

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-57-87-1	DATE RECEIVED 10-21-86
1 FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U.S. Geological Survey		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Administrative Division			
4 NAME OF PERSON WITH WHOM TO CONFER Geraldine A. Wilson	5 TELEPHONE EXT 648-7309	DATE 7-20-87	ARCHIVIST OF THE UNITED STATES <i>James S. Bink</i>

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 10/8/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Geraldine A. Wilson</i>	D TITLE Paperwork Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
307-10	<p>This SF-115 is submitted to secure disposition authority for the records cited below. This records series will be included in the USGS General Records Disposition Schedule.</p> <p><u>Personal Property Accountability Files</u> - Official personal property custodian files which contain documentation establishing accountability for all items in the custodians' inventories. These files contain Property File Data Input (Forms 9-065), Property Transfer Requests (Forms 9-064), Reports of Property Survey (Forms 9-066), Inventory of Controlled Property (Forms 9-067), and any other documentation pertaining to the accountability for property in the custodians' possession.</p> <p>a. Official record copy - Retain until the custodian leaves the Geological Survey, at which time the file is destroyed since all personal property in the custodian's possession will have been transferred to another individual.</p> <p>b. All other copies - Destroy when superceded, obsolete, or no longer needed.</p>	None	

Copies sent to agency,

(2 items)