


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-022-02-01
1. FROM (Agency or establishment) Department of the Interior U.S. Department of the Interior		DATE RECEIVED	09/19/2002
2. MAJOR SUBDIVISION U.S. Fish and Wildlife Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Division of Policy and Directives Management		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Johnny Hunt, FWS Records Officer	703-358-2504	12-23-02	John W. Carl

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
09/18/02		U.S. Fish and Wildlife Service, Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-022-02-01	Volunteer Records (see Attached Description)		

CC: NR, NWWA, + Agency *off 1/6/03*

U. S. Fish and Wildlife Service Volunteer Records

5/29/2002

1.) Volunteer Personnel Files

Personnel files maintained on USFWS volunteer staff, usually at the office or field station. Files include Volunteer Services Agreements; Parental Approval Forms, if volunteer is under 18 years of age; performance evaluations; training information; certificates of appreciation; correspondence; and related materials.

Disposition: TEMPORARY. Cutoff at the end of the fiscal year in which services are terminated. Destroy 3 years after cutoff.

2.) Volunteer Program Administration Files.

Volunteer program administration files documenting routine administration, internal procedures, and general activities, usually maintained at the Regional Office. Files include Volunteer Application Forms, copies of Volunteer Services Agreements and copies of Parental Approval Forms, general correspondence, annual Volunteer Services Reports submitted by the offices and field stations; and copies of summary and informational reports submitted to the national Service Volunteer Coordinator.

Disposition: TEMPORARY. Cutoff at the end of the fiscal year. Destroy 3 years after cutoff.

3.) Annual National Status of the Volunteer Program Report Files

A.) National Status of the Volunteer Program Report.

Annual report submitted to the Director of USFWS by the Service Volunteer Coordinator containing information on the number and age distribution of Service volunteers nationwide, number of hours contributed, types of activities, and resulting benefits to the Service.

Disposition: TEMPORARY. Destroy when 10 years old.

B.) Volunteer Program Report Files.

Background and reference materials used to create the annual Volunteer Program Report. Includes regional annual reports, related correspondence, draft reports and statistical compilations, and other related materials.

Disposition: TEMPORARY. Cutoff after final report is completed. Destroy 3 years after cutoff.

4.) Volunteer Personnel Rosters.

Rosters of current and previous Service volunteers maintained at the Regional Office and used to verify current or previous volunteer status. Rosters are usually maintained in an electronic format as a spreadsheet, database, or word processing document and contain volunteer names, dates of service, assignment information, and may contain home addresses and telephone numbers.

A.) Electronic Copies

Disposition: TEMPORARY. Delete individual entries 8 years after termination of service.

B.) Printed Reports.

Volunteer rosters printed for convenience or reference.

Disposition: TEMPORARY. Destroy when no longer needed or when superseded by new report.

5.) Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

A.) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

B.) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.