) 1400-20	<u>Water Use Data File.</u> Correspondence and reports of the amount of water used and related data collected for preparation of an inventory showing water use by category of use and the total volume of water used by each category. Disposition. Cut off file every 5 years. Destroy in agency after 5 years, after publication of 5-year national water use circular.	II-NNA-1077, 76	
✓ 21. (38) 1400-21	<u>Equipment Plans and Specifications.</u> Narrative specifications for equipment with accompanying drawings, tracings, and blueprints. Disposition. Destroy in agency when superseded or upon disposal of the property.	II-NNA-1077, 86	
✓ 22. (39) 1400-22	<u>Summarization of Cooperative Program with Corps of Engineers.</u> Summary of stream gaging work performed by the Corps of Engineers and the USGS. Disposition. Cut off file at end of 5-year period. Destroy in agency 6 years after termination of agreement.	II-NNA-1077, 87	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS GENERALLY MAINTAINED IN FIELD OFFICES		
✓ 23. 1400-23	<p><u>County Ground Water Information Files.</u> Maps and other general information about the county including but not limited to annotated county maps, pump tests, shotpoint logs, county water analyses, lists of registered wells in the county and other related information about aquifers within a county.</p> <p>Disposition. Cut off file at end of water year. Destroy in agency all superseded and obsolete materials.</p>	II-NNA-1078, ✓ 41 NARS, Item 204	
✓ 24. (48) 1400-24	<p><u>Well Permits.</u> Copies of records created by the State Hydrologist's office. They are received by WRD and used to locate wells and springs within the District.</p> <p>Disposition. Cut off file at end of water year.</p> <p>a. <u>Hard Copy (textual).</u> Destroy in agency after all reference needs have been met, or after microfilm copy has been verified.</p> <p>b. <u>Microfilm.</u> Destroy in agency after all reference needs have been met.</p>	NARS Item 202 new	
✓ 25. (49) 1400-25	<p><u>Well and Spring Schedules.</u> Information concerning wells in a specific area including a description of specific wells, location and ownership of a specific well or spring, location sketches, pumping tests, core tests, lithology, water levels or discharge, and aquifer and pump data.</p> <p>Disposition. Cut off file at end of water year.</p> <p>a. <u>Active Schedules.</u> Screen annually and destroy superseded schedules in agency.</p> <p>b. <u>Inactive Schedules (capped wells or inactive springs).</u> Transfer to FRC 1 year after cutoff. Destroy 25 years after cutoff.</p>	II-NNA-1078, 56 & 79 ✓ and NARS Item 204	
✓ 26. (50) 1400-26	<p><u>Public Water Supply Schedule.</u> Record of public water sources (wells, springs, streams, and lakes) ownership, location, consumption, distribution, and other related information.</p>	NARS, Item 204	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>✓ 27. (51) 1400-27</p>	<p>Disposition. Cut off file at end of water year.</p> <p>a. <u>Active Schedules</u>. Screen each water year and destroy in agency superseded or obsolete material.</p> <p>b. <u>Inactive Schedules</u>. Cut off file each year. Transfer to FRC 1 year after cutoff. Destroy 25 years after cutoff.</p> <p><u>Level Notes and Water Level Data</u>. Reports showing water level in active and discontinued wells, surveyors' observations as to elevation and location of gaging stations, as well as date and time, water depth, and well number at specific wells. Also included are papers containing information on elevation changes at measuring points and bench marks. The data from these reports are included in an annual summary.</p> <p>Disposition:</p> <p style="text-align: center;">As of <u>October 1, 1986</u></p> <p>a. <u>Records Now in the FARC's</u>. ^ Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: center;">As of <u>October 1, 1986</u></p> <p>b. <u>Current Records</u>. ^ (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. Film -- Destroy in agency when no longer needed for reference.</p>	<p>III-NNA-1078, 57, 70, 80, ✓ 83 83 NARS, Item 207</p>	
<p>✓ 28. (52) 1400-28</p>	<p><u>Aquifer Tests, Ratings, and Power Data</u>. Records documenting volume and rate of water pumped at various well sites including information on pump type, location, kilowatt hours or amount of fuel used per acre-foot of water, and related remarks.</p> <p>Disposition:</p> <p style="text-align: center;">As of <u>October 1, 1986</u></p> <p>a. <u>Records Now in the FARC's</u>. ^ Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: center;">As of <u>October 1, 1986</u></p> <p>b. <u>Current Records</u>. ^ (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. Film -- Destroy in agency when no longer needed for reference.</p>	<p>NARS, Item 207</p>	
<p>✓ 29. (53) 1400-29</p>	<p><u>Petroleum Information Cards</u>. Records documenting volume and rate of water pumped at various well sites as well as information on pump type, location, kilowatt hours or amount of fuel used per acre-foot of water, and related remarks.</p>	<p>NARS, Item 207</p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>✓30. (54, 55) 1400-30</p>	<p>Disposition: As of <u>October 1, 1986</u>, a. <u>Records Now in the FARC's.</u> Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i> As of <u>October 1, 1986</u>, b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i> c. <u>Film - Destroy in agency when no longer needed for reference.</u> <u>Well Logs: Driller's Logs, Lithologic Schedules, and Geophysical Logs.</u> Records documenting location, lithology, and stratigraphy of drill or bore sites incorporating paleontological, drillers, and electric logs which contain basic data required for water resources research.</p>	<p>II-NNA-1078, 61 & 62 ✓</p>	
<p>✓31. (60) 1400-31</p>	<p>Disposition: As of <u>October 1, 1986</u>, a. <u>Records Now in the FARC's.</u> Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i> As of <u>October 1, 1986</u>, b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i> c. <u>Film - Destroy in agency when no longer needed for reference.</u> <u>Monthly Key Well Reports, Key Well Readings, and Summaries of Key Well Reports.</u> Reports of water level changes of specific wells with description of well and site.</p>	<p>II-NNA-1077, 90B ✓ II-NNA-1078, ✓ 81 & 82</p>	
<p>✓32. (65) 1400-32</p>	<p>Disposition: As of <u>October 1, 1986</u>, a. <u>Records Now in the FARC's.</u> Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i> As of <u>October 1, 1986</u>, b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i> c. <u>Film - Destroy in agency when no longer needed for reference.</u> <u>Technical Manuals (TWRIs and others).</u> Instructions for flood computations, pumping tests, water quality analyses, preparation of data for computer storage or processing, etc. Disposition. Destroy in agency when superseded, obsolete or no longer needed for reference.</p>	<p>Prestcott, Item 24 new</p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1400-33. (66)	<p><u>Stereo Slides.</u> Photographs on glass of river channels showing actual conditions after recession of flood. The slides are used to select coefficients for the measurement of other floods.</p> <p>Disposition:</p> <p style="text-align: center;"><i>As of October 1, 1986,</i></p> <p>a. <u>Records Now in the FARGs.</u> Records 75 year old to be permanently withdrawn from the FARGs and microfilmed. <i>Original records may be destroyed upon filming.</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARGs.) To be microfilmed by USGS. <i>Original records may be destroyed upon filming.</i></p> <p>c. <u>Film.</u> Destroy in agency when no longer needed for reference</p>	II-NNA-1077, 84 ✓	
✓34. (67) 1400-34	<p><u>Annual Construction and Maintenance Reports.</u> Statistical statements showing number of employees, manhours, salaries, and materials costs for water resources activities in each State.</p> <p>Disposition. <i>Cut off file and destroy in agency when 5 years old</i></p>	Prescott, Item 28 II-NNA-1078, 77 ✓	
✓35. (68) 1400-35	<p><u>Reference Map Files.</u> A variety of published, processed, and similarly reproduced maps and related items which serve a variety of research and other needs. They include river basin, plan, profile, cross section, and distance upstream from mouth, flood prone area, and flood hazard maps.</p> <p>Disposition:</p> <p>a. <u>Reference Maps.</u> Cut off file at end of water year. Destroy in field office upon completion or termination of project using maps.</p> <p>b. <u>WRD-Produced Manuscript Maps.</u> <i>Disposal Not Authorized.</i> Offer to NARS when no longer required. <i>Submit SF-115 when files are located.</i></p>	Prescott, Item 22	
✓36. (69) 1400-36	<p><u>Gaging Station Case Files.</u></p> <p>NOTE: All raw data items listed for inclusion herein should be filed in separate folders under Gaging Station Case Files.</p> <p>These files document the activities of gaging stations located at, or along, the streams, rivers, reservoirs, diversions, and estuaries in the United States and its territories. Responsibility for the permanent record copy is at District Office level. The information contained in these files is gathered by State governments as well as</p> <p style="text-align: center;"><i>* (sub districts transfer their files to district offices for disposition)</i></p>	II-NNA-1078 46, 48, 50, 52	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	the Water Resources Division, USGS. The records are filed by drainage basin designation, in downstream station number order.		
(72)	a. <u>Gage Height Graphs, Charts, and Tapes.</u> A continuous record of water level of stream at each gaging station taken via automatic recorders using strip charts, digital tape, and recorder charts. Also includes computer printouts of stage records obtained from electronic recorders.	II-NNA-1078, 66, 74, & 49 ✓	
(75)	b. <u>Stream Discharge Measurement Records.</u> Records of measurements of stream discharge.	II-NNA-1078, 67, 73, 50, & 44 ✓	
(80)	c. <u>Indirect Determination Files.</u> These records are original field data relating to peak stream discharges. They are used in flood studies and document roughness of channel, stream elevation, stream crossings, and correspondence.	II-NNA-1078, 46 ✓	
(81)	d. <u>Level Notes.</u> Result of surveys made to check elevation of measuring points and bench marks at observation wells and to check elevation and location of gaging stations.	II-NNA-1078, 70 & 83 ✓	
(84)	e. <u>Stage-Discharge Rating Curves and Tables.</u> Stage-discharge rating curves and corresponding rating tables.	II-NNA-1078, 54 & 51 ✓	
(71)	f. <u>Gage Height Books, Cards, and Notes.</u> Records of gage height bodies of water where no mechanical recorder is located.	1078, 69 ✓ 1077, 77A + B ✓	
(76)	g. <u>Primary Printout of Streamflow Records.</u> Computer printout showing stage and stream discharge in second feet with shift and datum corrections used during the water year for each station.	1078, 71 ✓	
	h. <u>Tracer-Dilution Discharge-Measurement Data.</u> Field and laboratory data associated with a dilution-type discharge measurement. This includes field notes, results of laboratory analysis, and data-analysis documents.	NEW SCHEDULE ITEM	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

i. Verification and Computation Data. Data obtained for verifying Manning's n values or other indirect methods. Includes channel roughness coefficients, bridge, weir, and culvert coefficients, stereo, and other slides and photographs, and data computations.

NEW
SCHEDULE
ITEM

j. Precipitation Records. Charts, records, and manual observations of precipitation data.

NEW SCH
II

1079, 75 ✓

k. Station Analysis. Discussion of factors which affect the analysis of a station record of stage and/or discharge for a water year.

l. Reports of Inspection of Water Stage Recorder.
Weekly reports submitted by local observers containing data on the operation of the recorder and the stage of the stream.

1078, 75 ✓

m. Current Meter Records. Includes measurements of stream discharge, rating tables, and correspondence concerning current meter procurement, maintenance, defects, property number, location, rating, repairs, and rating after repairs.

II-NNA-10 7, ✓
79, 80, & 81 ✓

n. Station Description/History (see below)
Disposition for a thru n above:

As of October 1, 1986,
1) Records Now in the FARC's. Records 75 year old to be permanently withdrawn from the FARC's and microfilmed. Paper may be destroyed upon filming.

As of October 1, 1986,
2) Current Records. (Not to be transferred to the FARC's.) To be microfilmed by USGS. Paper may be

3) Film - Destroy in agency when no longer needed.
X.n. Station Description/History. These records describe the physical characteristics and functions of the gaging station. They provide such information as date of establishment, location by map coordinates, types of recording equipment used, drainage area served, channel and control, cooperative agreements, regulations, and accuracy. These records are ^{sometimes} supported by annotated maps and photographs.

upon J

II-NNA-10 8,
48, 68, & 72 ✓

~~Disposition. Permanent. Cut off file when station is closed. Hold in office 2 years after cutoff. Transfer to FRCs 2 years after cutoff. Offer to NARS for permanent retention 25 years after cutoff.~~

RTB
GW
7/29/83

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>✓ 38. 1400-38</p>	<p><u>Temperature Records.</u> Charts, records, and annual observations of precipitation data.</p> <p>Disposition:</p> <p style="text-align: right;"><i>As of October 1, 1986,</i></p> <p>a. <u>Records Now in the FARC.</u> Records 75 year old to be permanently withdrawn from the FARC and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: right;"><i>As of October 1, 1986,</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARC.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. <u>Film--</u> <i>Destroy in agency when no longer needed for reference.</i></p>		
<p>✓ 39. 1400-39</p>	<p><u>Time-of-Travel and Reaeration Records.</u> Field notes, lab analysis, and data-analysis records and photographs associated with time-of-travel and reaeration studies.</p> <p>Disposition:</p> <p style="text-align: right;"><i>As of October 1, 1986,</i></p> <p>a. <u>Records Now in the FARC.</u> Records 75 year old to be permanently withdrawn from the FARC and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: right;"><i>As of October 1, 1986,</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARC.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. <u>Film--</u> <i>Destroy in agency when no longer needed for reference.</i></p>		
<p>✓ 40. (88) 1400-40</p>	<p><u>Quality of Water (QW) Basic Data Files (including field notes).</u> Records completed after analysis of water samples.</p> <p>These records contain information relating to the water quality at specific locations. They contain Laboratory Primary Analyses Reports, Field Observation Sheets and Notes, and Daily Value Sheets.</p> <p>The Laboratory Primary Analyses Reports (Lab Primes) are copies of computer printout sheets for water sample analyses done by the Central Water Laboratory. They are printed copies of data entered into the WATSTORE System. They contain such information as mineral, bacterial, or radioactive chemical content; water harness, pH factor, temperature, sample collection site, date and time of collection, parameters, and cost of analysis.</p>	<p>II ANNA-1078 59 & 78</p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Field Observation Sheets and Notes are made at the site where the sample was taken. They include data on station name and ID number, sample collector's name, date, time, gage height, discharge, estimated rating, streamflow observation, number of samples taken, reason for sampling, conditions of water, and weather conditons.</p> <p>Daily Value Sheets are used to document daily entries of specific values, e.g., mean temperatures or conductivity. Information includes station ID, date, daily entry of values for a complete water year, sampling depth, and parameter codes.</p> <p>Disposition:</p> <p style="text-align: right;"><i>As of <u>October 1, 1986</u>,</i></p> <p>a. <u>Records Now in the FARC's.</u> <i>As of <u>October 1, 1986</u>,</i> Records 75 year old to be permanently withdrawn from the FARC's and microfilmed. <i>Paper may be destroyed on filming.</i></p> <p style="text-align: right;"><i>As of <u>October 1, 1986</u>,</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed on filming.</i></p> <p>c. <i>Film -- Destroy in agency when no longer needed for reference.</i> <u>Water Quality Case Files.</u> Folders of information on the sample sites (surface water stations or ground water well), basic water quality data, and sediment data.</p> <p>The sample site folder contains copies of station or well information that can be found in the surface water or ground water files. This group is a nonrecord, quick-reference tool for the researcher of the Water Quality Case File.</p> <p>The basic data folder contains copies of laboratory primary analysis (Lab Primes), field observation sheets and notes, and daily value sheets.</p> <p>The sediment data folder consists of sample evaluations and tests relating to sediment in water.</p> <p>Information in these case files is entered into the WATSTORE system.</p> <p>Disposition. Annually, by fiscal year, screen and destroy obsolete or superseded reference material. Hold in office 1 year after cutoff. Transfer to FRC in blocks of 5 water years, 1 year after cutoff. Destroy 25 years after cutoff.</p>	<p style="text-align: center;">NARS, Item 302</p>	<p style="text-align: center;"><i>destroyed on filming.</i></p>

✓ 41.
(87)
1400-41

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>✓ 42. (90) 1400-42</p>	<p><u>Central Lab Log-Inventory Information.</u> These are data-input forms to be completed for each water sample sent to the Central Water Laboratory. They instruct the lab personnel as to type of test to be made. The original copy is sent with the water sample. The second copy is filed at the office sending the sample. Information on the Log-Inventory includes date, time, station ID, site code, pH factor, temperature, conductance, parameter codes, and associated variables and values as necessary.</p> <p>Disposition. Cut off second copies annually by water year. Hold in office 1 year after cutoff and destroy.</p>	<p>NARS Item 305</p>	
<p>✓ 43. 1400-43</p>	<p><u>QW Recorder Strip Charts.</u> Records documenting water quality data such as temperature, conductivity, dissolved oxygen, and pH factor. The quality data is automatically recorded, on paper tape, by a mechanical device. Data is sometimes recorded in engineering form and must be converted into usable data.</p> <p>Disposition:</p> <p style="text-align: center;"><i>As of October 1, 1986,</i></p> <p>a. <u>Records Now in the FARC's.</u> Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: center;"><i>As of October 1, 1986,</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. <u>Film.</u> <i>Destroy in agency when no longer needed for reference.</i></p>	<p>NARS, (93) Item 306</p>	
<p>✓ 44. (92) 1400-44</p>	<p><u>Analytical Statement Cards or Reports.</u> Data from laboratory notebooks or sheets compiled on cards or in reports.</p> <p>Disposition. Cut off file at end of each water year. Destroy after records are incorporated into published reports.</p>	<p>II-NNA-1078, 60 ✓</p>	
<p>✓ 45. (93) 1400-45</p>	<p><u>Laboratory Records.</u></p> <p>Original data, notes of spectrographic analyses chemical constituents, sediment concentrations, and analytical worksheets, and</p> <p>Cutoff at end of water year. Transfer to FRG 5 years after cutoff.</p>	<p>Prescott Item 50 II-NNA-1078, 59+78 ✓</p>	

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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✓ Emission spectrograph output, card index records of samples shot on plates, laboratory records and working files, pesticide residue analytical worksheets, and chromatograms (strip-chart recorder output).

Disposition:

As of October 1, 1986,

a. Records Now in the FARC's. Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. *Paper may be destroyed upon filming.*

As of October 1, 1986,

b. Current Records. (Not to be transferred to the FARC's.) To be microfilmed by USGS. *Paper may be destroyed upon filming.*
 c. Film: *Destroy in agency when no longer needed for reference.*

Chemical Laboratory Sheets. Original notes made in the laboratory for tests of water. Although much of the information is later compiled and published, the notes are never fully exploited.

II-NNA-1077,
94 ✓

Disposition:

as of October 1, 1986,

a. Records Now in the FARC's. Records 75 year old to be permanently withdrawn from the FARC's and microfilmed. *Paper may be destroyed upon filming.*

as of October 1, 1986,

b. Current Records. (Not to be transferred to the FARC's.) To be microfilmed by USGS. *Paper may be destroyed upon filming.*
 c. Film: *Destroy in agency when no longer needed for reference.*

Water Temperature Tables. Summaries of water temperature readings prepared by field offices and published after review.

II-NNA-1077,
92 ✓

Disposition:

as of October 1, 1986,

a. Records Now in the FARC's. Records 75 year old to be permanently withdrawn from the FARC's and microfilmed. *Paper may be destroyed upon filming.*

As of October 1, 1986,

b. Current Records. (Not to be transferred to the FARC's.) To be microfilmed by USGS. *Paper may be destroyed upon filming.*
 c. Film: *Destroy in agency when no longer needed for reference.*

Chemical Analysis Tables. Summaries of chemical tests of water to determine quality which are prepared in field offices and published after Headquarters review and approval.

II-NNA-1077,
91 ✓

✓46.
(94)
1400-46

✓47.
(95)
1400-47

✓48.
(96)
1400-48

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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<p><i>f49.</i> <i>(97)</i> <i>1400-49</i></p>	<p>Disposition: <i>as of October 1, 1986,</i></p> <p>a. <u>Records Now in the FARC's.</u> Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: center;"><i>As of October 1, 1986,</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. <u>Film:</u> <i>Destroy in agency when no longer needed for reference.</i></p> <p><u>Suspended Sediment Tables.</u> Summaries of tests made in field offices to determine the amount of suspended sediment in water. These summaries are forwarded to Headquarters where they are reviewed and published.</p> <p>Disposition: <i>as of October 1, 1986,</i></p> <p>a. <u>Records Now in the FARC's.</u> Records 75 year old to be permanently withdrawn from the FARC's and micro-filmed. <i>Paper may be destroyed upon filming.</i></p> <p style="text-align: center;"><i>As of October 1, 1986,</i></p> <p>b. <u>Current Records.</u> (Not to be transferred to the FARC's.) To be microfilmed by USGS. <i>Paper may be destroyed upon filming.</i></p> <p>c. <u>Film:</u> <i>Destroy in agency when no longer needed for reference.</i></p>	<p>II-NNA-1077, 93 ✓</p>	
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