

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 N1-57-89-1	DATE RECEIVED 12/16/88
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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		6/15/89	
4 NAME OF PERSON WITH WHOM TO CONFER G. A. Wilson	5 TELEPHONE EXT. 648-7309	DATE 6/15/89	ARCHIVIST OF THE UNITED STATES <i>Claudia J. Miller</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 2 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 3/30/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>G.A. Wilson</i> Geraldine A. Wilson	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
203-01	This SF-115 is submitted to secure disposition authority for the records cited below. These records series will be included in the USGS General Records Disposition Schedule. <u>USGS Internal Directives Case Files.</u> All Survey Manual issuances at the Bureau and Division level; with supporting documents, if any, documenting important aspects of development. These directives announce major changes in the Bureau's policies and procedures. Extensive procedures are usually detailed in lengthy operating manuals. All Departmental Manual issuances, developed by the USGS, which document the organizational structure of the USGS.		
203-01a	Record copy and Supporting Documentation. Record copy of directive related to Bureau program functions, organizations, etc., issued through the SM or Division Operating Manuals, or organizational issuances issued through the Departmental Manual. DISPOSITION: Permanent. Break file at end of FY. Retire to FRC when volume reaches at least 1 cu. ft. Transfer to the National Archives in 5-year blocks when 20 years old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
203-01b	<p>All Other Copies.</p> <p>DISPOSITION: Destroy when superseded or obsolete.</p>		
203-08	<p><u>USGS External Directives Case File.</u></p> <p>Record copy of all regulations/notices published by the USGS to provide policy and procedural instructions relative to USGS programs. (Notices pertaining to Federal Advisory Committees are excluded.) Includes supporting material documenting important aspects of developments as well as any external comments received. Internal comments are segregated from public comments. Annual accumulation approximately .25 cubic ft.</p>		
203-08a	<p>Regulations.</p> <p>DISPOSITION: Permanent. Offer to the National Archives in 5-year blocks when 20 years old.</p>		
203-08b	<p>Notices.</p> <p>DISPOSITION: Permanent. Offer to the National Archives in 5-year blocks when 20 years old.</p>		
203-08c	<p>Copies of Regulations/Notices maintained for reference.</p> <p>DISPOSITION: Destroy when reference need expires.</p>		
102-04	<p><u>Schedules of Daily Activities.</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.</p>		
102-04c	<p>Records containing substantive information relating to the official activities of high level officials, the substance of which has <u>not</u> been incorporated in the official files. (High level USGS officials include the Director, Associate Director, Director's Representatives in Central and Western Regions, Assistant Directors, and Division Chiefs.</p> <p>DISPOSITION: Permanent. Cut off at the end of the calendar year. Offer to NARA 4 years after cutoff or immediately upon leaving position.</p>		