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

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
   12/19/83

   D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

   E. TITLE
   Paperwork Management Officer

7. ITEM NO.

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

   9. SAMPLE OR JOB NO.

   10. ACTION TAKEN

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.

802-02
Unsolicited Proposals.

a. When accepted and filed with contract case files.
   Disposition: Destroy with related contract case files.

b. When not accepted and filed separately.
   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.

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

115-107 copy to agency, by NTO, 1/26/84
no copies to FRC's - no MOC sheet needed
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>802-04</td>
<td>Cancelled Solicitation Files.</td>
<td>GRS 3 Item 6c(1)</td>
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<td>(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. Disposition: Cutoff file at the end of the Fiscal Year. Hold in office 2 FY's and Destroy.</td>
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<td>(b) Unopened Bids.</td>
<td>GRS 3 Item 6c(2)</td>
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<td>Disposition: Return to bidder.</td>
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STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4