

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 Interior

2. MAJOR SUBDIVISION
 U.S. Geological Survey

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Geraldine A. Wilson

5. TEL. EXT.
 860-7211

LEAVE BLANK	
JOB NO <i>NCI-57-84-5</i>	
DATE RECEIVED <i>12-21-83</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Jan 24 84</i> Date	<i>Patricia K. Van</i> 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/19/83	<i>Geraldine A. Wilson</i>	Paperwork Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
802-02	<p>This SF115 provides disposition instructions for the records listed below. NOTE: These disposition instructions have been discussed with Mr. Richard Hopf, Director, Office of GSA Acquisition Policy and Regulations (Phone: 566-1862), Mr. Hopf has no objection to the disposition instructions cited herein.</p> <p><u>Unsolicited Proposals.</u></p> <p>a. When accepted and filed with contract case files. Disposition: Destroy with related contract case files.</p> <p>b. When not accepted and filed separately. <i>No related contract exists</i> Disposition: Return proposal to sender with Notification of Non-acceptance. CUTOFF file of Non-acceptance letters at the end of the Fiscal Year - Hold in office 1 year and destroy.</p>	<p>New</p> <p><i>GRS 3/6b (2)</i> <i>(same)</i></p> <p><i>new</i></p>	

