

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-057-84-05

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/12/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 802-04a remains active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 802-02b was superseded by GRS 1.1, item 012 (DAA-GRS-2016-0001-0001)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 10/12/2022

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>Robert K. Vlas</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 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

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>New</p>	<p><i>4 items</i></p>

copy to agency, by RTB, 1/26/84
no copies to FRC'S - no MDC sheet needed

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
802-04	<p><u>Cancelled Solicitation Files.</u></p> <p>(a) Formal solicitations of offers to provide products or services (e.g. Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.</p> <p>Disposition: Cutoff file at the end of the Fiscal Year. Hold in office 2 FY's and Destroy.</p> <p>(b) <u>Unopened Bids.</u></p> <p>Disposition: Return to bidder.</p>	<p>GRS 3 Item 6c(1) - (deviation)</p> <p>GRS³/6c(2) (same)</p>	