

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-022-05-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/24/2022

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All other items remain 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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 20b ADMI-416 was superseded by DAA-0048-2013-0001-0010

Item 25a1 RPTS-900 was superseded by DAA-0048-2013-0008-0007

Item 25a2 RPTS-900 was superseded by DAA-0048-2013-0008-0006

Item 29A PERM-531 was superseded by DAA-0048-2013-0008-0005

Item 30A, PERM-532 was superseded by DAA-0048-2013-0008-0005

Item 76b ADMI-427 was superseded by DAA-0048-2013-0001-0005

Item 80 ADMI-455 was superseded by DAA-0048-2013-0001-0001

Item 86 ADMI-465 was superseded by DAA-0048-2013-0001-0001

Item 87 ADMI-466 was superseded by DAA-0048-2013-0001-0001

Item 99 PERM-813 was superseded by DAA-0048-2013-0001-0001

Item 130a2 MNGT-500 was superseded by DAA-0048-2013-0008-0001

Item 130b MNGT-500 was superseded by DAA-0048-2013-0008-0001

Item 150 LIST-150 was superseded by DAA-0048-2013-0001-0002

Item 155b ADMI-665 was superseded by DAA-0048-2013-0001-0003

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>				LEAVE BLANK (NARA use only)	
				JOB NUMBER <i>71-022-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date received <i>11-1-2004</i>	
1 FROM (Agency or establishment) U. S Fish and Wildlife Service				NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Division of Policy and Directives Management					
3 MINOR SUBDIVISION Records Management					
4 NAME OF PERSON WITH WHOM TO CONFER Johnny Hunt		5 TELEPHONE NUMBER (703) 358-2504		DATE <i>11/2/04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
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 _XX_ page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>OCTOBER 19, 2004</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Johnny Hunt</i>		TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	SEE ATTACHED SHEET(S) See attached.				
<i>cc Agency, NR, NWMW, NWMF, NWMU, NUSC</i>					

This is a request for revision to the U.S. Fish and Wildlife Service's (USFWS) Record Retention Schedule (currently based upon NARA jobs NC1-22-78-1, NC1-22-82-1, N1-22-91-1, and N1-022-02-01). This schedule revision has been circulated to USFWS staff and Department of the Interior's Office of the Solicitor for review and comment to ensure that the proposed changes meet the business needs of the USFWS.

We request that all items that are not identified in a specific format be scheduled in a media neutral format. The Service is a decentralized organization with a headquarters office in Washington, D.C., seven geographic regional offices, and nearly 700 field units. It is difficult to specify precise filing instructions for records series as the same functions may be carried out in small local offices on a small scale or large regional offices on a large scale depending upon regional organization, geographical ranges, public interest, and litigation. This request for disposition authority revision specifies the retention period for the records series, leaving the actual mechanics of implementation and files cut off to be set up by individual offices in the most efficient method for their work practices.

This records schedule revision is a combination of records series from the existing USFWS records retention schedule items and proposed new records series. In some cases, the new records series supercede existing records series. Record series in this schedule are arranged by the broad functional categories, the more significant of which are summarized below after a short description of the Service's mission.

### **About the Service**

The USFWS was created in 1939 when the Bureaus of Fisheries and Biological Survey were moved to the Department of the Interior and the following year combined to create the U.S. Fish and Wildlife Service. The USFWS is currently a bureau within the Department of the Interior. The Service is the principal Federal agency responsible for conserving, protecting, and enhancing fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

Among its key functions, the Service enforces Federal wildlife laws, protects endangered species, manages migratory birds, restores nationally significant fisheries, conserves and restores wildlife habitat such as wetlands, and helps foreign governments with their international conservation efforts. It also oversees the Federal Aid program that distributes hundreds of millions of dollars in excise taxes on fishing and hunting equipment to state fish and wildlife agencies.

The vast majority of fish and wildlife habitat is on non-Federal lands. The Service has a number of mechanisms for assisting voluntary habitat development on private lands and fostering aquatic conservation.

The Service manages the 93 million-acre National Wildlife Refuge System of more than 520 National Wildlife Refuges and thousands of small wetlands and other special management areas. Under the Fisheries program it also operates 66 National Fish Hatcheries, 64 fishery resource offices and 78 ecological services field stations. The Service employs approximately 7,500 people at facilities across the U.S.

## **About the Functional Categories**

### **Alaska**

These records document the Service-wide activities in Alaska as well as those Service records peculiar to Alaska, most importantly the Service's role in administering the subsistence provisions of the Alaska National Interest Lands Conservation Act. The Federal role is the result of a litigious conflict with the State of Alaska and generates much controversy in Alaska

### **Archaeology**

Records document archaeological inventories on wildlife refuges and the permitting process for archaeological activities on wildlife refuges. The National Wildlife Refuge System is spread across North America, the Pacific Ocean, and Caribbean Sea. These lands and facilities are located along coasts, rivers, estuaries, and wetlands -- areas that have been used by people for thousands of years for settlement, transportation and subsistence.

### **Conservation**

Conservation records document the responsibilities the Service performs for conservation on the national wildlife refuges under the provisions of the National Wildlife Refuge System Administration Act, on private property under the various provisions of the Endangered Species Acts through conservation easements, conservation agreements, and habitat conservation agreements

### **Consultations and Technical Assistance**

Records document Service consultations and technical assistance to Indian Tribes, non government organizations, local and state governments, and Federal agencies and commissions including the Army Corps of Engineers, the Department of Defense, and the Federal Energy Regulatory Commission. Consultations are provided in response to a regulatory requirement such as the provisions of the Fish and Wildlife Coordination Act, the Endangered Species Act, the National Environmental Policy Act, or Federal Power Act. Technical assistance is provided upon request from persons and entities requesting the Service's expert advice and is done at the Service's discretion as time and resources allow.

### **Endangered Species**

These records document the Services activities under the Endangered Species Act, for which the Service has responsibility along with the National Oceanic and Atmospheric Administration (NOAA) Fisheries. This category includes records documenting the research and studies to identify endangered and threatened species and their associated critical habitats, the procedural process for placing species on the Endangered Species List, and the regulatory and enforcement process to protect endangered species and their critical habitats.

### **Enforcement**

These records document the Service's role in providing law enforcement for its Refuges. Service law enforcement today focuses on potentially devastating threats to wildlife resources, illegal trade, unlawful commercial exploitation, habitat destruction, and environmental contaminants. The Division investigates wildlife crimes, regulates wildlife trade, helps Americans understand and obey wildlife protection laws, and works in

partnership with international, state, and tribal counterparts to conserve wildlife resources.

### **Environmental Contaminants**

This category contains records documenting the Service's identification and prevention of harmful contaminant effects on fish and wildlife and the restoration of areas degraded by contaminants. Records include scientific research to document the short and long-term ecological impact of contaminants; restoring damaged habitats into viable and productive homes for fish and wildlife, and reducing the effects of contaminants on fish and wildlife resulting from oil and chemical spills. The records document the Service's advice to federal agencies on pesticide registration, hazardous waste sites, water quality standards, and dredging and disposal of materials affecting fish and wildlife and their habitats.

### **Grants**

The Fish and Wildlife Service administers a variety of natural resource assistance grants to governmental, foreign entities, public and private organizations, groups and individuals. These grants include Federal Aid grants, North American Wetlands Conservation Act grants, Neotropical Migratory Bird Conservation Act grants, Coastal Wetlands Conservation grants, Endangered Species grants, and International Affairs grants.

### **Litigation**

This category contains record series documenting the Service's role in assisting the Department of Justice in lawsuits to which the Service is a party. Included are copies of the administrative record compiled under the provisions of the Administrative Policy Act requiring that an agency document its policy making decisions.

### **Permits**

The U.S. Fish & Wildlife Service issues permits under various wildlife laws and treaties at different offices at the national, regional, and/or wildlife importation levels. Permits allow legitimate wildlife-related activities that would otherwise be prohibited by law. Permit programs ensure that such activities are carried out in a manner that safeguards wildlife. Additionally, some permits promote conservation efforts by authorizing scientific research, generating data, or allowing wildlife management and rehabilitation activities to go forward.

Below is an overview of the permits handled by the five permitting programs within the Service.

Endangered Species regional offices administer native endangered and threatened species permits under the Endangered Species Act. Permits are issued to qualified applicants for the following types of activities: enhancement of survival, incidental take associated with Habitat Conservation Plans, recovery, and interstate commerce.

International Affairs (Management Authority) is responsible for administering the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) for the United States. The Service primarily issues permits to import and export species that are protected by CITES and by various other wildlife conservation laws.

Law Enforcement administers permits at regional offices and certain port locations. A permit or license may be issued to qualified applicants for the following activities: to engage in business as a wildlife importer or exporter, import or export wildlife at other than a designated or authorized border or special port, and export and re-export certain CITES wildlife.

Migratory Bird Regional Offices administer permits for qualified applicants for the following types of activities: falconry, raptor propagation, scientific collecting, rehabilitation, conservation education, migratory game bird propagation, salvage, take of depredating birds, taxidermy, and waterfowl sale and disposal. These offices also administer permit activities involving bald and golden eagles, as authorized by the Bald and Golden Eagle Protection Act.

The National Wildlife Refuge System issues permits for commercial, recreational, and other special activities on wildlife refuges.

### **Policy, Legislation, and Treaties**

This category includes records documenting the implementation of domestic laws and international treaties to promote long term conservation of global fish and wildlife resources. Through its international programs, the Fish and Wildlife Service works multilaterally with many partners and nations in the implementation of international treaties, convention, and on-the-ground projects for conservation of species and the habitats on which they depend.

These records document the legislative programs and reviews and reports on legislation referred by the Department of the Interior, coordinating the Service view with other bureaus and offices to achieve Service objectives. The records also document the contact between the Service and individual members and committees of the Congress.

### **Realty**

Realty records document the Service's involvement with real property issues in matters affecting real property administered, considered for acquisition, having a Service contractual or regulatory condition, or documenting the administration of real property associated resources such as mining, oil and gas resources, and leases.

Records also document policy and guidance associated with acquisition of interests in land through lease, purchase, exchange, donation, withdrawal from the Public Domain or by management agreement, and transfer of surplus real property to the states.

The category includes reports associated with the real property utilization surveys, disposal of lands or interests therein including rights-of-way, revenue sharing payments and lands under control of the Service.

### **Research**

These records document USFWS scientific research and investigation of wildlife, wildlife habitat, fish health, fishery biology, fishery management, and scientific research and investigation of contaminants. The records are created and maintained by USFWS stations, offices, laboratories, project teams, and by individual staff researchers. Species studies included in this schedule may be funded directly through USFWS appropriations, by other government agencies, by grants, by contracts with private-sector businesses or other organizations, or may be in conjunction with various research institutes or

consortia. This category does not apply to investigations and studies conducted as part of the comment, technical assistance, or permit process under the Endangered Species Act or other similar laws and regulations

# **USFWS Schedule Revision**

August 2, 2004

Including 05/24/2005 Pen and Ink Changes

Index Starts on Page 106



## About this Document.

This is a schedule revision to the U S Fish and Wildlife Service's (USFWS) Record Retention Schedule (283 FW 2, Appendix 1) This document has been circulated to USFWS staff for review and comment to ensure that the changes meet the business needs of USFWS After formal approval by the National Archives and Records Administration (NARA), this schedule will replace all existing USFWS records retention authorities

This document is a combination of records series from the existing USFWS records retention schedule and proposed new records series In some cases, the new records series supersede existing records series Record series in this schedule are arranged by the categories listed on the next page, then are numbered sequentially with a new schedule item number to the left of the record series title An alphabetical index of record series titles with their associated schedule item number starts on page 98 General administrative records such as budget, personnel, procurement, and travel records are covered by NARA's General Records Schedules (GRS) and are not included in this schedule revision

The newly proposed records series do **not** have a shaded box around the record series title, and have a new schedule item number to the left of the record series titles These are the proposed changes to the USFWS records retention schedule and should be carefully reviewed See example below

### 1.) New Schedule Records Series Title

Records series from the existing USFWS schedule are designated with a shaded box These records series have a reference to the existing authority (e g NC1-22-78-1) and an existing authority item number in brackets to the right of the series title These items are provided for context and to show what records series are already scheduled They do not need to be reviewed See example below.

### 2.) Existing Schedule Records Series Title NC1-22-78-1 [33]

Some currently scheduled records series will be replaced by new records series These are identified with a shaded box around the records series title **and** a strike-through line through the title The proposed new item generally follows the strike-through item and includes a reference to the existing authority item number being replaced Because replaced records series will not be in the new schedule, they do not have a new schedule item number See example below

### Replaced Schedule Records Series Title NC1-22-78-1 [22]

<b>Category</b>	<b>Page</b>
Administration	1
Alaska	11
Archaeology	14
Audits	16
Conservation	17
Consultations and Technical Assistance	21
Endangered Species	26
Enforcement	30
Environmental Contaminants	33
Facilities and Buildings	38
Fiscal and Budget	46
Grants	47
Litigation	53
Permits	54
Personnel, Non-Employee	61
Policy, Legislation, and Treaties	63
Program Management	69
Publications, Public Relations, and Audio Visual	77
Realty	89
Research	97
Safety	105

## Administration

### 1.) **Activity Report Files** NC1-22-78-1 [45]

Periodic reports addressing varying periods of time submitted to no higher level than Associate/Assistant Director in either the Washington Office or Regional Offices by subordinate managers or supervisors. These reports are used to describe in varying detail accomplishments, objectives, plans, goals, and requirements. They may address technical, scientific or administrative issues but have as their purpose the providing of information for management use. Often the information provided is used in the preparation of broader-based reports to higher authority. While these reports can have enduring value, the activity reports themselves do not, except as reference material for Service personnel.

DISPOSITION TEMPORARY Separate files into 1 years sets and transfer the set to a Federal Records Center when 3 yrs old. Destroy the set when it is 7 yrs old.

*GOVERNED BY  
PREVIOUS AUTHORITY*

### **Annual Program Advice File** NC1-22-78-1 [78]

Annual program advices (PA) provide current-year national program guidance, regional guidance, and control schedules for the achievement of the objectives and policies described in the PMDs. The PA record file includes the surname copy of the document itself as well as the substantive correspondence, studies, reports, and any additional significant supporting data associated with the development of the PA.

a. Record copy

DISPOSITION TEMPORARY. Destroy 5 yrs after effective yr

b. All other copies

DISPOSITION TEMPORARY Destroy when 7 yrs old or when no longer of reference value, whichever occurs first

### **Annual Work Plans Files** NC1-22-78-1 [79]

Annual work plans (ALP) provide for the portions of the Service addressed and approved plan for the expenditure of funds budgeted for the accomplishment of programs described in PAs. The ALP record file includes the surname copy of the document itself as well as any significant, substantive documentation in support of the ALP.

a. Record copy

DISPOSITION TEMPORARY Destroy 3 yrs after effective yr

b. All other copies

DISPOSITION TEMPORARY Destroy when 7 yrs old or when no longer needed.

### 2.) **Briefing Statements**

Documents statements created by USFWS offices intended to brief region level and higher

echelon management about Service actions, activities, and issues

DISPOSITION PERMANENT Transfer to NARA when 20 years old

3.) **Budget Preparation, Presentation, and Apportionment Records** NC1-22-78-1 [80]

- a. Budget statements - estimates and justification prepared at Service level, budget digests, budget briefing books, and program and financial plans developed under the Program Management System (PMS) or its equivalent. Also included are PMS policy responsibility, reporting, evaluation, execution, and procedure guidelines

DISPOSITION TEMPORARY Separate file into 2-year sets and transfer the set to a Federal records center when it is 4 yrs old. Destroy the set when it is 8 yrs old

- b. Substantive documentation - appropriation language sheets, narrative statements, related schedules and data and so forth - used in the preparation of the final iteration of the foregoing records

DISPOSITION TEMPORARY Destroy 2 yrs after close of fiscal year covered in budget

*GOVERNED BY PREVIOUS AUTHORITY*

4.) **Central Files Databases**

Databases, spreadsheets, and word-processing documents used to track, locate, and print file folder labels for files stored in a central file system. Information may include file code, folder label, project name, or other cross references

DISPOSITION TEMPORARY Review annually and delete superseded or obsolete entries

5.) **Congressional Inquiry Files** NC1-22-78-1 [47]

Consist of inquiries and responses thereto along with substantive supporting documentation, if any. These files are separate from those identified as "Legislative Action Files" and included as item 124 of this schedule

DISPOSITION TEMPORARY Destroy when 3 yrs old or when no longer needed

*GOVERNED BY PREVIOUS AUTHORITY*

6.) **Delegations of Authority** NC1-22-78-1 [2]

Correspondence relating to delegation of authority to the Director, Associate Directors, Assistant Directors, Regional Directors, Area Managers, and Project Leaders and all other officials to assume certain operational functions, to sign agreements, memoranda of understanding, contracts, and other binding documents without further approval

DISPOSITION TEMPORARY Destroy all copies 2 yrs after expiration. General Records Schedules Nos 3, 4, and 6 as they relate to GAO audit requirements, take precedence over the disposition instructions stated.

*GOVERNED BY PREVIOUS AUTHORITY*

**Directives Issuance System** NC1-22-78-1 [3]

~~documentation issued in accordance with the Service's directives issuance system (Arranged numerically)~~

~~DISPOSITION PERMANENT Separate files into 1-year sets and transfer set to the Federal Records Center when it is 3 yrs old Offer set to NARA 5 yrs after its transfer to the Federal Record Center.~~

**7.) Policy Documents**

Record copies of policies, rules, director's orders, USFWS manual chapters, directives, instructions, manuals, handbooks, and associated substantive documentation

DISPOSITION PERMANENT Transfer to NARA when 10 years old

*This replaces USFWS/3 (See item above )*

**8.) Electronic Mail and Word Processing System Copies.**

Electronic copies of records, including e-mail attachments, that are created on electronic mail and word processing systems and used solely to generate a paper or electronic recordkeeping copy of the records covered by the other items in this schedule 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

**9.) Equipment Utilization Records** NC1-22-78-1 [48]

Files document the use, operation, support and management of major pieces of support equipment including, but not limited to aircraft, boats, bulldozers, and like machinery Files may include both raw data and any reports produced from that data

- a. Raw data

DISPOSITION TEMPORARY Destroy when appropriate report has been prepared or when data is 4 yrs old

- b. Reports

DISPOSITION TEMPORARY Destroy 3 yrs after preparation

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

10.)

**Executive Orders and Proclamations Files**

NC1-22-78-1 [4]

DISPOSITION TEMPORARY Destroy when obsolete, superseded, or otherwise no longer of value

11.)

**A-76 Policy and Procedures Files**

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PREVIOUS  
AUTHORITY

Correspondence and other records relating to policies and procedures for acquiring commercial or industrial-type products and services needed by USFWS

- a. Correspondence and other records relating to USFWS policies and procedures for implementing Office of Management and Budget (OMB) Circular A-76

DISPOSITION TEMPORARY Cut off when superseded or obsolete Destroy 1 year after cutoff

- b. Inventory submissions to OMB, inventory notices for the Federal Register, and related material

DISPOSITION TEMPORARY Cut off annually Destroy when 2 years old

- c. Copies of OMB Circular A-76, implementing instructions, and related materials issued outside of USFWS

DISPOSITION TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference

*Retention periods are taken from NARA retention schedule.*

12.)

**A-76 Studies**

Correspondence, working papers, tabulations, and other records relating to individual reviews of USFWS commercial or industrial-type activities and to productivity reviews required under OMB Circular A-76 Procurement files related to A-76 solicitations are filed in the designated program procurement file

- a. Case files maintained by office conducting the study

DISPOSITION TEMPORARY Cut off upon completion of study Destroy when 7 years old

- b. Records maintained by the Office of the Inspector General (OIG) as part of independent review process

DISPOSITION TEMPORARY Destroy when 7 years old

- c. Records maintained by other offices, including information copies and background material

DISPOSITION TEMPORARY Cut off upon completion of study Destroy when 2 years old

*Retention periods are taken from NARA retention schedule*

13.) **Forms File** NC1-22-78-1 [6]

- a. One record copy of each form created by or on behalf of the Service with related instructions and documentation showing inception, scope, and purpose of form

DISPOSITION TEMPORARY Destroy when form is discontinued, superseded, or canceled

- b. Working papers, background materials, requisitions, specifications, processing data, and control records

DISPOSITION TEMPORARY Destroy when related form is discontinued, superseded or canceled

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

14.) **General Correspondence Files** NC1-22-78-1 [50]

Includes record copies of correspondence, letters and memoranda, directives, reports, studies, analyses, and other substantive documentation created or received by or on behalf of the Service pursuant to the accomplishment of its official functions, except as otherwise specified in this schedule.

- a. Materials that document the organization, functions, policies, procedures and essential activities of the Service included, but not limited to, staff assistance, program management, relationships with the Interior Department, other higher authority, other equal organizations, industry and the public, or contain information of enduring value concerning events, personages or phenomena of significance (arranged by subject)

DISPOSITION PERMANENT Separate files into 3-year sets and transfer the set to a Federal records center when it is 3 yrs old Offer set to NARA 5 yrs after its transfer to Federal records center

- b. Material that documents the routine accomplishments of the Service's mission

DISPOSITION TEMPORARY Separate file into 1-year sets and transfer the set to a Federal records center when it is 4 yrs old Destroy the set when it is 8 yrs old

- c. Material that documents repetitive, individual, routine transactions and matters, housekeeping and other purely facilitative functions

DISPOSITION TEMPORARY Destroy the set when it is 3 yrs old or no longer needed

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

**Labor Management Agreements** NC1-22-78-1 [56]

File contains agreements and correspondence concerning same between the Service and organized labor The agreements are normally of 10 years duration

DISPOSITION TEMPORARY Destroy 3 yrs after termination of the agreement of when no longer needed

15.) **Local Operating Procedures Files** NC1-22-78-1 [8]

Instructions issued in the form of letters or memoranda at divisional or lower level in the Washington Office or in field offices which govern routine operations accomplished at the level of

issuance. These instructions provide standardized methods for performing activities of either an administrative or functional nature.

DISPOSITION TEMPORARY Review annually Destroy when obsolete, superseded, or otherwise canceled

*Governed By  
Previous  
Authority*

46.)

**Managerial Studies, Reports and Supporting Papers**

NC1-22-78-1 [60]

Record consists of studies and reports including supporting documentation, prepared as required by or on behalf of the Service for purposes deemed sufficient by the requestor. The studies and reports may address technical, scientific or administrative topics. They are prepared for essentially managerial as opposed to technical, scientific or administrative topics. They are prepared for essentially managerial as opposed to technical or scientific purposes.

- a. Final iterations of studies or reports that contribute significantly to policy and procedural decisions made by senior Service personnel (arranged alphabetically by title)

DISPOSITION PERMANENT Separate files into 1-year sets and transfer the set to a Federal records center when it is 5 yrs old. Offer to NARA when it is 8 yrs old.

- b. All other records in this series

DISPOSITION TEMPORARY Separate file into 1-year sets and transfer to a Federal records center when the set is 3 yrs old. Destroy the set when it is 7 yrs old.

*Governed  
By  
Previous  
Authority*

17.)

**Memorandum of Agreement Files**

NC1-22-78-1 [9]

Cooperative agreements, letters of agreement, all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations concerning services rendered to or received from such bodies. See item 54 of this schedule for memoranda of understanding between the Service and her foreign counterparts.

- a. Record copy

DISPOSITION TEMPORARY Destroy 3 yrs after expiration or cancellation

- b. All other copies

DISPOSITION TEMPORARY Destroy when memorandum expires or is canceled.

*Governed by  
Previous  
Authority*

18.)

**Narrative Reports**

NC1-22-78-1 [65]

Annual narrative statements that document historically significant events, milestones, accomplishments, failures, phenomena that apply to a specific activity within the Service such as national wildlife refuges and national fish hatcheries. These reports are not published, normally exist in less than 5 copies and provide historically meaningful detail otherwise not available (arranged chronologically and thereunder alphabetically by title)

- a. Paper records

(1) When reduced to microform



- DISPOSITION TEMPORARY Destroy when accuracy of microform has been verified
- (2) When not reduced to microform
- a. Record copy
- DISPOSITION PERMANENT Separate files into 1-year sets and transfer the set to a Federal records center when it is 3 yrs old Offer the set to NARA when it is 8 yrs old
- b. All other copies
- DISPOSITION TEMPORARY Destroy when 10 years old or when no longer needed
- b. Microform record
- (1) Record copy
- DISPOSITION PERMANENT Separate file into 1-year sets Offer silver original and 1 duplicate copy to NARA no more than 2 yrs after reduction to microform
- (2) All other copies
- DISPOSITION TEMPORARY Destroy when no longer needed

*GOVERNED BY  
Previous Authority*

19.)

**Organizational Records**

NC1-22-78-1 [66]

Case files include the record copy of reports, studies, and other substantive materials that document decisions made by senior Service officials regarding organizational structure, manpower requirements, functional responsibilities, and related policy areas. Also included are organizational charts, functional statements, and other similarly significant materials (arranged alphabetically by title)

- a. Record copy
- DISPOSITION PERMANENT Separate files into 2-year sets and transfer the set to a Federal records center when 3 years old Offer to NARA 5 years after transfer to the records center
- b. All other copies
- DISPOSITION TEMPORARY Destroy when they are no longer needed

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Previous Authority*

**20.) Personal Property Tracking Databases**

Personal property tracking databases containing summary information on USFWS accountable property. Includes inventory control/tag number, serial numbers, locations, name of custodial activity or officer, property status, and other relevant information

- a. Input Documents

Included are copies of source documents such as Property Transfer Document, SF 120,

## USFWS Schedule Revision 08/02/2004

Report of Excess Personal Property, SF 122, Transfer Order Excess Personal Property, property listings, and property records Item applies to copies that are not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

### b. Database Records

Records maintained in electronic form on an online system and regularly backed up on computer tape

DISPOSITION TEMPORARY Delete property entry 2 years after property is excessed or otherwise removed from USFWS custody

### c. Reports

#### (1) Convenience and Reference Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

#### (2) Record and Case File Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

### ~~21.) Plans and Schedules Files~~ NC1-22-78-1 [67]

~~Includes material which describes or outlines actions to be taken or events to be observed for a period of time in the future by personnel assigned to a specified activity A plan or schedule can address any type of function, operations, or managerial In any event, plans and schedules are relatively short lived management tools, and may or may not be accompanied by narrative material Neither plans nor schedules have any permanent value~~

~~DISPOSITION TEMPORARY Review annually Destroy that which is obsolete, superseded, or no longer needed~~

### ~~22.) Reference Files~~ NC1-22-78-1 [71]

~~Includes nonrecord copies of published materials, extra copies of reproduced directives, manuals and administrative issuances of which surname copies are held as records, extra copies of~~

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~~Documents maintained for reference purposes such as information copies of reports, day or reading file copies of outgoing correspondence and memoranda, notebooks that have been transcribed, and temporary paper or forms used to control or facilitate internal work in progress~~

~~DISPOSITION TEMPORARY Review file annually Destroy material when 5 yrs old or when no longer of reference value, whichever occurs first~~

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**23.) Refuge Case Files**

Subject-based refuge files for each refuge used to provide national and regional offices with reference copies of refuge activity documentation Includes reference copies of correspondence, refuge organization chart, special issues and plans, copies of studies, copies of agreements and memoranda, and refuge budget information

Usually maintained in regional office

DISPOSITION TEMPORARY Review annually and destroy superseded or obsolete documents

**24.) Refuge Compatible Uses Reports**

Compatible uses studies for recreational and commercial activities on refuges Performed under the provisions of the National Wildlife Refuge System Administration Act and documenting what activities are compatible with protecting and enhancing wildlife and their habitat on refuges

DISPOSITION TEMPORARY Destroy 10 years after superseded by a new report

Legal References National Wildlife Refuge System Administration Act

**25.) Reports to Congress**

Annual reports to Congress summarizing USFWS and DOI activities to enforce various acts such as the Endangered Species Act, the Marine Mammals Protection Act, the Alaska National Interest Lands Conservation Act, and other required reports to Congress

**a. Annual Reports**

**(1) Reports**

Copy of final report as submitted to Congress, usually maintained in the originating National Office

DISPOSITION PERMANENT Transfer to NARA when 20 years old

**(2) Background Materials**

Working, reference, and background materials used in producing report May include draft copies, notes, comments from regional staff, statistical compilations, and reference materials

DISPOSITION TEMPORARY Destroy 5 years after submission of report

b. Reports, Reference Copies

Copies of draft and final reports distributed for information, reference, or comments to other offices and the regions

DISPOSITION TEMPORARY Destroy when no longer needed for reference

26.)

**Training Aids File**

NC1-22-78-1 [12]

File includes a copy of each annual, syllabus, textbook, audio-visual aid, substantive hand-out and other training aids generated by or on behalf of the Service in the process of satisfying its training requirements

DISPOSITION TEMPORARY Review annually Destroy when obsolete, superseded, or when it ceases to serve the purpose for which it was created

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**Alaska**

**27.) Alaska Subsistence Fisheries Case Files**

Case file on regulations and implementation of Federal subsistence fisheries management on rivers and lakes within and alongside Federal lands. Regulations were implemented as part of the Alaska National Interest Lands Conservation Act (ANILCA) and the 1995 Katie John court decision. These records are created and maintained at USFWS's headquarters office.

DISPOSITION PERMANENT Transfer to NARA when 20 years old

Legal References Alaska National Interest Lands Conservation Act

*Although USFWS/11 covers a portion of these records, they should be treated separately due to the controversial and litigious nature of Federal subsistence administration in Alaska. (See item 129 on page 66.)*

**28.) Customary and Traditional Use Determinations**

Case files on customary and traditional use determinations. Customary and traditional use determinations are made by the Federal Subsistence Board and determine eligibility to hunt and trap on Federal land in Alaska. Files include documentation on initial meetings and public meetings, requests for determinations and replies, Federal Subsistence Board minutes and formal determinations.

DISPOSITION PERMANENT Transfer to NARA when 20 years old

Legal References Alaska National Interest Lands Conservation Act

**29.) Federal Regional Advisory Councils**

Case files for each of the 10 regional Federal Subsistence Regional Advisory Councils that make recommendations on subsistence fish and wildlife proposals to the Federal Subsistence Board. Records include meeting agendas, meeting transcripts, correspondence, charters, and member appointment letters.

**a. Council Records**

Records include meeting agendas, meeting transcripts, correspondence, charters, and member appointment letters.

DISPOSITION PERMANENT Transfer to NARA when 20 years old

**b. Routine and Administration Records**

Administrative, facilitative, and other routine records that document the processes for arranging and conducting the meetings but not the meetings themselves.

DISPOSITION TEMPORARY Destroy when 10 years old

Legal References Alaska National Interest Lands Conservation Act

*Although USFWS/1B1A covers a portion of these records, they should be treated separately due to the controversial and litigious nature of Federal subsistence administration in Alaska (See item 121 on page 63.)*

**30.) Federal Subsistence Board Meetings**

The Federal Subsistence Board administers the Federal Subsistence Management program by enacting regulations for the practice of taking fish, wildlife or other wild resources for one's sustenance. The Board is comprised of a voting chairman appointed by the U S Secretary of Interior, and the regional directors of USFWS, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and U S D A Forest Service.

DISPOSITION PERMANENT Transfer to NARA when 20 years old

**a. Meeting Records**

Federal Subsistence Board meeting documentation, including meeting agendas, meeting minutes, and transcripts

DISPOSITION PERMANENT Transfer to NARA when 20 years old

**b. Routine and Administration Records**

Administrative, facilitative, and other routine records that document the processes for arranging and conducting the meetings but not the meetings themselves

DISPOSITION TEMPORARY Destroy when 10 years old

Legal References Alaska National Interest Lands Conservation Act

*Although USFWS/1B1A covers a portion of these records, they should be treated separately due to the controversial and litigious nature of Federal subsistence administration in Alaska (See item 121 on page 63 )*

**31.) Subsistence Board Staff Case Files**

Federal Subsistence Board committee staff research, analyses, and other materials prepared for and/or submitted to the Board. Records include staff meeting arrangements, collection and arrangement of Federal Regional Advisory Councils' reports and recommendations.

DISPOSITION TEMPORARY Destroy when 10 years old.

Legal References Alaska National Interest Lands Conservation Act

*Although USFWS/1B1A covers a portion of these records, they should be treated separately due to the controversial and litigious nature of Federal subsistence administration in Alaska (See item 121 on page 63 )*

**32.) Subsistence Hunting Permit Case Files**

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Subsistence hunting permit case files for deer, bear, and elk and case working files created in the course of issuing and denying permits. Case working files include permits, denial documentation, correspondence, copies of regulations, forms, and other materials.

DISPOSITION PERMANENT Transfer to NARA when 20 years old

Legal References Alaska National Interest Lands Conservation Act

*Although USFWS/17 covers a portion of these records, they should be treated separately due to the controversial and litigious nature of Federal subsistence administration in Alaska (See page 55)*

**Archaeology**

**33.) Archaeological Resource Inventory and Information Files**

Information and artifact and cultural resource inventories for archaeological, historical, and cultural resource sites and materials on USFWS lands or in USFWS custody. May include inventories, catalogs, descriptions, site surveys, correspondence, reports, artifact descriptions, and Native American Graves Protection and Repatriation Act (NAGPRA) information, and other documentation associated with describing and tracking archaeological resources.

DISPOSITION PERMANENT Transfer to NARA when 20 years old

Legal References Archaeological Resources Protection Act, Native American Graves Protection and Repatriation Act, National Historic Preservation Act

**External Historical and Archaeological Research Program Files** NC1-22-78-1 [49]

Includes letters memoranda, reports, studies, and other documentation regarding the Service's involvement in such programs as the National Survey of Historic Sites and Buildings, National Register of Historic Places, and Technical Preservation Service.

**a. Archeological Permit Applications**

**(1) Approvals**

DISPOSITION TEMPORARY Destroy 2 yrs after permit expiration or when no longer needed

**(2) Denials**

DISPOSITION TEMPORARY Destroy 1 year after action is taken

**b. All other material**

DISPOSITION TEMPORARY Destroy when 4 yrs old or when no longer needed.

**34.) Archaeological Permit Files**

Case files documenting USFWS issued permits for archaeological activities on lands administered by USFWS. May include letters, memoranda, permit applications, permits, and other associated documentation.

**a. Approved**

DISPOSITION TEMPORARY Destroy 3 years after permit expiration or termination date of latest applicable condition, whichever is later

**b. Denied**

DISPOSITION TEMPORARY Destroy 1 year after final determination



Legal References Archaeological Resources Protection Act, Native American Graves Protection and Repatriation Act

*The series is not adequately covered by USFWS/49A (See item above.)*

**Audits**

**35.) Audit Case Files**

Case files documenting an examination of USFWS control and compliance policies and procedures, or examinations of state agencies receiving funds distributed by USFWS. Audits may be conducted by internal or external auditors, such as the Department of the Interior Inspector General, General Accounting Office, or Defense Contract Audit Agency. May include audit announcement, draft and final audit reports, USFWS responses, implementation plan for corrective action, implementation progress reports, correspondence, and other related documentation.

DISPOSITION TEMPORARY Destroy 8 years after completion of audit or 8 years after final corrective action completed, whichever is later

*This series is not adequately covered by USFWS/51 (See item 192 on page 98 )*

**36.) Inspector General Complaint Files**

Case files documenting the reporting, investigation, and disposition of complaints against USFWS filed with the Department of the Interior Office of the Inspector General. May include complaint, investigative report, and recommendation of findings.

**a. Complaints Resulting in an Investigation**

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Includes investigative files relating to employee and hot line complaints and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

DISPOSITION TEMPORARY Destroy 8 years after final disposition of case

**b. Complaints Not Resulting in an Investigation**

Files containing information or allegations which are of an investigative nature but do not relate to an actual investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in investigations.

DISPOSITION TEMPORARY Destroy when 8 years old

*This series is not adequately covered by USFWS/51 (See item 192 on page 98 )*

**Conservation**

**37.) Comprehensive Conservation Plans**

Comprehensive conservation plans (CCP) for USFWS refuges completed under the provisions of the National Wildlife Refuge Improvement Act. Plans address how each refuge will manage conservation and recreational use of refuge land. Files contain maps, goals, objectives, final CCP, wilderness proposal, draft CCP, Federal Register notices, summary of public comments, hearings transcripts and tapes, mailing lists, specialist reports, correspondence, and an outreach plan to ensure public participation in the planning process.

DISPOSITION PERMANENT Transfer to NARA 20 years after superseded

Legal References National Wildlife Refuge System Administration Act, 16 USC 668dd-668ee

**38.) Conservation Accomplishment Tracking Databases**

Databases used as management reporting tools and which contain information on habitat improvement, financial information, habitat monitoring, and technical assistance, such as the HabITS database

**a. Input Documents**

Input forms, copies of correspondence, notes, e-mails, and other materials used solely to enter information in the database

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database or automated system on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries when 10 years old

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and

used to document a program, activity, or decision

DISPOSITION Retain for the specified retention period of the case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a.*

**39.) Conservation Agreements**

Agreements between USFWS and landowners for preservation of habitat or species. Contains conditions and terms for preservation requirements on behalf of the landowner and assurances from the USFWS that conditions and terms of agreement will still apply even if species status changes. May include associated permits.

DISPOSITION TEMPORARY Destroy 6 years after termination of agreement and expiration of any associated permit and applicable conditions

Legal References Endangered Species Act 10(a)(1)(A)

**40.) Conservation Easements**

Conservation easements and associated records documenting legally binding restrictions on allowable uses upon a parcel of land in exchange for a tax reduction, grant, loan or other tangible benefit provided, negotiated, administered, or initiated by the USFWS. Easements usually prevent development preserving the parcel for agriculture, wildlife habitat, or nondestructive forms of recreation.

DISPOSITION TEMPORARY Destroy 6 years after termination of easement

**41.) Conservation Plans**

Documents the planning and development of conservation plans to address how conservation is managed for resources and land use, information on the impact of proposed actions on species and habitats, measures that will be taken to monitor and minimize the impacts, and alternate actions that were considered. Plans may address conservation coordination and cooperative activities, outreach, funding, and monitoring activity for wildlife refuges (comprehensive conservation plans and comprehensive management plans), ecosystems, wildlife, and habitat. May include proposals, comments, hearing transcripts and tapes, reports, correspondence, outreach documentation, funding information, maps, photo documentation, land ownership records, final plans, monitoring documentation and reports, status and progress reports, and related documentation.

- a. Final plan and subsequent modifications

DISPOSITION PERMANENT Transfer to NARA when 10 years old

- b. Plan development files

DISPOSITION TEMPORARY Destroy 10 years after completion of plan

Legal References National Wildlife Improvement Act

**42.) Habitat Conservation Plan Database (HCP)**

The Habitat Conservation Database tracks and provides summary information on habitat conservation plans and safe harbor agreements. Information may include plan title, nature of associated parties, location and size information, permit number, functional description, species information, and plan status.

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used as source data for database entries not required to be filed as records elsewhere.

DISPOSITION TEMPORARY Destroy after data have been entered into database and verified

**b. Database Entries**

Database records maintained within the database or automated system on an online system and regularly backed up to digital media.

DISPOSITION TEMPORARY Delete entries 15 years after plan no longer active

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.

DISPOSITION Retain for the specified retention period of the case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a.*

**43.) Habitat Conservation Plans**

Habitat conservation plans (HCP) filed in the regions as part of the Endangered Species Act section 10(a)(1)(B) "incidental take" permitting process. This permit allows for the incidental take of listed species during the course of otherwise lawful activities such as economic development. The plan details the measures to provide species protection and habitat conservation during the permitted activity. Plans contain information on impact of proposed actions on species and habitats, measures that will be taken to monitor and minimize the impacts, and alternate actions that were considered.

DISPOSITION TEMPORARY Destroy 10 years after permit expiration or 10 years after revocation and expiration of all applicable appeal periods

Legal References Endangered Species Act section 10(a)(1)(B)

*A section 7 consultation may be part of the section 10 permitting process*

**44.) Restoration Plan Case Files**

Documents the involvement of USFWS in planning efforts for restoration activities usually through cooperative efforts with other organizations. May include correspondence, site plans, development stages, monitoring documentation, project funding records, progress reports, environmental impact statements, internal compliance documents, final products, maps, photo documentation, and other supporting materials. Projects may result in the development of cooperative agreements or grants and include package application, cooperative agreement with any modifications, financial information, landowner agreements, environmental compliance documents, correspondence, quarterly reports, monitoring information, outreach materials, maps, photo documentation, and related documentation.

**a. Final plan and subsequent modifications**

DISPOSITION PERMANENT. Transfer to NARA when 10 years old

**b. Plan development files**

DISPOSITION TEMPORARY Destroy 10 years after completion of plan

**Consultations and Technical Assistance**

**45.) Consultation Tracking Logs**

Consultation tracking and docketing logs used to track status of consultations. These logs may exist as spreadsheets, databases, word-processing documents, or in paper media. Logs are used to track status of consultations from start to finish and include consultation ID number, project title, agencies involved, and names and dates of documents received and sent, completion date, and entries for other relevant items.

**a. Input Documents**

Input forms, copies of correspondence, notes, e-mails and other materials used solely to enter information in the log.

DISPOSITION: TEMPORARY. Destroy after data have been entered into the database and verified.

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media.

DISPOSITION: TEMPORARY. Delete consultation entries 20 years after completion of consultation or 20 years after last activity whichever is later.

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

DISPOSITION: TEMPORARY. Destroy when no longer needed.

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.

DISPOSITION: TEMPORARY. Retain for the specified retention period of case file or records where reports are filed.

Legal References: Federal Power Act, Endangered Species Act, 50 CFR 402.02, 50 CFR 402.13 - 14.

*Systems documentation is covered by GRS/20/11a*

**46.) Species Lists**

List of threatened and endangered species in a specific area provided to Federal agencies planning to engage in a construction or other activity that may affect habitat or species or to a

Federal agency considering a permit to allow another party to engage in such activity. Species lists are also provided to non-federal entities as part of technical assistance.

**a. Informal Consultations**

Species lists prepared as part of an informal consultation process

DISPOSITION TEMPORARY Destroy 10 years after issuance of concurrence letter or 10 years after last activity, whichever is sooner

**b. Formal Consultations**

Species lists prepared as part of a formal consultation process

DISPOSITION TEMPORARY Destroy 20 years after issuance of biological opinion and incidental take statement or 20 years after last activity, whichever is later

**c. Technical Assistance**

Species lists prepared as part of a technical assistance process

DISPOSITION TEMPORARY Destroy 5 years after completion of assistance or 5 years after last activity, whichever is sooner

**d. No Action and Reference Copies**

Reference copies of species lists not maintained as the record copy of the consultation or technical assistance and species lists that did not initiate a consultation, technical assistance, or other substantive USFWS activity

DISPOSITION TEMPORARY Destroy 5 years after list is prepared

Legal References Federal Power Act, Endangered Species Act, 50 CFR 402.02, 50 CFR 402.13 - 14

**47.) Consultations, FERC**

Files documenting USFWS consultation with the Federal Energy Regulatory Commission (FERC) to prevent loss of and damage to wildlife resources during FERC projects where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified. These are usually hydro-power projects where USFWS makes recommendations as part of the licensing or re-licensing process.

Files may include copies of license application and pre-application materials, monitoring and scoping documents, meeting notes, initial consultation, internal environmental compliance, studies, phone records, e-mails, correspondence, and NEPA (National Environmental Policy Act) review process documents including application, notice of intent, environmental assessment, draft and final environmental impact statements, public notice, and public meeting records.

DISPOSITION TEMPORARY Destroy records when 60 years old or 10 years after structure ceases to exist, whichever is sooner



Legal References Fish and Wildlife Coordination Act, Federal Power Act

*These consultations apply to FERC permits which may have a maximum life of 50 years.*

**48.) Consultations, Section 7**

Files documenting USFWS consultations and cooperation with Federal agencies to ensure that they are not undertaking, funding, permitting, or authorizing actions likely to jeopardize the continued existence of listed species or destroy or adversely modify designated critical habitat Conducted under the provisions of Section 7 of the Endangered Species Act Files include both formal and informal consultations

**a. Informal Consultations**

Case files documenting Section 7 consultations where USFWS concurs, in writing, that a proposed action or project is not likely to adversely affect listed species or designated critical habitat

May include agency biological assessment, associated maps, correspondence, e-mail, meeting notes, memoranda to the files, photographs, modifications or changes to the proposed action or project, any necessary internal compliance documentation, and USFWS concurrence letter

DISPOSITION TEMPORARY Destroy 10 years after issuance of concurrence letter or 5 years after last activity, whichever is sooner

**b. Formal Consultations**

Case files documenting Section 7 consultations where it is determined that a proposed action is likely to jeopardize the continued existence of listed species or destroy or adversely modify designated critical habitat

Includes agency biological assessment, associated maps, correspondence, e-mail, meeting notes, memoranda to the files, photographs, modifications or changes to the proposed action or project, any necessary internal compliance documentation, and the biological opinion and incidental take statement if issued

DISPOSITION TEMPORARY Destroy 20 years after issuance of biological opinion and incidental take statement or 20 years after last activity, including monitoring, whichever is later

Legal References Endangered Species Act, 50 CFR 402 02, 50 CFR 402 13 - 14

**49.) Consultations, Water Projects**

Files documenting USFWS consultation with agencies during water projects, usually the U S Army Corps of Engineers, to prevent loss of and damage to wildlife resources where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified This item does

not apply to FERC projects (see Consultations, FERC)

Files may include copies of permit application and pre-application materials, monitoring and scoping documents, meeting notes, initial consultation, internal environmental compliance, studies, phone records, e-mails, correspondence, and NEPA (National Environmental Policy Act) review process documents including application, notice of intent, environmental assessment, draft and final environmental impact statements, public notice, and public meeting records

DISPOSITION TEMPORARY Destroy 10 years after completion of consultation or 10 years after last activity, whichever is later

Legal References Fish and Wildlife Coordination Act

**50.) Fish and Wildlife Coordination Act Reports**

Biological assessment, habitat assessments, and general consultative reports prepared for, and funded by, state or other Federal agencies used to protect, rear, stock, and increase the supply of game and fur-bearing animals, as well as to study the effects of domestic sewage, trade wastes, and other polluting substances on wildlife Done under the provisions of the Fish and Wildlife Coordination Act

DISPOSITION TEMPORARY Destroy 10 years after completion of report or 10 years after last activity, whichever is later

Legal References Fish and Wildlife Coordination Act

**51.) National Environmental Policy Act (NEPA) Files**

Documents the review and comment by USFWS of proposed actions and projects and their environmental impact on fish, wildlife, plants, and habitat under the provision of the National Environmental Policy Act (NEPA) Actions and projects may be proposed by USFWS, Federal agencies, or other governmental organizations May include environmental assessments, findings documents, notice of intent, environmental impact statement, decision document, scoping documentation, public comments and responses, meeting notes, studies and analyses, correspondence and related documentation

- a. Record Copies, filed in the case, project, or plan file to which they relate

DISPOSITION Dispose of in accordance with approved disposition instructions for the case, project, or plan file of which they are a part

- b. Other Copies

DISPOSITION TEMPORARY Destroy when superseded, obsolete, or no longer needed

**52.) Technical Assistance Case Files**

Technical assistance case files documenting species and habitat related advice and assistance by

USFWS to Federal agencies, states, local governments, and private organizations developing plans or undertaking activities that are environmentally sensitive to ensure the protection of threatened and endangered species and habitats. Technical assistance is provided outside the regulatory consultation process.

**a. Technical Assistance Files**

Case file containing documentation of the assistance provided. May include request for assistance, correspondence and memoranda, copies of reports, permits, studies, analyses, and advice provided. Does not include supporting reference materials relied upon to provide the assistance.

DISPOSITION TEMPORARY Destroy 5 years after completion of assistance or 5 years after last activity whichever is sooner

**b. Supporting and Reference Materials**

Supporting reference materials relied upon to provide the assistance. May include copies of technical articles, environmental impact statements, other agency publications and reports, and other reference materials collected while providing assistance but not directly documenting the assistance provided.

DISPOSITION TEMPORARY Destroy 2 years after completion of assistance or 2 years after last activity whichever is sooner

Legal References Fish and Wildlife Coordination Act

**Endangered Species**

**53.) Critical Habitat Case Files**

Case file or package supporting decision to designate a critical habitat under the Endangered Species Act Includes scientific and technical reference, general background and reference materials, maps, legal descriptions of land, public notification information, public comments, and final or proposed listing package

**a. Designation Case Files**

DISPOSITION TEMPORARY Destroy 20 years after designation is revoked or otherwise cancelled

**b. Revocation Case Files**

Case files documenting the decision and action to revoke the critical habitat designation for a species or specific geographical areas

DISPOSITION TEMPORARY Destroy 20 years after completion of revocation

**c. No Designation Case Files**

Case files documenting the consideration process for a critical habitat designation where there was no designation of a critical habitat

DISPOSITION TEMPORARY Destroy 5 years after last activity

Legal References Endangered Species Act

**Endangered and Threatened Species Files**

NC1-22-78-1 [14]

Record includes correspondence, letters and memoranda, internal direction, reports studies, analyses of raw data, and other substantive technical or scientific documentation utilized in the screening of candidate species and conducting status surveys to determine which species should be listed as threatened or endangered, and in the listing, delisting, or reclassifying of appropriated species

**a. All substantive technical and scientific documentation**

DISPOSITION TEMPORARY Separate files into one year sets and transfer set to the Federal Records Center when it is 8 yrs old Destroy set when it is 40 yrs old

**b. Material reflecting repetitive, routine, housekeeping activities**

DISPOSITION TEMPORARY Destroy when 3 yrs old or when it ceases to serve the purpose for which it was created

**54.) Endangered and Threatened Species Files**

Record includes correspondence, letters and memoranda, internal direction, reports, studies,

analyses of raw data, and other substantive technical or scientific documentation utilized in the screening and monitoring of candidate species and conducting status surveys to determine which species should be listed as threatened or endangered, and in the listing, delisting, or reclassifying of associated species

a. Listing Case File

Case files documenting the placing of a species on the threatened and endangered species lists

DISPOSITION PERMANENT Transfer to NARA when 20 years old

b. Delisting Case File

Case files documenting the removal of a species from the threatened and endangered species lists

DISPOSITION PERMANENT Transfer to NARA when 20 years old

c. Reclassification Case File

Case files documenting a listing status change for a species moved from the threatened to endangered or endangered to threatened species lists

DISPOSITION PERMANENT Transfer to NARA when 20 years old

d. Prelisting and Candidate Case Files

Case files documenting activities and research conducted while considering whether to place a species on the threatened or endangered species list

(1) Listed Species

DISPOSITION TEMPORARY Combine relevant portions with listing case file and destroy remaining portions 10 years after that

(2) Unlisted Species

DISPOSITION TEMPORARY Destroy file 20 years after last activity

Legal References Endangered Species Act

*This replaces USFWS/14 (See item above.)*

55.) **Endangered Species Recovery Plan File.** NC1-22-78-1 [13]

Includes correspondence, letters and memoranda, internal direction, reports, studies, analyses of raw data, and other substantive technical or scientific documentation used in the development and implementation of recovery plans for the restoration of endangered native species. These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition, management actions, and other efforts designed to enhance the status of a particular species

a. Approved Plans (arranged by species)

~~DISPOSITION PERMANENT Separate files into 1-year sets and transfer set to Federal Records Center when it is 4 yrs old Offer set to NARA 5 yrs after transfer to the Federal Records Center~~

- ~~b. Material that supports the development and implementation of a specific plan, including preliminary and draft plans~~

~~DISPOSITION TEMPORARY Destroy 3 yrs after the goals of the plan are achieved, the plan is superseded or otherwise rendered obsolete~~

- ~~c. Material that reflects repetitive, routine, or housekeeping-type activities~~

~~DISPOSITION TEMPORARY Destroy when 3 yrs old or no longer needed~~

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**56.) Listing Petition Case Files**

Petitions filed to list species as endangered or to delist species. Petitions are evaluated and may initiate a review of a species status, if warranted. Original petitions are sent to the region with the leadership responsibility for the species evaluation. Files may include findings

- a. Petitions determined to warrant review

DISPOSITION PERMANENT Transfer to NARA when 20 years old

- b. Petitions determined not to warrant review and withdrawn petitions

DISPOSITION TEMPORARY Destroy when 10 years old

Legal References Endangered Species Act

**57.) Species Reference Files**

Reference and information file on threatened, endangered, and other species of interest to USFWS. Includes reports, publications, scientific and technical journal articles, copies of correspondence and memoranda, and other reference materials relating to specific species

These files are technical reference files for species and do not contain any decision or activity specific documentation

DISPOSITION TEMPORARY Review annually and destroy superseded and obsolete materials

Legal References Endangered Species Act

*These files should not be used to document USFWS activities or decisions*

**58.) Threatened and Endangered Species System**

USFWS's national Threatened and Endangered Species System (TESS) and successor databases that track and report upon endangered species petitions, listing history, surname tracking, species information, Federal Register notices, petitions, recovery plans, and related

Litigation

**a. Input Documents**

Draft working copies, copies of costs estimates, copies of budget information, input forms, and other materials used solely as a source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION PERMANENT Transfer a "snapshot" copy of the Master File to NARA at 5 year intervals The initial transfer of data will take place within 5 years of the approval of this schedule

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

**d. Systems Documentation**

Data systems specifications, file specifications, codebooks, record layouts, user guides, and output specifications (regardless of medium) relating to this electronic records keeping system

DISPOSITION PERMANENT Transfer a copy of current systems documentation to NARA with system snapshot

**Enforcement**

**59.) Complaint Violations Logs**

Log listing complaints sent to law enforcement offices about alleged violations of wildlife regulations and laws. Complaint is logged and sent to office or region for investigation. Nature of complaint and date are listed.

DISPOSITION. TEMPORARY Destroy 6 years after last entry

*Logs are usually maintained in regional or national office*

**60.) Investigations, Washington Monitoring**

Copies of investigatory materials from investigations conducted in the regions that the Washington Office is monitoring because of the nature of the investigation or the parties involved.

DISPOSITION TEMPORARY Destroy 3 years after case is closed

**61.) Investigative Case File NC1-22-78-1 [55]**

Files are classified according to the fish and wildlife law violated. Each classification has its own identity code and each case thereunder is further individualized by a number assigned to it. A case file contains the name, address, place and date of birth, and any other appropriate information concerning one or more individuals being investigated as a result of a violation of any law for which the Service has enforcement responsibility. Also includes the results of investigative action.

**a. Paper records**

**(1) When reduced to microform**

DISPOSITION TEMPORARY Destroy when accuracy of microform has been verified

**(2) When not reduced to microform**

DISPOSITION TEMPORARY Transfer to a Federal records center 5 yrs after close of case. Destroy 20 yrs after close of case

**b. Microforms records**

DISPOSITION TEMPORARY Destroy in Service 20 yrs after close of case.

*GOVERNED BY  
PREVIOUS AUTHORITY*

**62.) Special Operations Case Files**

Investigative case files for special operations. Special investigations are usually complex, national or international in scope, and investigations of the illegal commercial trade or take of protected species. Many investigations have a covert component.



DISPOSITION TEMPORARY Destroy 20 years after case closes

*The series is not adequately covered by USFWS/55 (See item above )*

**63.) Law Enforcement Management Information System (LEMIS)**

Database on a server in Denver, Colorado, containing an import/ export declaration module and an investigations module. The import/ export declaration module contains summary information from the Declaration for Importation or Exportation of Fish or Wildlife form (Form 3-177) and process, including names, species, dates, and location.

The investigations module contains information on Law Enforcement investigations including nature of investigations, names of parties, relevant dates, investigation synopsis, final adjudication, and case closure reports. Because the investigations module contains approval and authorization information it also has a project assignment and tracking function.

**a. Input Documents**

Draft working copies, input forms, and other materials used solely as source data for database entries and not required to be filed as records elsewhere.

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media.

DISPOSITION TEMPORARY Delete entries 20 years after case is closed

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*This is very much like USFWS/55 (See item 64 on page 28 )*

*Systems documentation is covered by the General Records Schedule [GRS 20/11a]*

**64.) Notice of Violations.**

Copies of notice of violations issued for violations of various wildlife laws and regulations that are maintained separately from investigative case files. Official or record copies are usually maintained in the investigative files.

**a. Proven Violations**

DISPOSITION TEMPORARY Cutoff at end of the year after parties have exhausted all apparent legal recourse. Destroy 3 years after cutoff.

**b. Unproved Violations**

DISPOSITION TEMPORARY Cutoff at end of the year. Destroy 3 years after cutoff.

*These are distinct from USFWS/18, Permit Violations (See item 109 on page 58 )*

**65.) Registration of Controlled Products**

Registration materials for controlled products required to be registered with USFWS, such as collected parts from sea otter, polar bear, and walrus.

DISPOSITION TEMPORARY Destroy when 20 years old.

Legal References Marine Mammal Protection Act

**66.) Specific Authorizations**

Case file documenting the process for DOI Solicitor authorization to prosecute Native Americans for violations of fish and wildlife laws and regulations. Files contain a copy of the report of investigation.

DISPOSITION TEMPORARY Cutoff at end of the year after case closes. Destroy 10 years after cutoff.

## Environmental Contaminants

67.)

### Animal Damage Control Central File

NC1-22-78-1 [22]

File documents Service activities that are directed toward the reduction of animal damage to livestock, agriculture, natural resources, and human beings

- a. Material relating to policy creation, development, and implementation (Arranged alphabetically.)
  - (1) Record copy.  
DISPOSITION PERMANENT Separate file into 1-year sets and transfer set to Federal Records Center when it is 3 yrs old Offer set to the NARA when it is 8 yrs old
  - (2) All other copies  
DISPOSITION TEMPORARY Destroy when no longer needed
- b. Material that documents routine accomplishment of the Service's mission  
DISPOSITION TEMPORARY Separate file into 1-year sets and transfer set to Federal Records Center when it is 4 yrs old Destroy the set when it is 10 yrs old
- c. Material that reflects repetitive, routine or housekeeping activities  
DISPOSITION TEMPORARY Destroy when 3 yrs old or when no longer needed

*Governed by  
Previous  
Authority*

68.)

### Animal Damage Control Removal File

NC1-22-78-1 [23]

Includes annual compilation of animals legally removed for purposes of damage control These compilations reflect the numbers of each species removed and the techniques used Based on tabulations provided by the participating states

- a. Summary Annual Report by region (arranged by region, thereunder chronologically)  
DISPOSITION PERMANENT Separate file into 5-yr sets and offer immediately to NARA
- b. State reports  
DISPOSITION TEMPORARY Destroy 2 yrs after being used to prepare annual compilation
- c. Special compilations  
DISPOSITION TEMPORARY Separate files into 1-year sets and transfer the set to Federal Records Center when it is 3 yrs old Destroy the set when it is 7 yrs old

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Previous  
Authority*

69.)

### Animal Damage Control Research File

NC1-22-78-1 [24]

File contains correspondence, documentation of research effort, and other substantive materials relative to (a) the development of animal removal techniques, (b) the gaining of EPA registration of those techniques, and (c) the arranging for the production of registered techniques

~~DISPOSITION TEMPORARY Destroy 3 yrs after the fate of a given technique has been irrevocably determined~~

*Governed by  
Previous Authority*

**70.) Contaminant Assessment, Cleanup and Restoration Case Files**

Documents the role of USFWS as a trustee for natural resources and its activities to identify natural resources (such as endangered and threatened species, migratory birds, habitats, and wildlife refuges) injured from hazardous substance contamination, recover damage from the responsible parties, and plan and carry out restoration activities as part of the Natural Resource Damage Assessment and Restoration Program (NRDA) These activities may be conducted on or off refuge land

May include proposals to conduct investigations or cleanup activities, damage assessments, contaminant identification documentation, requests for funding, budget information, analyses, studies and surveys, court documentation, cooperative agreements, restoration and implementation plans, monitoring documentation, reports (including contractor reports), response reports and documentation, notices of alleged illegal activities, Superfund site documentation, workgroup records, public education activity records, correspondence, and other related documentation

- a. If no action is taken by USFWS

DISPOSITION TEMPORARY Destroy 10 years after last activity

- b. If action is taken by USFWS

**(1) Contaminant Case Files**

DISPOSITION TEMPORARY Destroy 20 years after last activity or 20 years after final disposition of case

**(2) Historical Contaminant Case Files**

Completed contaminant case files selected annually by the project director as permanent because the study established a precedent for changing policy, received extensive media coverage, was reviewed at length in the Service's annual report, resulted in significant controversy, received national or international awards, and/or was the subject of extensive litigation

DISPOSITION PERMANENT Transfer to NARA 10 years after final disposition of case

Legal References Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA) Oil Pollution Act, Clean Water Act

**71.) Contaminants Assessment Databases**

Contaminants assessment databases used to collect and enter information pertaining to the ecological and physical characteristics of USFWS land and adjacent area relative to possible contaminant issues USFWS staff input information collected on-site to identify and describe

actual and potential contaminants issues Databases may transfer and incorporate contaminant information from Environmental Protection Agency on-line databases

This item includes databases such as the Contaminants Assessment Process (CAP) database, and the Contaminant Information Management and Analysis System (CIMAS)

**a. Input Documents**

Draft working copies, input forms, copies of digital data from other systems, and other materials used solely as source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries 10 years after all contaminant issues documented by entry have been resolved

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**Environmental Impact Statement (EIS) Files**

NC1-22-78-1 [84]

Files contain correspondence, letters and memoranda, reports, studies, surveys, cartographic materials, congressional inquiries and input, and other substantive materials relevant to the preparation of an IS. These statements address the environmental implications of the granting of permits and licenses by such Federal agencies as the Federal Power Commission or the nuclear Regulatory Commission for the construction of power plants, pumping stations, transmission lines, storage facilities, and the like. Environmental Impact Statements also address the activities of

~~such agencies as the Corps of Engineers Bureau of Reclamation and Soil conservation Service as the programs of those agencies have environmental implications Finally, these statements also address activities undertaken in accordance with specific pieces of Federal legislation such as the Rivers and Harbors Act of 1899 or the Federal Water Pollution Control Act of 1972 (NOTE Files do not contain the record of environmental impact statements The Environmental Protection Agency has responsibility for maintaining that record)~~

~~a. Approved projects~~

~~DISPOSITION TEMPORARY Retain for 4 yrs following project completion and then destroy~~

~~b. Unapproved projects~~

~~DISPOSITION TEMPORARY Retain for 5 years following any substantive interest in the project and then destroy~~

~~72.)~~

**Forestry Records**

NC1-22-78-1 [33]

~~File documents the forestry functions of the Service and includes material on the prevention and control of forest fires, fire damage, forestry and land conservation, and forest pest control~~

~~DISPOSITION TEMPORARY Review file annually Destroy material when 5 years old or when no longer needed~~

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PREVIOUS  
AUTHORITY*

**73.) Hazardous Substance Spill Response Contingency Plans**

Documents planning activities and development of response contingency plans related to oil and hazardous substance spill and/or releases Includes draft and final plans, logistical and administrative procedures, resource information, correspondence, and related documentation May also include copies of contingency plans received from other organizations

a. Final plans and planning documentation, produced by USFWS

DISPOSITION TEMPORARY Destroy 3 years after superseded

b. Informational and reference copies of plans received from other organizations

DISPOSITION: TEMPORARY Destroy after superseded, obsolete, or no longer needed

**74.) Refuge Contaminant Assessment Reports**

Contaminant assessments summary report for each refuge based on all the contaminant surveys, clean up activities, and consultant performed studies at the refuge that are used as a management and reporting tool

DISPOSITION TEMPORARY Destroy when superseded by a new report

**75.) Refuge Pesticide Use Proposals**

Documents the review and approval or denial of proposals to use pesticides on refuge land Proposals are approved by region offices

a. Approved Proposals

DISPOSITION TEMPORARY Destroy 10 years proposal approved

**b.** Denied Proposals

DISPOSITION TEMPORARY Destroy 3 years after final determination

**Facilities and Buildings**

**76.) Employee Quarters Databases**

Databases containing information on government owned housing leased to employees. Includes quarters location, rent amount, tenant names, occupation dates, payroll deduction information, and factors in determining rent. Used to determine rent amounts and coordinate payroll deductions between Regions and payroll office.

**a. Input Documents**

Draft working copies, copies of costs estimates, copies of budget information, input forms, and other materials used solely as source data for database entries and not required to be filed as records elsewhere.

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified.

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media.

DISPOSITION TEMPORARY Delete quarters entry 6 years after each individual tenant's occupancy ends.

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

DISPOSITION TEMPORARY Destroy when no longer needed.

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed.

*Systems documentation is covered by GRS/20/11a*

**Engineering Records**

NC1-22-78-1 [31]

These records document two distinct efforts: the construction, alteration, maintenance and rehabilitation of Service facilities, both natural and man-made, and the support of realty personnel.



as they acquire or dispose of lands and accompanying improvements

- a. Project case files which include documentation of any and all activities associated with the construction, alteration, maintenance and rehabilitation of Service Facilities to include roads, trails, ponds, lakes, dams, utilities, structures, fences, betterments, and so forth, except as noted in item 31B below

- (1) Record copy of such items as survey maps specifications, tracings, blueprints, budgetary information, and descriptive materials that are of sufficient technical or administrative value to be included in the real property files (see item 38)

DISPOSITION PERMANENT Transfer to appropriate real property file upon completion of given activity

- (2) Record copy of such items as land survey notebooks, indices, computation and traverse sheets, construction field notebooks, and other than final iterations of the records described in item 31A (a) above

DISPOSITION TEMPORARY Destroy when determined by competent authority to no longer be needed

- b. Project case files selected for architectural, historical and technological significance

DISPOSITION TEMPORARY See General Records Schedule, item 2a and associated notes

- c. Acquisition/Disposal case files which include property description, local market data, comparable sales information, location maps, value analysis, and any additional pertinent information

- (1) For Service acquisition

DISPOSITION TEMPORARY Destroy documentation not included in real property file 2 yrs after acquisition is completed

- (2) For Service disposal

DISPOSITION PERMANENT Transfer substantive records to new custodian  
Destroy all others when no longer needed

- (3) For proposed third party acquisition

- a. If acquisition occurs

DISPOSITION PERMANENT See item 31C(2)

- b. If acquisition is declined

DISPOSITION TEMPORARY Destroy record 2 yrs after declination

- d. Routine correspondence of an engineering-peculiar nature

DISPOSITION TEMPORARY Destroy when 4 yrs old or no longer needed

## 77.) Engineering Drawings and Specifications

These records document the design, construction, alteration, maintenance and rehabilitation of USFWS facilities and structures, both natural and man-made Drawings may exist as blue prints,

Mylar, paper copies, or digital files in a computer assisted design (CAD) system Case files document activities associated with the construction, alteration, maintenance and rehabilitation of USFWS facilities including roads, trails, ponds, lakes, dams, utilities, structures, fences betterments, and so forth

**a. Drawings and Specifications**

- (1)** Record copy, as built drawings, or most current "official" version of CAD file

DISPOSITION TEMPORARY Transfer to new custodian if property leaves USFWS custody.

- (2)** Destroyed Structures

Drawings and specifications for structures that were destroyed or otherwise cease to exist

DISPOSITION TEMPORARY Destroy 6 years after structure ceases to exist

- (3)** Duplicate and reference copies

DISPOSITION TEMPORARY Destroy when superseded or no longer needed

**b. Case and Project Files**

- (1)** Case files documenting construction and facility specifications and other long-term information for the facility or structure

DISPOSITION TEMPORARY Transfer to new custodian if property leaves USFWS custody

- (2)** Case file information of a transitory nature such as budget information, construction contract financial information, and other materials relevant to a specific task or tasks but not really providing long-term important information about the structure or building

DISPOSITION TEMPORARY Destroy 6 years after completion or termination of activity

*This replaces USFWS/31A (See item above.)*

**78.) Design Files (Job Files)**

Working files and information compiled in developing specifications for construction projects May include public comment, draft specifications, reports, and cost analyses

- a.** Substantive documentation and specifications used for long-term structure maintenance and modification

DISPOSITION TEMPORARY Destroy 20 years after life of structure Transfer to new owner if structure is transferred from USFWS custody

- b.** Documentation, comments, analyses, and other materials not used for long-term maintenance or modifications

DISPOSITION. TEMPORARY Destroy 6 years after project completion

*This replaces USFWS/31A1 (See page 38 )*

**79.) Bridge and Dam Safety**

Structural analyses studies of dams and bridges on property administered by USFWS Analyses are done to identify any deficiencies and contains analyses data, summary information, copies of inspections, and cost estimates to correct deficiencies

DISPOSITION TEMPORARY Destroy when 20 years old

*These are not really covered by USFWS/31 (See page 38 )*

**Environmental and Energy Conservation Files.**

NC1-22-78-1 [83]

Include record copies of several different periodic reports made by Service personnel regarding environmental or energy conservation issues

DISPOSITION TEMPORARY Destroy 2 yrs after date of report

**80.) Energy Conservation Case Files**

Energy use and conservation materials for USFWS buildings, equipment, and vehicles Includes periodic energy consumption/conservation reports, data, correspondence, and related materials May also include long-term statistical and trend data compilations and summaries

- a. Periodic energy consumption/conservation reports, data, correspondence, and related materials

DISPOSITION TEMPORARY Destroy when 2 years old

- b. Long-term statistical and trend data compilations and summaries

DISPOSITION TEMPORARY Destroy when 15 years old

*This replaces USFWS/83 (See item above )*

**81.) Facility Condition Assessments**

Case files for inspections and condition assessments of dikes, dams, buildings, roads, and other USFWS structures and facilities Condition assessments are used to make resource allocation decisions Files document all aspects of assistance and include correspondence, reference materials, and inspection reports Files do not include safety inspections

DISPOSITION TEMPORARY Destroy when 6 years old

**82.) Fuel Tank Databases**

Fuel tank databases containing information on fuel tanks on USFWS property Contains tank capacity, tank location, tank type, and other summary information May have associated fuel tank files containing as built specifications, maintenance information, correspondence, and other associated information filed in engineering drawing case files

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used solely as source data for database entries not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete fuel tank item entries 6 years after fuel tank no longer exists or is otherwise removed from USFWS custody

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**83.) Leased Space Databases**

Databases containing information on facilities and properties leased by USFWS from GSA or others May contain facility names, descriptions, locations, addresses, lease amounts, lease

expiration dates, and other relevant information

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used solely as source data for database entries and not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete facility or property item entry 2 years after property or facility is no longer leased

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**84.) Maintenance Management System (MMS)**

The Maintenance Management System (MMS) is a database designed to optimize the management of deferred maintenance and capital improvement activities throughout USFWS by using standardized procedures to document and prioritize field facility and equipment needs and to report accomplishments

**a. Input Documents**

Draft working copies, copies of costs estimates, copies of budget information, input forms, and other materials used solely as source data for database entries and not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Records maintained in electronic form on an online system and backed up regularly

DISPOSITION TEMPORARY Delete entry 10 years after last change

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**85.) Real Property Inventory Database**

Database containing information on items on Refuges and Fisheries property that are attached or affixed to the ground and valued at more than \$5,000 Includes General Service Administration maintenance codes, estimated replacement cost, type of structure, acquisition year, year constructed (if known), fiscal year costs, capitalized improvements, geographical location, organization code, and other information relevant to real property

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used solely as source data for database entries not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete property item entries 5 years after item no longer exists or has otherwise been removed from USFWS custody

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**86.) Reimbursable Work Authorizations (RWA)**

Reimbursable work authorizations submitted to the General Service Administration for work on USFWS facilities leased from GSA Contains request (GSA-2957 form), authorization, and any associated correspondence

DISPOSITION TEMPORARY Destroy when 2 years old

**87.) Renovations**

Renovation project files documenting renovations on leased USFWS facilities Includes memoranda requesting and specifying building changes, preliminary drawings and plans, meeting notes, and final drawings

DISPOSITION TEMPORARY Destroy 2 years after completion of project

**Fiscal and Budget**

~~88.)~~

**Accountable Officers Records (GRS Exception)**

NC1-22-82-1 [1]

Any and all records created by the Fish & Wildlife Service that resulted in proceeds from contracts, leases, licenses, permits, rights-of-way, easements or trespasses pertaining to lands or resources of lands which were withdrawn for Native selection pursuant to the Alaska Native Claims Settlement Act, P L 92-203, 85 Stat 688, dated December 18, 1971. These records are essential for the completion of a statutory requirement set forth in Section 1411 of the Alaska National Interest Lands Conservation Act, P L 96-487, 94 Stat 2497, dated December 2, 1980.

DISPOSITION TEMPORARY These records are to be destroyed when they are 13 years old

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**Grants**

**89.) Grant Application Files**

Applications, memoranda, correspondence, and other records relating to the decision to accept grant proposals (i.e., staff, reviewer, and panelist comments), and correspondence between the staff and applicant

DISPOSITION TEMPORARY Transfer application to appropriate grant case file upon acceptance

*Unsuccessful applications are covered by GRS/3/13*

**90.) Grant Product Files**

Final products produced and delivered as part of a USFWS sponsored grant, such as artwork, photographs, training manuals, video tapes, reports, master's theses, audio tapes, and transcripts of radio shows

**a. Grant Office Copy**

Final grant product if delivered to grant program office as specified by grant agreement and used solely to document compliance with grant provisions

DISPOSITION TEMPORARY Destroy with grant case file 6 years after completion of grant

**b. Program Office Copy**

DISPOSITION TEMPORARY Destroy when 10 years old unless needed for further reference

**c. Historical Final Products**

Record copy of final grant product not otherwise delivered to program office, library, or other recipient. Final products selected annually by the project director as permanent because the product contains new research or conclusions, typifies a significant new method, documents a litigious process, received substantial media attention, or received substantial attention in USFWS annual report,

DISPOSITION PERMANENT Transfer to NARA 6 years after grant is completed

**91.) Grant Tracking and Transaction Systems**

Grant tracking and transactions systems used to track grants and initiate payments and other grant transactions. Systems may also track and report grant number, grantee identification information, type of grant, performance reports, relevant dates, funding information, obligation and payment information, and summary accomplishment information.

Grant tracking and transaction systems include the Federal Aid Information Management System

(FAIMS) database that tracks Federal Aid grants and communicates with a Health and Human Services, USFWS electronic funds transfer server to make payments, and communicates with the DOI Federal Financial Service (FFS) automated system for fund status information

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used solely as source data for database entries not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete grant item entries at the end of each fiscal year for grants that have a completion or termination entry date 6 years old

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**92.) Grant Tracking Databases**

Grant tracking databases not described elsewhere in this schedule Databases containing information on grants pertinent to the activity maintaining the database Contains grant amounts, grant numbers, proposal numbers, project officer name, and grant recipient Databases are used as a grant administration management tool and are not used to initiate payments or revocations

Grant tracking databases include the Bird Habitat Conservation grants and proposals tracking database containing grant award and administration information including, grant and matching funds amounts, fiscal information, grantee name, location information, project type,

accomplishments, current status, and land acquisition information

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used solely as source data for database entries not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete grant item entries at the end of each fiscal year for grants that have a completion or termination entry date 6 years old

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Unsuccessful grants and systems documentation are covered by the General Records Schedule.*

**Grant-in-Aid to States Files**

NC1-22-78-1 [16]

Case files include applications for research, development, coordination, and technical assistance grants as well as requests for Federal activity in the area of comprehensive project planning. Each case file documents project milestones and includes correspondence regarding administrative, technical, and fiscal aspects of the project, as well as congressional inquiries, and periodic progress and completion reports filed by the grantee.

DISPOSITION TEMPORARY Transfer to the Federal Records Center after conclusion of grant activity - if all GAO audit requirements have been satisfied. Destroy 4 yrs after transfer to the Federal Records Center.

**State Program File**

NC1-22-78-1 [20]

File includes correspondence, news clippings, program plans, studies, blueprints, comments, and other materials relative to the review and monitoring of programs funded by monies annually made available under provisions of the Federal Aid in Wildlife Restoration Act of 1970 (Pittman-Robertson Act), and the Federal Aid in Fish Restoration Act of 1970 (Dingell-Johnson Act)

DISPOSITION TEMPORARY Review annually and destroy all materials no longer required to document ongoing Service activities

**93.) State Fish and Wildlife Conservation Grant Case files**

Grant case files for grants made to state and territory fish and wildlife departments funded by the excise taxes on sporting equipment and supplies authorized by 16 USC 669 and 16 USC 777. Grants are for conservation and restoration of wild birds, fish, and mammals, and to acquire, develop and manage habitats. Contains grant application, grant agreements, grant modifications, backup narrative documents, approval letter, reports, administrative correspondence, certifications, disbursement information, and final financial reports.

**a. Grant Case File**

DISPOSITION TEMPORARY Destroy 6 years after completion of grant

**b. Historical Grant Case Files**

Grant case files selected annually by the project director as permanent because the grant established a precedent for changing policy, received extensive media coverage, was reviewed at length in USFWS annual report, and/or was the subject of extensive litigation.

DISPOSITION PERMANENT Transfer to NARA 6 years after grant is completed

Legal References 16 USC 669, 16 USC 777

*This replaces USFWS/16 and USFWS/20 (See items above.)*

**94.) Habitat Conservation Real Property Grant Case Files**

Wildlife conservation grant project files for grants issued under the provisions of various Federal laws, treaties, and international conventions that acquire, restore, or preserve real property for wildlife habitat. These grants create a Federal long-term interest in the property in the form of an easement or other encumbrance. May include grant applications, grant modifications, grant reports, property assessments, copies of deeds, easement information, administrative correspondence, certifications, and disbursement information.

**a. Grant Case File**

Grant case file documents and materials that document the award and administration of grant, excluding the documents necessary to document the Government's long-term rights and interests in grant associated real property.

DISPOSITION TEMPORARY Destroy 6 years after completion of grant

**b. Easement and Encumbrance Documents**

Materials that document conservation easements or agreements that otherwise stipulate how property may and may not be used as a term of the grant. These materials document the Government's long-term rights and interests in the use of the property and may be filed separately from the grant case file.

DISPOSITION TEMPORARY Destroy 6 years after final termination of easement or other encumbrance

**c. Historical Grant Case Files**

Grant case files selected annually by the project director as permanent because the grant established a precedent for changing policy, received extensive media coverage, was reviewed at length in USFWS annual report, and/or was the subject of extensive litigation and excluding the easement and encumbrance documents described in item (b) above.

DISPOSITION PERMANENT Remove any easement or other encumbrance documentation that is still applicable and file appropriately. Transfer remaining portion of file to NARA 15 years after grant is completed.

*Unsuccessful grant applications and grant administration files are covered by GRS/3/13 and 14*

**95.) Wildlife and Habitat Conservation Grant Case Files**

Wildlife and habitat conservation grant project files for grants issued under the provisions of various Federal laws, treaties, and international conventions such as the Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere, the National Coastal Wetlands Conservation Grant, the North American Wetlands Conservation Act, the Endangered Species Act, or in cooperation with another agency such as the United States Agency for International Development.

These grants provide funds to promote conservation and to preserve, restore, or enhance wildlife habitat, but do not create real property conservation easements or other long-term Government rights and interests in real property (see grants-02). May include grant applications, grant modifications, grant reports, grant final products, administrative correspondence, certifications, and disbursement information.

**a. Grant Case File**

Grant case file documents and materials that document the award and administration of grant.

DISPOSITION TEMPORARY Destroy 6 years after completion of grant

**b. Historical Grant Case Files**

Grant case files selected annually by the project director as permanent because the grant established a precedent for changing policy, received extensive media coverage, was

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reviewed at length in USFWS annual report, and/or was the subject of extensive litigation

DISPOSITION PERMANENT Transfer to NARA 6 years after grant is completed

Legal References Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere

*Unsuccessful grant applications and grant administration files are covered by GRS/3/13 and 14.*

**Litigation**

**96.) Administrative Records (Legal)**

Administrative record compiled and delivered to the Department of Justice as part of the litigation process, comprising a non-record copy set of information assembled to document how and why a contested or controversial action or decision was made by USFWS. The administrative record is organized and arranged per legal protocol and includes an index.

DISPOSITION TEMPORARY Destroy after final adjudication and expiration of all appeal periods

**97.) Legal Decision Files** NC1-22-78-1 [57]

Include nonrecord copies of correspondence with and decisions of the Attorney General, the Comptroller General, the Solicitor of the Department of the Interior, and Regional Solicitors of the Department of the Interior regarding legal issues of interest to the Service. Regional files are restricted to decisions concerning or of interest to the Regional area. The responsibility for maintenance of record material in this series rests with the Department of the Interior and other higher authority.

DISPOSITION TEMPORARY. Destroy when obsolete, superseded, or otherwise canceled

**98.) Litigation Case Files** NC1-22-78-1 [59]

Includes nonrecord copies of correspondence, letters and memoranda, and all other substantive materials concerning any lawsuit in which the Service is a participant. The responsibility for maintenance of record material in this series rests with the Department of the Interior.

DISPOSITION TEMPORARY Destroy 5 years after all parties have exhausted all apparent legal recourse

**Tort Claims Files** NC1-22-78-1 [75]

Record includes all substantive correspondence and documentation regarding tort and other types of claims brought before the Court of Claims.

DISPOSITION TEMPORARY Destroy upon expiration of the statute of limitations that governs such claims. In the case of tort claims, the statute of limitations expires in 6 years.

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**Permits**

**99.) Applicant Test Materials**

Documents examination materials created by USFWS used to test the competency of applicants for permits or certifications issued by USFWS May include test questions, exams, exam keys, grading guides, and related documentation

DISPOSITION TEMPORARY Destroy 1 year after superseded, obsolete, or no longer needed

~~100.) **Band Issuance Records** NC1-22-78-1 [25]~~

Identifies the band series, name of permittee, permit number , and date of issuance

DISPOSITION TEMPORARY Review annually and destroy that which has ceased to serve the purpose for which it was created

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**101.) Biological Monitoring Files**

Documents monitoring of permit activity effects on species and habitats to ensure compliance with permit requirements and conditions for permits issued by USFWS Often results in a periodic, annual, or final monitoring report May include collected data, samples, detailed measurements, correspondence, and related documentation

- a. Monitoring data that does not result in a periodic, annual, or final report

DISPOSITION TEMPORARY Review annually, destroy obsolete and superseded material

- b. Monitoring data resulting in a periodic, annual, or final report

DISPOSITION TEMPORARY Destroy 90 days after report completed and information verified

- c. Periodic, annual, or final reports

DISPOSITION TEMPORARY Retain for the specified retention period of the permit or consultation case file

~~102.) **Bird Banding Summaries** NC1-22-78-1 [27]~~

Includes a summary of the participation of each bander who is identified by permit number

DISPOSITION TEMPORARY Review annually and destroy when no longer needed

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~~103.) **General Permit Files** NC1-22-78-1 [15]~~

Files are divided into two major categories with each having a numerical code Files include record copy of instructions for completing and processing permit applications, and informational materials that described permit policy development

DISPOSITION TEMPORARY Destroy when obsolete, superseded, or otherwise canceled

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**Permit Application Files**

NC1-22-78-1 [17]

Files are broken into active, inactive, and "old" inactive. Each of these subdivisions has a slightly different arrangement. Files include copies of all permit applications sent to the Service by Federal, State, and private organizations, conservation groups, and private individuals who request permits for purposes of importing, exporting, research and other activities concerning endangered wild fauna and flora, either domestic or foreign. Files also include correspondence, internal and external, dealing with the application process.

DISPOSITION TEMPORARY Destroy 3 yrs after expiration of permit, or termination date of latest applicable condition

**104.) Recovery Permits Case Files**

Documents the application and approval or denial of permits issued by USFWS which allow researchers to conduct activities involving a listed species, such as surveying, capturing, recovery, and/or handling, under the Endangered Species Act (Section 10a1a) for research purposes. Case files document the application, permit approval or rejection, and monitoring of permittee activities. Applicants may be tested to ensure they are proficient in identifying species prior to receiving approval for certain permits. May include application, research proposal, application review notes, applicant test results, field office recommendation for approval or rejection, region office response and assignment form, researcher resumes, letters of referral, copy of permit, field notes, status reports, annual reports, correspondence, and related documentation.

**a. Monitoring Reports**

Documents periodic reporting by the permittee about detailed activities conducted under the terms and conditions of the permits.

DISPOSITION TEMPORARY Destroy 10 years after permit expiration or 5 years after termination date of latest applicable condition including all appropriate monitoring, whichever is later

**b. Denied Applications**

DISPOSITION TEMPORARY Destroy 1 year after final determination

**c. Other Case File Records**

DISPOSITION TEMPORARY Destroy 5 years after permit expiration or 5 years after termination date of latest applicable condition including all appropriate monitoring, whichever is later

Legal References Endangered Species Act

*45 Day Reports are particularly valuable and actively used by staff biologists beyond the life of the permit for the information they contain about species. This replaces USFWS/17.*

**105.) Native Species Permit Application Case Files**

Documents the application and approval or denial of permits issued by USFWS to protect plants

or animals designated as threatened or endangered under the Endangered Species Act, Migratory Bird Treaty Act, and the Bald and Golden Eagle Protection Act. Permits for species that USFWS regulates may include captive-breeding, incidental take, enhancement of survival, interstate commerce, bird banding, and a variety of purposes related to migratory birds and bald and golden eagles.

May include applications, statement of findings, biological opinions, environmental assessments, habitat conservation plans, agreements (such as candidate conservation agreement and safe harbor agreements), correspondence, and related documentation. May also contain appeal documentation if denied permit decision is appealed.

- a. Approved Permits issued as part of a larger project, such as a formal consultation

DISPOSITION Dispose of in accordance with disposition instructions for the project or case file of which they are a part, or 3 years after permit expiration or latest applicable condition, whichever is later.

- b. Permits not issued as part of a larger project

- (1) Approved Permits

DISPOSITION TEMPORARY. Destroy 3 years after permit expiration or 3 years after termination date of latest applicable condition, whichever is later.

- (2) Denied Applications

DISPOSITION TEMPORARY. Destroy 1 year after final determination.

Legal References Endangered Species Act

*See separate series for Recovery Permits Case Files. This replaces USFWS/17. (See page 55)*

#### **106.) Import/Export Permit Application Case Files**

Documents the application and approval or denial of permits issued by USFWS for the import, export, or foreign commerce of threatened and endangered species managed under the Endangered Species Act, the Convention on International Trade in Endangered Species (CITES) of Wild Fauna and Flora, the Wild Bird Conservation Act, Marine Mammal Protection Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, the Lacey Act, and other laws.

May include applications with supporting information on origin of animal, species, how acquired, license information, justifications for activity, movement and holding information, import/export declaration forms, exemption certificates, scientific exchange certificates, exceptions, scientific advice, and related documentation. May also contain appeal documentation if denied permit decision is appealed.

- a. Approved Permits

DISPOSITION TEMPORARY Destroy 3 years after permit expiration

- b. Denied Applications

DISPOSITION TEMPORARY Destroy 1 year after final determination

*This replaces USFWS/17 (See page 55)*

**107.) Special Use Permits Case Files**

Documents the application and approval or denial of permits issued by USFWS for special uses on refuge land, usually of short term duration or for a one-time activity. Special use activities may include commercial fishing, trapping, air taxi, wildlife photography, transportation, tree cutting, or similar uses. May include applications, field office recommendation for approval or rejection, region office response and assignment form, letters of referral, copy of permit, correspondence, and related documentation.

**a. Approved Permits**

DISPOSITION TEMPORARY Destroy 3 years after permit expiration or 3 years after termination date of latest applicable condition, whichever is later

**b. Denied Applications**

DISPOSITION TEMPORARY Destroy 1 year after final determination

*This replaces USFWS/17 (See page 55.)*

**108.) Permit Tracking Database**

Documents the Service Permit Issuance and Tracking System (SPITS), a database used to track information on permits issued by USFWS. Information may be entered from USFWS regions, headquarters, and ports. Contains type of permit, permit number, permittee name and address, region, application received date, effective date, species, and other related information depending on the permit type.

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used as source data for database entries not required to be filed as records elsewhere.

DISPOSITION TEMPORARY. Destroy after data have been entered into the database and verified.

**b. Database Entries**

Database records maintained within the database or automated system on an online system and regularly backed up to digital media.

DISPOSITION TEMPORARY Delete entries 10 years after permit expiration

**c.**

**(1)**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

(2) Record and Case File Reports

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a records copy and used to document a program, activity, or decision

DISPOSITION Retain for the specified retention period of the case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a.*

109.)

**Permit Violations Files**

NC1-22-78-1 [18]

Files include correspondence, letters, memoranda, Congressional inquiries, reports, testimony, documentation of litigation process, and other substantive material relevant to determining whether or not an alleged violation has occurred and documenting action taken as the result of a confirmed violation

a. Proven violations

DISPOSITION TEMPORARY Separate files into 1-year sets and transfer the sets 3 yrs after parties have exhausted all apparent legal recourse

b. Unproved violations

DISPOSITION TEMPORARY Destroy 3 yrs after that determination has been made

**Special Land Use Permits Files**

NC1-22-78-1 [19]

Includes materials relevant to the granting or denying of permission to use Service real estate for a variety of special uses. Uses include, but may not be limited to, agriculture, grazing, mining, and road, water and power line construction

a. Approvals

DISPOSITION TEMPORARY Destroy 2 yrs after permit expiration or when no longer needed for reference

b. Denials.

DISPOSITION TEMPORARY Destroy 1 year after action is taken

110.) **Special Land Use Permit Case Files**

Documents the application and approval or denial of permits issued by USFWS for a variety of

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short or long term land use on refuges (such as agriculture, grazing, mining, utilities operation, and airport right-of-ways) May include permit application, field office recommendation for approval or rejection, region office response and assignment form, letters of referral, copy of permit, correspondence, and related documentation

**a. Approved Permits**

DISPOSITION TEMPORARY Destroy 3 years after permit expiration or 3 years after termination date of latest applicable condition, whichever is later

**b. Denied Applications**

DISPOSITION TEMPORARY Destroy 1 year after final determination

*This replaces USFWS/19 (See item above )*

**111.) Guide Permit Case Files**

Documents the application and approval or denial of permits, issued by USFWS, resulting from the competitive selection process for determining who may guide on refuge land in guide use areas Decisions may be appealed by guides whose application for a refuge guide permit has been rejected May include refuge guide notice or prospectus, guide application, guide references, scoring summary sheets, notification letter, guide plan of operation, client evaluations, appeal determinations, correspondence, and related documentation

**a. Approved Permits**

DISPOSITION TEMPORARY Destroy 3 years after permit expiration

**b. Denied Applications**

DISPOSITION TEMPORARY Destroy 1 year after final determination

*This replaces USFWS/19 (See page 58 )*

**112.) State Tagger Program Files**

Documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species May include correspondence, agreements, tagging reports, statistics, and related documentation

**a. Agreements**

DISPOSITION TEMPORARY Destroy 6 years after agreement terminates

**b. Other Records**

DISPOSITION TEMPORARY Destroy when 6 years old

**113.) Tagging Certificates**

Documents information collected and reported by marking, tagging, and reporting personnel when tagging animals required by law or regulation to be tagged, such as walruses, polar bears, and sea otters. Certificates contain information regarding species, tag number, measurements, sex, approximate age, and location of kill or find.

DISPOSITION PERMANENT Transfer to NARA after 20 years

**114.) Title 50 Certificates**

Documents the application and certification by USFWS of fish pathologists under the provision of 50 CFR 15.13. Once certified, fish pathologists can certify that imported live or unprocessed dead fish are disease free.

**a. Approved Certifications**

DISPOSITION TEMPORARY Destroy 3 years after certification expires

**b. Denied Applications**

DISPOSITION TEMPORARY Destroy 1 year after final determination

**Personnel, Non-Employee**

**115.) Annual National Status of the Volunteer Program Report Files** N1-022-02-01 [3]

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 nation-wide, 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.

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**116.) Volunteer Personnel Files** N1-022-02-01 [1]

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

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**117.) Volunteer Personnel Rosters** N1-022-02-01 [4]

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

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**118.) Volunteer Program Administration Files** N1-022-02-01 [2]

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.~~

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~~149.) **Youth Conservation Corps Enrollee Medical Records** N1-22-91-1 [2]~~

~~USDI Medical history forms, accident, injury and treatment forms, parental permission portion of the USDI application forms. Maintained by the U.S. Fish & Wildlife Service.~~

~~DISPOSITION. TEMPORARY Transfer to local Federal Records Center 30 days after separation of employee. Destroy 40 years after enrollee employment is terminated.~~

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~~120.) **Youth Conservation Corps Enrollee Records** N1-22-91-1 [1]~~

~~Enrollee USDI application form and employment and training administration forms, personal and statistical information, and enrollee performance evaluation, maintained by participating U.S. Fish and Wildlife Service facilities.~~

~~DISPOSITION TEMPORARY Transfer to local Federal Records Center 30 days after separation of employee. Destroy 7 years after enrollee employment is terminated.~~

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**Policy, Legislation, and Treaties**

~~121.)~~

**Boards, Commissions, Committees, and other similar bodies in which the Service participates or has an otherwise definable interest.**

NC1-22-78-1 [1]

- a. Records relating to establishment, organization, membership, and policy
- (1) International, national, interagency, and internal bodies of a formal nature and continuing importance, and presidential commissions for which the Service provides sponsorship or administrative support (arranged alphabetically by body-title, thereunder chronologically)
- DISPOSITION PERMANENT Offer to NARA when 10 yrs old
- (2) Internal bodies of an ad hoc, informal, temporary nature
- DISPOSITION TEMPORARY Destroy 2 yrs after expiration of body
- b. Records created by boards, commissions, committees and other similar bodies
- (1) Agenda minutes, final reports, and related records that document the accomplishments of these bodies
- a. for bodies described in 1A(1) above (arranged by body-title, thereunder chronologically)
- DISPOSITION PERMANENT Offer to NARA when 10 years old
- b. for bodies described in 1A(2) above
- DISPOSITION TEMPORARY Destroy when 5 yrs old or no longer needed for reference, whichever occurs first
- (2) All other records
- DISPOSITION TEMPORARY Destroy when 3 yrs old or no longer needed for reference, whichever occurs first

~~122.)~~

**International Country File**

NC1-22-78-1 [52]

Includes materials relating to Service activities abroad including biographical data on individual participants, trip and project status reports, specific scientific information, and project status reports specific scientific information, and substantive communications, including message traffic and letter between the Service and its foreign counterparts

DISPOSITION TEMPORARY Destroy when 7 yrs old or no longer needed

~~123.)~~

**International Treaty, Convention, and Agreement File**

NC1-22-78-1 [54]

Includes copies of all treaties, conventions, and agreements to which the United States Government is a party and for which the Service has substantial responsibilities for implementation Also included is a record copy of each memorandum of understanding executed between the Service and its counterpart agency abroad

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- a. Record copy of memorandum of understanding and associated legal and technical materials (arranged by treaty)

DISPOSITION PERMANENT Offer to NARA when the agreement expires or is superseded

- b. Copies of treaties, conventions, and agreements

DISPOSITION TEMPORARY Destroy when no longer needed

- c. Material reflecting routine, repetitive, or housekeeping activities.

DISPOSITION TEMPORARY Destroy when 3 yrs old or no longer needed

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124.)

**Legislative Action File**

NC1-22-78-1

File documents legislative action from date the Service becomes involved until the bill does or does not become law. File includes nonrecord materials created by Service personnel such as studies and position papers addressing a proposed piece of legislation, and materials created by others such as record of floor action, final bill enrollment, a copy of proposed and final public law. The responsibility for maintenance of record material in this series rests with the Department of the Interior.

- a. For enacted legislation

DISPOSITION TEMPORARY Separate file into 2-year sets and transfer set to a Federal records center when it is 2 yrs old. Destroy the set when it is 8 yrs old.

- b. For unenacted legislation

DISPOSITION TEMPORARY. Destroy material when it is no longer needed.

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125.)

**Natural Area Files**

NC1-22-78-1

[86]

Includes correspondence, letters and memoranda, cartographic material, designation proposals, decision memoranda, and other material relative to the establishment or disestablishment by the Director of specific parcels of Service land as natural areas (arranged by natural area).

DISPOSITION PERMANENT Transfer to a Federal records center 2 yrs after establishment or disestablishment decision. Offer to NARA 5 yrs after that decision.

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**126.) Public Comments Databases**

Policy development public comments databases that track public comments regarding proposed policies. Includes such items as comment number, date received, category of comment or question, name of individual or organization submitting the comment, and type of responder (individual or organization type).

- a. Input Documents

Draft working copies, copies public comments, input forms, and other materials used solely as source data for database entries.

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries when 10 years old

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**127.) Economic Compliance Record**

Reports submitted to DOI containing the determination of economic consequences of USFWS recommendations and proposed regulations Contains background information, determination of major or minor impact, and certification Completed under the provisions of OMB requirements as mandated by Executive Orders 12866 and 12291

DISPOSITION TEMPORARY Destroy with the policy directive case file to which record pertains

Legal References Executive Orders 12866 and 12291

**128.) Regulation Tracking Databases and Logs**

Logs and databases used to number and track proposed USFWS regulations Regulations are for publication in the Code of Federal Regulations and may, or may not, become final rules  
Databases and logs list regulation identifier number, regulation, and USFWS division proposing

rule. Includes the Regulation Identifier Number (RIN) Log

**a. Input Documents**

Draft working copies, input forms, and other materials used solely as source data for database and log entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database and Log Records**

Database records maintained within the database on an online system and regularly backed up to digital media

**(1) Adopted Regulations**

DISPOSITION TEMPORARY Delete entries 6 years after regulation is adopted

**(2) Unadopted Regulations**

DISPOSITION TEMPORARY Delete entries 6 years after entry

**c. Reports**

Periodic and on demand reports printed to paper or digital media and used for reference and distribution

DISPOSITION TEMPORARY Destroy when 2 years old or when no longer needed, whichever is later

*Systems documentation is covered by GRS/20/11a.*

~~129.)~~

**Rules and Regulations**

NC1-22-78-1 [11]

~~Rules and regulations are initiated by the Service and printed in the Federal Register for comment. Final rules and regulations are again printed in the Register and regulations ultimately included in the Code of Federal Regulations (CFR). The record of this process includes correspondence, minutes of meetings, transcripts of public hearing, copies of rules and regulations, and other related substantive materials.~~

~~DISPOSITION TEMPORARY Separate files into 1-year sets and transfer set to the Federal Records Center when it is 3 yrs old. Destroy set when it is 10 yrs old.~~

**130.) Policy Development Files**

Policy development case files. Records documenting major revision of USFWS policies. Records may include planning and step down plans, biological integrity studies and recommendations, draft copies of policies with internal review comments, minutes of meetings, transcripts of public hearings, working and reference materials on policy development, Federal Register notices, public comments, and proposed policies. Plans and policies may or may not be formally adopted into the

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Code of Federal Regulations

a. Adopted Policies

(1) Policy Masters

Case file containing one copy of each adopted policy with relevant clearance or approval document

DISPOSITION PERMANENT Transfer to NARA when 20 years old

(2) Case Files

Development files and background information for policies that are adopted and published in USFWS Manual, the Code of Federal Regulations, or other USFWS-wide policy documents

DISPOSITION TEMPORARY Destroy 10 years after policy is adopted

b. Policies not Adopted

Development files for policies that are not adopted or published in USFWS Manual, the Code of Federal Regulations, or other USFWS-wide policy documents

DISPOSITION TEMPORARY Destroy 5 years after last activity

*The series is not adequately covered by USFWS/11. (See item above )*

**131.) Public Comments Files**

Public comments received in response to Federal Register notices on proposed permit and regulation activities

a. Comments Filed Separately

Public comments files filed separately and not as part of a project or case file

DISPOSITION TEMPORARY Destroy when 10 years old

b. Comments Filed in a Case File

Public comments files filed as part of a project or case file

DISPOSITION TEMPORARY Retain for the specified retention period of case file or project records

*This addresses public comments filed separately from Rules and Regulations case files, USFWS/11 (See item 129 on page 66.)*

~~132.)~~

~~Western Hemisphere Convention File~~

~~NC1-22-78-1 [77]~~

~~File includes correspondence and other records concerning the creation, development, and implementation of the convention on Nature Protection and Wildlife Preservation in the Western Hemisphere of 1940~~

- ~~a. Material relating to policy creation, development, and implementation (arranged numerically by subject-numeric code)~~

~~(1) Record copy~~

~~DISPOSITION PERMANENT Separate file into 2-year sets and offer the set to NARA when it is 5 yrs old~~

~~(2) All other copies~~

~~DISPOSITION TEMPORARY Destroy when no longer needed~~

- ~~b. Material reflecting repetitive, routine, or housekeeping activities~~

~~DISPOSITION TEMPORARY Destroy when 3 yrs old or when no longer needed~~

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**Program Management**

**133.) Agricultural Cooperative Program NC1-22-78-1 [21]**

Record includes information regarding agricultural activities undertaken on Service-managed lands in accordance with cooperative agreements. Case files include the cooperative agreement as well as data concerning crop and animal species yields, acreage, grazing activities, forest production, and so forth

DISPOSITION TEMPORARY Destroy 3 yrs after controlling agreement expires or is terminated

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**134.) Airborne Hunting Reports**

Annual reports from the states filed under the provisions of the Airborne Hunting Act and 50 CFR 19 on permits issued by the states for airborne hunting or harassing of wildlife. Reports contain names and addresses of persons issued permits, permit numbers and dates, aircraft numbers, animal species, and purpose

DISPOSITION TEMPORARY Destroy when 6 years old

Legal References Airborne Hunting Act, 50 CFR 19

**135.) Development Planning Documents Files NC1-22-78-1 [30]**

Files pertain to the planning and programming of the development of Service properties, and to their operation and maintenance. Includes plans for operation and maintenance and for the development of physical improvements. Includes area master plans, cartographic materials, general and specific activity management plans, outlines of medium and long range requirements, task directives, development concept plans, statements for management, and so forth

DISPOSITION TEMPORARY Review files annually. Destroy material when it is no longer needed

*Governed By Previous Authority*

**136.) Duck Stamp Contest Agreements**

Display and participation agreement and reproduction rights agreement signed and submitted by artists entering the Federal Duck Stamp Contest. These agreements give the Federal Government the rights to display and license submitted artwork

DISPOSITION TEMPORARY Destroy 6 years after artwork is returned to artist

*Artwork is returned to artists after contest*

**137.) Duck Stamp Contest Quarterly Royalty Report**

Duck stamp art royalties reports and documentation Includes financial information, licensing agreement, terms and conditions, and other materials pertaining to licensing and collecting royalties

DISPOSITION TEMPORARY Cutoff at end of year and destroy when 6 years old

**138.) Duck Stamp Contest System (DSCS)**

Database used to track National Duck Stamp Contest contestants' information and contest scoring Includes name, address, entry number, game species, medium, entry fee money order or cashiers check number, and contact information Also used to print mailing labels to return artwork

Database also contains a "Judging System" module that provides judges an entry form for scoring Duck Stamp Contest entries The module records scoring results, calculates scoring points totals, and is used to produce reports

**a. Input Documents**

Working copies, copies of entry forms, and other materials used solely as source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries 10 years after contest ends

**c. Reports**

Periodic and on demand reports printed to paper or digital media and used for reference and distribution

DISPOSITION TEMPORARY Destroy when 2 years old or when no longer needed, whichever is later

*This database may be a Privacy Act system*

*Systems documentation is covered by GRS/20/11a*

**139.) Geographical Information System (GIS) Data Files**

Geographical Information System (GIS) data files used solely to create maps for a variety of programmatic and administrative purposes and which are not used as a documentary record of the map The maps, as printed paper or digital images, become part of the case or event documentation and are used to make determinations and decisions Includes geospatial data files



DISPOSITION TEMPORARY Destroy 1 year after production of final version of map

140.)

**International Project File**

NC1-22-78-1 [53]

Includes record materials relative to Service projects abroad including project descriptions, budgetary and contractual documents, and periodic progress and status reports

- a. Initial surveys, project authorization documents, final summaries or reports, and summary budgetary records, performance assessments, substantive press announcements and minutes of meetings (arranged by country)

DISPOSITION PERMANENT Offer to NARA no more than 2 yrs after project completion or cancellation

- b. Extraneous documentation which includes, but is not limited to cables, correspondence, periodic reports and audits

DISPOSITION TEMPORARY Review file annually Destroy that which is no longer needed

141.)

**Map History Case Files and Source Material**

NC1-22-78-1 [63]

Map history and chart history case files documenting the chronological events in planning, surveying, field work, production and revision of specific maps, and files containing or describing the sources of information for specific maps, including map specifications, location diagrams, notes kept by cartographers when making maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers showing information about the origin and spelling of place names

DISPOSITION TEMPORARY Review annually Destroy when map(s) to which the documentation relates is itself destroyed or when material is no longer needed

142.) **Maps**

Maps, including paper maps, USFWS annotated USGS maps, maps produced by geographical information systems (GIS) and other automated processes that document or display information pertaining to USFWS activities, land, land status, or structures, and which are not related to the real property files. Maps are produced for projects, studies, court cases, congressional inquiries, trespass investigations, and other requests

- a. Record copy of maps that document or illustrate a project or activity and includes all electronic files and metadata associated with the map

DISPOSITION TEMPORARY Retain for the specific retention period of the case file or records that map is associated with

- b. Informational and reference maps or copies

DISPOSITION TEMPORARY Destroy when superseded or no longer needed

- c. Project Files

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Authority

Project files on maps being produced for program activities May be filed or named by org code prefix or suffix Project folders may contain notes, specifications, preliminary maps, and reference to location/ name of final map

DISPOSITION TEMPORARY Retain for the specific retention period of the case file or records that map is associated with

d. Historical Project Maps

Maps with associated electronic files and metadata selected annually by the project director as permanent because they document or illustrate a project that established a precedent for changing policy, received extensive media coverage, was reviewed at length in the Service's annual report, resulted in significant controversy, received national or international awards, and/or was the subject of extensive litigation

DISPOSITION PERMANENT Consult with NARA to determine an acceptable format and transfer a copy of the master file to NARA

e. Historical Systems

Geographical information system (data files) selected by a national project director as permanent because they are large-scale, and national or multi-regional in scope and have sufficient informational content to document USFWS organization, geographical distribution, major land uses, or other information not necessarily recorded elsewhere

DISPOSITION PERMANENT Consult with NARA to determine an acceptable format and transfer a copy of the master file to NARA

f. Historical System Documentation

Current system documentation for historical systems (item e ), such as data dictionaries, table structures, manuals, description of coded information and other system documentation

DISPOSITION PERMANENT Transfer current copy of system documentation to NARA when transferring historical systems

*This replaces USFWS/62A (See page 77 )*

~~143.)~~ **Migratory Webless Game Bird Management** NC1-22-78-1 [34]

~~Includes correspondence to and from the Service of a non-routine nature; notes from internal Service meetings, proposals and recommendations for management improvements, population and harvest statistics, capture, banding and marking statistics, analytical documents~~

~~DISPOSITION TEMPORARY Review annually Destroy that which is no longer needed~~

144.) **National Wetlands Inventory (NWI) Maps**

Maps showing the characteristics, extent, and status of the nation's wetlands Produced to report to Congress on wetland status Final copy is transferred to the National Archives and Records Administration

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a. Maps

DISPOSITION PERMANENT Transfer to NARA when 3 years old

b. Case Files

Working, reference, and background materials used in producing maps May include draft copies, notes, correspondence, and reference materials

DISPOSITION TEMPORARY Destroy 3 years after map is completed.

Legal References Emergency Wetlands Resources Act

*The series is not adequately covered by USFWS/62A (See page 77.)*

**145.) National Wetlands Inventory (NWI) Maps, Digital Version**

Electronic versions of national wetlands inventory maps maintained at the USFWS National Wetlands Inventory Center in Saint Petersburg, Florida

DISPOSITION PERMANENT Consult with NARA to determine an acceptable format and transfer a "snapshot" copy of the Master File to NARA at 5 year intervals, the initial transfer to take place within 5 years of the approval of this schedule

a. GIS Data Files

Electronic versions (digital line graph format, a geographical information system, GIS, format developed by USGS) of national wetlands inventory maps

DISPOSITION PERMANENT Consult with NARA to determine an acceptable format and transfer a "snapshot" copy of the Master File to NARA at 5 year intervals, the initial transfer to take place within 5 years of the approval of this schedule

b. Systems Documentation

DISPOSITION PERMANENT Transfer current copy of system documentation to NARA when transferring the GIS data files

Legal References Emergency Wetlands Resources Act

*The series is not adequately covered by USFWS/62A. (See page 77.)*

**146.) National Wetlands Inventory Classification System NC1-22-78-1 [85]**

Records document an ongoing activity that had its inception more than 25 years ago and which is unique in its content and purpose File includes substantive correspondence, final reports, surveys, planning, programming and summary budgetary records, agreements and directions (arranged chronologically thereunder topically)

a. Record copy

~~DISPOSITION PERMANENT Separate file into 1-year sets and transfer the set to a Federal records center when it is 4 yrs old Offer the set to NARA 6 yrs after it has been transferred to the records center~~

~~b. All other copies~~

~~DISPOSITION TEMPORARY Destroy when no longer needed~~

~~147.)~~

~~**Program Evaluation Files**~~

~~NC1-22-78-1 [81]~~

~~Includes letters and memoranda, evaluations of program status, associated studies and reports, and any other substantive documentation that reflects the status of a particular program or facet thereof~~

~~DISPOSITION TEMPORARY Destroy when 5 yrs old or when no longer needed~~

~~148.)~~

~~**Program Files**~~

~~NC1-22-78-1 [36]~~

~~Includes program documents, schedules, and correspondence maintained by the offices responsible for execution, review, and analysis of Service program, and materials relating to the general planning and supervision of those programs~~

~~DISPOSITION TEMPORARY Review files annually Destroy material that is no longer needed to support the program activity of those programs~~

~~149.)~~

~~**Program Management Document File**~~

~~NC1-22-78-1 [82]~~

- ~~a. Program Management Documents (PMD) describe the long-range program policies and goals of the Service As such they are the principal source of guidance in the areas of policy, budget, and programmatic development The PMD addresses a five to ten year time frame, is reviewed annually, and is updated as required The PMD is issued by each national program manger with the concurrence of the Director. (arranged alphabetically by program)~~

~~(1) Record copy~~

~~DISPOSITION PERMANENT Separate files into 4-year sets and offer the set to NARA when it is 2 yrs old~~

~~(2) All other copies~~

~~DISPOSITION TEMPORARY Destroy when no longer needed~~

- ~~b. Substantive documentation - correspondence, studies, reports, narrative statements, other data - associated with the development of the PMD~~

~~DISPOSITION TEMPORARY Destroy when 5 yrs old or when no longer needed~~

~~150.)~~

~~**Species Management Administrative Files**~~

~~Administrative files kept on USFWS's species management activities for species USFWS has an interest in, or an authority for, other than the Endangered Species Act, such as the Marine Mammal Protection Act of 1972 and the Wild Bird Conservation Act of 1992 Includes previous years' budgets, copies of conservation and recovery plans, copies of program initiatives, and~~

Federal Register notice files

DISPOSITION TEMPORARY Cutoff at end of the year and destroy when 5 years old

Legal References Marine Mammal Protection Act of 1972, Wild Bird Conservation Act of 1992

**151.) Species Management Files**

Case files documenting USFWS involvement with species USFWS has an interest in, or an authority for, other than the Endangered Species Act, such as the Marine Mammal Protection Act of 1972 and Wild Bird Conservation Act of 1992 Includes briefing statements, reviews of legal settlements, legislative development case files, Federal Register notification files, conservation efforts, records for meetings attended by USFWS staff on unusual mortality for marine mammals and marine mammal stranding panels, networks, events, and response activities

DISPOSITION TEMPORARY Destroy when 40 years old

Legal References Marine Mammal Protection Act of 1972, Wild Bird Conservation Act of 1992

*USFWS/13 and USFWS/14 are more ESA related. (See pages 26-27 )*

**152.) Refuge Management Information System (RMIS)**

Nationally maintained database containing a wide variety of information on the refuge system including general administration and contact information, refuge visitor statistical information, oil/gas and minerals activities, funding and staffing information, and accomplishment and goals tracking information

Database is used for numerous reporting, planning, and tracking purposes

**a. Input Documents**

Draft working copies, input forms, copies of digital data from other systems, and other materials used solely as source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries when 15 years old

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions,

summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

(2) Record and Case File Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a.*

153.) **Statistics on Visitors to Service Facilities** NC1-22-78-1 [72]

Statistics reflect such information as number of visitors, total visitor hours, types of visitor activities, visitor impacts on Service facilities, modes of visitor transportation, and so forth

DISPOSITION TEMPORARY Destroy when statistics are 5 yrs old or when no longer needed

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**Publications, Public Relations, and Audio Visual**

154.)

**Audiovisual Finding Aids and Production Documentation Files**

NC1-22-78-1 [46]

Consists of existing finding aids such as data sheets, shot lists, catalogs, indices, and other textual documentation necessary for the proper identification, retrieval, and use of the related audiovisual records as well as production case files or similar files which include copies of production contracts, scripts transcripts, or other documentation bearing on the origin, acquisition, release, or ownership of audiovisual productions made by or on behalf of the Service

DISPOSITION TEMPORARY/PERMANENT Disposition should be made in accordance with instructions governing the audiovisual records to which these files relate

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**155.) Library Catalog and Finding Aid Databases**

Documents the inventory of and information about collections of publications, periodicals, still photographs and images, and similar items maintained by USFWS, and used for reference and retrieval, access, circulation, and inventory purposes

**a. Input Documents**

Draft working copies, summary sheets, copies of information, input forms, and other materials used as source data for database entries not required to be filed as records elsewhere

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Entries**

Database records maintained within the database or automated system on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries after collection item disposed of

**c. Reports.**

**(1) Convenience and Reference Reports**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION Retain for the specified retention period of the case file or records where reports are filed

*Systems documentation is covered by GRS/20/11a*

**Manuscript and Annotated Maps**

NC1-22-78-1 [62]

Hand-drawn maps (generally in pencil, ink or colors on paper or tracing cloth), maps made with stickup and similar adhesives, and maps that bear significant manuscript annotations, changes or additions. Included are maps compiled by or on behalf of the Service for administrative, scientific, or exhibitory purposes, map enclosures to reports or correspondence, original topographic plane table sheets, terrain sketches, and nautical depth-soundings derived from field observations and surveys, final manuscript "smooth sheets" and "fair sheets" showing the results of surveys, maps or aerial photographic prints annotated with field survey information, proof sheets or overlays that bear annotations resulting from field checking or verification of survey data, or that are annotated to show source of information used on the map.

- a. Maps that relate to other files which document activities addressed elsewhere in this control schedule. Examples: Ecological Impact Statement Files, State Program Files, development Planning Document Files.

DISPOSITION PERMANENT/TEMPORARY. Dispose in accordance with those instructions that apply to the file with which a particular map is associated.

- b. Maps that relate to Real Property Files (see item 38). (Arranged alphabetically by subject)

- (1) Record copy

DISPOSITION PERMANENT. Separate file into 1-year sets. Offer set to NARA when it is 2 yrs old.

- (2) All other copies

DISPOSITION PERMANENT/TEMPORARY. Dispose of in accordance with those instructions that apply to Real Property Files.

- c. All other maps

DISPOSITION TEMPORARY. Destroy when they no longer serve the purpose for which they were created.

156 )

**Manuscript Files**

NC1-22-78-1 [61]

Files contain informational reports, instructional materials, scientific or technical treatises, periodic survey, or narrative reports except as otherwise specified in this schedule. Manuscripts of published materials are of value only so far as they aid in verifying the accuracy of the associated publications and that purpose is served within a specific period of time.

- a. Manuscripts of published materials

DISPOSITION TEMPORARY. Destroy 2 yrs after publication.

- b. Manuscripts of unpublished materials, and materials by Service employees published under



~~private or other auspices (arranged alphabetically by title)~~

~~DISPOSITION PERMANENT Separate file into 1-year sets and transfer the set to a Federal records center when it is 3 years old Offer the set to NARA when it is 8 yrs old~~

**Motion Picture Files**

NC1-22-78-1 [64]

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AUTHORITY*

- ~~a. Service-sponsored or produced films intended for distribution or public showing, other Service-sponsored or produced films that document agency programs and responsibilities, inform the public about endangered and other species, or document scientific events in which the Service is involved Sample topics include whooping crane egg transplants to Grey's Lake National Wildlife Refuge, the banding of whooping crane chicks, the demise of swans from lead poisoning at Mattamusket national Wildlife Refuge (arranged by title)~~

~~DISPOSITION PERMANENT~~

- ~~b. Unedited outtakes and trims, the discards of film production, which have been appropriately arranged, labeled, and described~~

~~DISPOSITION PERMANENT Offer the original negative or color original and a work print to the NARA Stock Film Library (NNVS) for evaluation when no longer needed for administrative purposes~~

**157.) Motion Pictures - USFWS Mission-Related**

Motion pictures created, commissioned, or acquired by USFWS and illustrating or documenting USFWS programs, activities, or interests This item does not cover motion pictures specifically scheduled or incorporated in another records series

- a. Motion picture films used to document substantive and mission-related USFWS activities, and having long-term value after completion of the purpose for which they were created Long-term value may be created if the motion pictures document or illustrate an activity or subject that is a precedent or basis for a significant policy change, is involved in extensive litigation, receives widespread media attention, is widely recognized as unique by specialists or authorities outside the government, documents or illustrates a rare species or rare species behavior, or is reviewed at length in the USFWS annual report

DISPOSITION PERMANENT Transfer the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print to NARA when no longer needed for duplication

- b. Motion picture films used to facilitate or illustrate USFWS actives and programs not having the long-term value to warrant sufficient annotation and long-term retention after completion of the purpose for which they were created

DISPOSITION TEMPORARY Retain for the retention of the case file or records the motion pictures illustrate or until superseded or obsolete, whichever is sooner

- c. Motion picture films created for the purpose of selecting the best quality film necessary to document the subject but not selected as a record copy under categories a and b above

DISPOSITION TEMPORARY Destroy 90 after record copy selected or when no longer needed

*This replaces USFWS/64. (See item above )*

**Publicity and Information Records**

NC1-22-78-1 [68]

- a. Public Relations Administration Files Files consist of memoranda and letters to and from the Service regarding such topics as arrangements for conferences and meetings, visits to Service Facilities, reference services, lost and found assistance, and other similar public relations functions
- b. Liaison Files Letters and memoranda to and from the service relating to routine interaction with other Federal and State
- c. Publications Files MANAGERIAL PUBLICATIONS FILE includes copies of those publications created by or on behalf of the Service that contribute to an understanding of the organization, functions, policies, and procedures of the Service Included herein are annual reports such as Conserving our Fish and Wildlife Heritage, Federal Aid to Fish and Wildlife Restoration, Administration and Status Report of the Marine Mammal Protection Act of 1972 , and one-time reports and studies of particular policy-making significance TECHNICAL PUBLICATIONS FILE includes copies of numerous series of periodic publications created by or on behalf of the Service that address various scientific or technical aspects of the mission of the Service and the accomplishment of that mission Examples of such publications series are Wildlife Review, Fish Disease Leaflets, The Progressive Fish Culturist, Endangered Species Technical Bulletin series POPULAR PUBLICATIONS FILE includes copies of a large number of items created by or on the behalf of the Service for the education of the general public about the aims and activities of the Service Examples of such publications are Desert Bighorn Sheep, Better Hunting and Fishing on Small Watershed Projects, Buffalo Management, The Bald Eagle, and publications from the Conservation Note series, and similar items
  - (1) Publications printed by the Government Printing Office (GPO) Examples include the majority of the titles in the series listed in C above under "Managerial Publications" and "Technical Publications" A copy of each is automatically provided by GPO to NARA
  - (2) Publications printed by the Department of the Interior or other non-GPO organizations Examples include the Endangered Species Technical Bulletin series, Biological Services Program News series, and a minority of titles in the series listed in C above under "managerial Publications" and "Technical Publications "
    - a. Record copy. (arranged by publication)  
DISPOSITION PERMANENT Separate file into 1-year sets and offer set to NARA when 6 months old
    - b. All other copies  
DISPOSITION TEMPORARY Review annually Destroy when revised, superseded, obsolete, or no longer circulated
- d. Press Release File (arranged chronologically)

- ~~(1) Record copy (bound in volumes)~~  
~~DISPOSITION PERMANENT Separate file into 1-year sets and transfer to a Federal records center when the set is 3 yrs old Offer the set to NARA when it is 10 yrs old~~
- ~~(2) All other copies~~  
~~DISPOSITION TEMPORARY Destroy when 4 yrs old or when no longer needed~~
- e. Speech File File consist of copies of speeches delivered by the Director or other high-ranking agency officials on substantive topics relating to the Service (arranged chronologically)
- ~~(1) Record copy~~  
~~DISPOSITION PERMANENT Separate file into 2-year sets and offer set to NARA when it is 5 yrs old~~
- ~~(2) All other copies~~  
~~DISPOSITION TEMPORARY Destroy when 3 yrs old or when no longer needed.~~

**158.) Public Relations Project Files**

Documents outreach, communication, and related public relations activities by USFWS for educational or informational purposes, or to communicate information about programs, policies, services, and events related to the mission of the Service Records may also document liaison activities with other Federal and state agencies, national and regional conservation organizations, educational institutions, youth groups, and other similar organizations May include outreach requests, event planning documentation, documentation of media coverage and advertising, copies of mailing lists, follow-up evaluations, copies of outreach materials, correspondence, and related documentation

DISPOSITION TEMPORARY Destroy when 3 years old

*This replaces USFWS/68 (See item above )*

**159.) Official News Releases**

Official USFWS news releases issued for public dissemination

- a. Record Copy, maintained by office of origin  
DISPOSITION PERMANENT Cutoff annually Separate into 5 year sets and transfer to NARA when most recent record is 5 years old
- b. Other copies  
DISPOSITION TEMPORARY Destroy when no longer needed

*This replaces USFWS/68 (See page 79 )*

**160.) Publications**

Published records produced by or for the USFWS or any of its departments, programs, or offices and made available to the public. Publications are created to contribute to an understanding of the organization, functions, policies, and procedures of the Service. They may include one-time reports and studies, publications of policy-making significance, publications that address scientific or technical aspects related to the Service's mission, snapshots of Service Internet sites, technical bulletins, and publications created to educate the general public about the aims and activities of the USFWS (such as newsletters, periodicals, pamphlets, brochures, posters, and similar items).

**a. Record Copy, maintained by office of origin**

DISPOSITION PERMANENT Separate into five year sets and transfer to NARA when most recent publication is 5 years old

**b. Other Copies**

DISPOSITION TEMPORARY Destroy when superseded, obsolete, or no longer needed

**c. Original graphics and working files which document the design and production of USFWS publications**

May include working papers, mock-ups, art work, samples, camera ready copy, print requests, approvals, orders, and related documentation

DISPOSITION TEMPORARY Destroy 3 years after final product published, 3 years after project withdrawn, or when no longer needed for publication or reprinting, whichever is later

*This replaces USFWS/68. (See page 79 )*

**161.) Speeches and Comments**

Documents speeches or comments delivered by the Director or other high-ranking agency officials on substantive topics relating to the mission, programs, or activities of USFWS

**a. Record Copy, maintained by office of origin**

DISPOSITION PERMANENT Cutoff annually Separate into 5 year sets and transfer to NARA when most recent record is 5 years old

**b. Other copies**

DISPOSITION TEMPORARY Destroy when no longer needed

*This replaces USFWS/68 (See page 79 )*

~~162.)~~

**Published Maps.**

NC1-22-78-1 [69]

One copy of each published map and portfolio produced by or on behalf of the Service, including—

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~~each edition and variant, and all related indices (arranged by topic)~~

~~DISPOSITION PERMANENT Separate file into 2-year sets and offer set to NARA when 2 yrs old~~

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**Recordings Files**

NC1-22-78-1 [70]

- ~~a. Audio Recordings These records are created by the Radio/TV Programs Staff, Assistant Director - Public Affairs (arranged by title)~~

- ~~(1) Public service radio announcements concerning endangered species, Federal laws that protect flora and fauna, and wildlife information, radio news feature spots on selected flora and fauna, other broadcasts that highlight current Service projects and important scientific development to which the Service is a contributor. An annual selection of representative public service announcements should be made by the Service~~

- ~~a. Conventional, mass-produced, multiple copy disc recordings - the master tape, matrix or stamper, and one disc pressing~~

~~DISPOSITION PERMANENT Separate files into 5 year sets and offer set to NARA when no longer needed or when 5 yrs old~~

- ~~b. Magnetic audio tape recording (reel-to-reel, cassette, or cartridge) - the original tape or the earliest generation of each recording and a "dubbing" if one exists~~

~~DISPOSITION PERMANENT Separate files into 5-year sets and offer set to NARA when no longer needed or when 5 yrs old~~

- ~~(2) Audio recording included as part of a project file, case file, report or similar type of record~~

~~DISPOSITION PERMANENT TEMPORARY Dispose of in accordance with the approved disposition instructions for the records of which they are a part~~

- ~~b. Video Recordings These records are created by the Radio/TV Programs Staff, Assistant Director - Public Affairs (arranged by title)~~

- ~~(1) Public service TV announcements concerning such activities as endangered species research and recovery programs, law enforcement efforts, and animal damage control projects, feature spots narrated by celebrities such as Lorne Greene (discussing various laws and regulations governing importation of wildlife and wildlife products into the U.S ) and Paul Newman (attempting to educate the public regarding the protected status of birds of prey), announcements concerning the annual Duck Stamp Contest, and similar presentations. An annual selection of 5 representative public service TV announcements and public service spots should be made by Service~~

~~DISPOSITION PERMANENT For public service TV announcements and public service spots, separate into 5-year sets. For news features, separate into 1-year sets. Offer to NARA when no longer needed or when set is 5 yrs old~~

- ~~(2) Video recordings included as part of a project file, case file, report or similar type of record~~

~~DISPOSITION PERMANENT/TEMPORARY Dispose of in accordance with approved disposition instructions for the records of which they are a part.~~

~~TEMPORARY Dispose of in accordance with approved disposition instructions for the records of which they are a part~~

- ~~(3) Public Service TV Announcements and public service spots not offered to NARA~~

~~DISPOSITION TEMPORARY Destroy when no longer needed.~~

**163.) Audio Recordings - USFWS Mission-Related**

Audio recordings created, commissioned, or acquired by USFWS and illustrating or documenting USFWS programs, activities, or interests. This item does not cover audio recordings specifically scheduled or incorporated in another records series.

- a. Audio recordings used to document substantive and mission-related USFWS activities, and having long-term value after completion of the purpose for which they were created. Long-term value may be created if the audio recordings document or illustrate an activity or subject that is a precedent or basis for a significant policy change, is involved in extensive litigation, receives widespread media attention, is widely recognized as unique by specialists or authorities outside the government, documents or illustrates a rare species or rare species behavior, or is reviewed at length in the USFWS annual report.
- DISPOSITION PERMANENT Cutoff at end of the year in which original no longer needed for duplication purposes. Transfer original or earliest generation of recording and a dubbing to NARA in 3-year sets when the most recent are 3 years old.
- b. Audio recordings used to facilitate or illustrate USFWS activities and programs not having the long-term value to warrant sufficient annotation and long-term retention after completion of the purpose for which they were created.
- DISPOSITION TEMPORARY Retain for the retention of the case file or records that the audio recordings document or until superseded or obsolete, whichever is sooner.
- c. Audio recordings created for the purpose of selecting the best quality audio recording(s) necessary to document the subject but not selected as a record copy under categories a and b above.
- DISPOSITION TEMPORARY Destroy 90 days after records copy selected under categories a and b above.

*This replaces USFWS/70 (See item above)*

**164.) Video Recordings - USFWS Mission-Related**

Video recordings created, commissioned, or acquired by USFWS and illustrating or documenting

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USFWS programs, activities, or interests This item does not cover video recordings specifically scheduled or incorporated in another records series

- a. Video recordings used to document substantive and mission-related USFWS activities, and having long-term value after completion of the purpose for which they were created Long-term value may be created if the video recordings document or illustrate an activity or subject that is a precedent or basis for a significant policy change, is involved in extensive litigation, receives widespread media attention, is widely recognized as unique by specialists or authorities outside the government, documents or illustrates a rare species or rare species behavior, or is reviewed at length in the USFWS annual report

DISPOSITION PERMANENT Cutoff at end of year in which original no longer needed for duplication purposes Transfer original or earliest generation of recording and a dubbing to NARA in 3-year sets when most recent records are 3 years old

- b. Video recordings used to facilitate or illustrate USFWS actives and programs not having the long-term value to warrant sufficient annotation and long-term retention after completion of the purpose for which they were created

DISPOSITION TEMPORARY Retain for the retention of the case file or records that the video recordings illustrate or until superseded or obsolete, whichever is sooner

- c. Video recordings created for the purpose of selecting the best quality video recording(s) necessary to document the subject but not selected as a record copy under categories a and b above

DISPOSITION TEMPORARY Destroy 90 days after record copy selected or when no longer needed

*This replaces USFWS/70. (See page 82.)*

### **Still Pictures**

NC1-22-78-1 [73]

- a. General Subject File Photographs maintained in the Washington Office by the Audio Visual Staff, Assistant Director- Public affairs and by Public Affairs Officers in the regional offices Subjects include Service facilities such as fish hatcheries and wildlife refuges, examples of flora, fauna, habitats and animal damage, and other documentation in areas such as land history and human history The photographs are either created or received by Service personnel (prints are arranged alphabetically by subject Negatives are arranged numerically )

**(1) Washington Office**

- a. Black and white photographs - the original negative and a captioned print

DISPOSITION PERMANENT Separate file into 5-year sets and offer set to NARA when no longer needed or when 10 yrs old

- b. Color photography - the original color transparency or color negative, a captioned print, and an internegative, if available

- DISPOSITION PERMANENT Separate file into 5-year sets and offer set to NARA when no longer needed or when 10 yrs old
- b. Endangered and Unendangered Species File 35 mm color transparencies maintained in the Washington Office by the Audio Visual Staff, Assistant Director-Public Affairs Photographs are of many species of flora and fauna such as the whooping crane and snail darter The subject matter is not duplicated in 72A above (arranged by category, thereunder by name of species)
- DISPOSITION PERMANENT Separate file into 5-year sets Offer original transparency to NARA when no longer needed or when 10 yrs old
- c. Original Artwork Original sketches, drawings, and paintings created by Service staff artist in the Washington Office, who is a member of the Audio Visual Staff, assistant Director-Public Affairs. Subjects include all types of flora and fauna Some of the original work appears in Service publications, or on posters used for publicity purposes (arranged by subject)
- DISPOSITION PERMANENT Separate file into 5-year sets and offer to NARA when no longer needed or when 10 years old
- d. Photographs included as part of a project file, case file, report, or similar record
- DISPOSITION TEMPORARY / PERMANENT Dispose of in accordance with disposition instructions for records of which they are a part

**165.) Still Photographs and Images - USFWS Mission-Related**

Still photographs and images created, commissioned, or acquired by USFWS and illustrating or documenting USFWS programs, activities, or interests This item does not cover photographs and images specifically scheduled or incorporated in another records series

- a. Photographs and images used to document substantive and mission-related USFWS activities, and having long-term value after completion of the purpose for which they were created, including official portraits of USFWS Directors and other senior management Long-term value may be created if the photographs or images document or illustrate an activity or subject that is a precedent or basis for a significant policy change, is involved in extensive litigation, receives widespread media attention, is widely recognized as unique by specialists or authorities outside the government, documents or illustrates a rare species or rare species behavior, or is reviewed at length in the USFWS annual report
- (1) Black-and-white and color negative photography.
- DISPOSITION PERMANENT Transfer original negative and a captioned print to NARA in 5-year sets when the most recent are 5 years old
- (2) Color transparency and slide photography
- DISPOSITION PERMANENT Transfer captioned original transparency or slide to NARA in 5-year sets when the most recent are 5 years old
- (3) Digital photographs



DISPOSITION PERMANENT Transfer captioned copy to NARA 1 year after completion or termination of activity or purpose for which the digital photograph was created Consult with NARA to determine acceptable format for transfer

- b. Still photographs and images used to facilitate or illustrate USFWS actives and programs not having the long-term value to warrant sufficient annotation and long-term retention after completion of the purpose for which they were created

DISPOSITION TEMPORARY Retain for the retention period of the case file or records that the images illustrate or until superseded or obsolete, whichever is sooner

- c. Still photographs and images created for the purpose of selecting the best quality image(s) necessary to document the subject but not selected as a record copy under categories a and b above

DISPOSITION TEMPORARY Destroy 90 days after record copy selected or when no longer needed

*This replaces USFWS/73 (See item above )*

**Vertical and Oblique Aerial Film, Conventional Aircraft**

NC1-22-78-1 [76]

Vertical and oblique film in black and white, color or "false color", including photo indices (controlled or uncontrolled mosaics), flight line indices or coordinate grid systems used in finding aids that

- a. Provide documentation of the properties, operations, and conditions of the Service, or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form, or document actual events or phenomena which are significant new technology and represent an advance in the state of the art

- (1) Original or master negative

DISPOSITION PERMANENT Separate files into 1-year sets and offer set to NARA when it is 10 years old or when no longer needed, whichever occurs first

- (2) copy negatives, internegatives, rectified negatives and glass plate negatives that are annotated

DISPOSITION PERMANENT Separate files into 1-year sets and offer set to NARA when it is 10 yrs old or when no longer needed - whichever occurs first

- (3) Annotate prints - one copy

DISPOSITION PERMANENT Separate files into 1-year sets and offer set to NARA when it is 10 yrs old or when no longer needed - whichever occurs first

- b. Are not permanent records as described above

DISPOSITION TEMPORARY Destroy when no longer needed

- ~~c. Are included as part of project file, case file, report or a similar type of record~~

~~DISPOSITION PERMANENT/TEMPORARY dispose of in accordance with the approved  
disposition instructions applicable to the records of which they are a part.~~

**166.) Aerial Photographs**

Aerial photographs of USFWS refuges, properties, project sites, and other areas of interest  
Photographs may exist as negatives, prints, or digital images

- a. Aerial photographs commissioned by USFWS and aerial photographs that have been  
annotated by USFWS staff to document program activities

**(1) Photographs**

DISPOSITION PERMANENT Transfer originals to NARA 3 years after  
photographs are no longer of use to USFWS

**(2) Digital Images**

DISPOSITION PERMANENT Transfer copy to NARA 1 year after images are no  
longer of use to USFWS Consult with NARA to determine  
acceptable format for transfer

- b. Reference or informational aerial photographs used by USFWS

DISPOSITION TEMPORARY Destroy when no longer needed

*This replaces USFWS/76. (See item above )*

**Realty**

**167.) Alaska Land Bank Agreements**

Agreements created with native corporations giving management rights to native owned lands affecting USFWS lands under the Alaska National Interest Lands Conservation Act and the Alaska Native Claims Settlement Act

DISPOSITION TEMPORARY Destroy 6 years after final termination of agreement

Legal References Alaska National Interest Lands Conservation Act, Alaska Native Claims Settlement Act

**168.) Alaska Native Land Claims**

Native village selection claims filed under the Alaska Native Land Claims Settlement Act (ANCSA) that pertain to land in USFWS custody Includes claims submitted under section 14h(1) of ANCSA pertaining to cemetery and historical sites May contain field reports, surveys, maps, copies of native enrollments, and application determinations

**a. Land Claims**

Native village selection claims filed under the Alaska Native Land Claims Settlement Act, associated correspondence and copies of Native enrollments Usually maintained in Regional Office Realty office

**(1) Successful Claims**

DISPOSITION TEMPORARY Destroy 6 years after claim is awarded

**(2) Unsuccessful Claims**

DISPOSITION TEMPORARY Destroy 6 years after final determination

**b. Refuge Copies**

Correspondence from the Realty office concerning Alaska Native Land Claims Settlement Act, copies of Native village selection claims, and copies of Native enrollments maintained in Refuge offices

DISPOSITION TEMPORARY Destroy after resolution or termination of claim

Legal References Alaska Native Land Claims Settlement Act (ANCSA)

**169.) Escrow Files**

Escrow case files documenting funds raised by USFWS permitting activities on select lands that are held in escrow for Alaska native entities

DISPOSITION TEMPORARY Destroy 6 years after disbursement of funds

*These records are probably frozen by the Cobell litigation*

**170.) Land Acquisition Priority System (LAPS)**

The Land Acquisition Priority System is a database used to document and prioritize land acquisition needs, opportunities, and requests. Information is also used in the formulation of the annual land acquisition budget request. Information details the case for the biological necessity or desirability for preserving species and habitat on refuges by acquiring land.

**a. Input Documents**

Draft working copies, copies of costs estimates, input forms, and other materials used solely as source data for database entries.

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

**b. Database Records**

Database records maintained within the database on an online system and regularly backed up to digital media.

DISPOSITION TEMPORARY Delete entries when 10 years old

**c. Reports**

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

DISPOSITION TEMPORARY. Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

*This system may have been merged into the RPMIS system (See item 181 on page 93 )  
Systems documentation is covered by the General Records Schedule. [GRS 20/11a]*

**171.) Property Acquisition and Disposal Records**

Acquisition/Disposal case files which include property description, local market data, comparable sales information, location, maps, contaminant surveys, value analysis, appraisals, and any additional pertinent information. Case files document property acquisition and disposal activities for USFWS and for third party activities where the USFWS advised or assisted.

**a. For USFWS acquisition**

DISPOSITION TEMPORARY Destroy documentation not included in property file 2 years after acquisition is completed

**b. For USFWS disposal**

DISPOSITION TEMPORARY Transfer to new property owner/custodian

**c. For proposed third party acquisition**

**(1) If acquisition occurs**

DISPOSITION TEMPORARY Transfer to new property owner/custodian

**(2) If acquisition is declined**

DISPOSITION TEMPORARY Destroy record 2 years after declination

*This replaces USFWS/31C (See page 38 ) These records supplement the Real Property Files, item 180*

**172.) Land Status Determinations**

Determinations on whether land is considered public lands and available for conveyance to native corporations or other suitable entities. Conducted by the Bureau of Land Management under 43 C F R 2655.2

DISPOSITION TEMPORARY Destroy 30 years after final determination

Legal References 43 C F R 2655.2

**173.) Land Title Status Records**

Records documenting title status of USFWS administered lands including reserved or outstanding subsurface rights. Files include status maps with tract numbers and boundaries, copy of deed, and legal opinions concerning the status of provisions for subsurface rights.

Usually maintained at the field station level

DISPOSITION TEMPORARY Review annually and cutoff superseded or obsolete materials Destroy superseded or obsolete materials 6 years after cutoff

**174.) Leases, Site Use**

General and airport leases for USFWS site use granted to local governments, states, Indian tribes, and native villages

**a. Case Files, Granted Leases**

DISPOSITION TEMPORARY Destroy 20 years after lease terminates and appeal rights are exhausted

**b. Case Files, Leases Not Granted**

DISPOSITION TEMPORARY Destroy 6 years after last activity

**175.) Minerals and Mining Files**

Case files on mineral and mining leases on USFWS administered land issued by the Bureau of Land Management (BLM) and mineral and mining exploration and production activities as allowed to existing subsurface rights holders Files document USFWS involvement in ensuring that leases or claims are valid, that activities are conducted under any stipulated conditions, that the wildlife and habitat are protected, and that restoration and rehabilitation is completed after expiration of lease or abandonment of activities

Files may include copies of leases, plans and studies, permits, correspondence, activity logs and memoranda and reports documenting activities, and other information documenting USFWS's role in evaluating and administering the lease, claim, or activities

DISPOSITION TEMPORARY Destroy 20 years after lease or claim terminates and appeal rights are exhausted

Legal References 30 USC 181, 30 USC 351, 50 CFR 27 64, 29 31 and 29 32

**176.) Mining Claim Case Files**

Mining claim case files for mining claims on USFWS administered land Includes lists of claims, copies of mining claims, correspondence, and other associated materials for administering mining claim activities on USFWS lands Official mining claims are maintained by the Bureau of Land Management

DISPOSITION TEMPORARY Review annually and cutoff expired claims and obsolete documents Destroy 10 years after cutoff

Legal References Mining Law, 30 USC 22, National Wildlife Refuge System Administration Act, 50 CFR 27, 50 CFR 70 4

~~177.)~~ **Oil and Gas Exploration and Production Records** NC1-22-78-1 [35]

~~Contains copies of records submitted to or received from U S Geological Survey (USGS) regarding oil and gas operations on leased Service lands. Included herein are logs, plugging records, production records, exploratory studies, and lease status reports. The record copy of this data is maintained by USGS.~~

~~DISPOSITION TEMPORARY Destroy 4 yrs after year in which lease expires~~

*Governed By  
Previous  
Authority*

**178.) Oil and Gas Files**

Case files on oil and gas leases issued by the Bureau of Land Management (BLM) and oil and gas exploration and production activities on USFWS administered land as allowed to existing subsurface rights holders. Files document USFWS involvement in ensuring that leases are valid, that activities are conducted under any stipulated conditions, that the wildlife and habitat are protected, and that restoration and rehabilitation is completed after expiration of lease or abandonment of activities.

Files may include copies of leases, copies of plugging records, plans and studies including Comprehensive Conservation Plans and Oil and Gas Management Plans, permits, correspondence, activity logs and memoranda and reports documenting activities, and other information documenting USFWS's role in evaluating and administering the lease.

DISPOSITION TEMPORARY Destroy 20 years after lease terminates and appeal rights are exhausted

Legal References 16 USC 3101, 30 USC 181, 30 USC 351, 43 CFR 3101.5

*USFWS/31 mentions copies of USGS records only. This replaces USFWS/31. (See page 38.)*

**179.) Pre-acquisition Contaminant Surveys**

Documents the review and survey of land conducted by USFWS contaminants specialists prior to USFWS acquiring the land. May include notes, analyses and studies, reports, correspondence, and related documentation.

- a. If land is acquired by USFWS

DISPOSITION TEMPORARY Destroy 20 years after completion of survey

- b. If land is not acquired by USFWS

DISPOSITION TEMPORARY Destroy when 3 years old

- c. Other Copies, filed in the case, project, or plan file to which they relate

DISPOSITION Dispose of in accordance with approved disposition instructions for the case, project, or plan file of which they are a part

~~180.)~~ **Real Property Files** NC1-22-78-1 [36]

~~Records include, but may not be limited to, site maps and survey, plot plans, diagrams or blueprints of major structures, utility outlet plans, equipment location plans, inspection reports, building and equipment management and maintenance records, allowance lists and the title~~

- ~~a. All records with the exception of site maps and surveys~~

~~DISPOSITION PERMANENT Retain until property is no longer under Service custody  
Transfer to new custodian upon completion of sale, trade, or donation  
proceedings, or acceptance of purchase money mortgage~~

- ~~b. Site maps and surveys~~

~~DISPOSITION SEE ITEM 62 of this schedule~~

*Governed  
By Previous  
Authority*

**181.) Real Property Management Information System (RPMIS)**

Realty database used to track, inventory, manage, and report on USFWS real property Includes relevant dates, tract name, acreage, cost information, deed transfer status, and approval information Reports are used to answer inquiries from the public, Congress, other government agencies, and to produce obligation reports

- a. Input Documents

Draft working copies, copies of cost information, input forms, and other materials used solely as source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

- b. Database Records

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION TEMPORARY Delete entries 6 years after property is no longer under USFWS custody

- c. Reports

**(1) Convenience and Reference Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

**(2) Record and Case File Reports**

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed



Systems documentation is covered by GRS/20/11a

**182.) Maps, Real Property**

Maps, site maps, surveys, and other associated cartographic materials associated with the real property files

DISPOSITION PERMANENT Retain until property is no longer under USFWS custody and then transfer to NARA

*This replaces USFWS/62B (See page 77 )*

**183.) Water Rights Case Files NC1-22-78-1 [42]**

Files document water rights on Service utilized real estate including applications and amendments thereto for state permits, related descriptions of land, water and streams, state letters of approval, materials pertaining to proof of beneficial use and extensions of time therefore, pertinent cartographic materials, documentation concerning disputes and other substantive correspondence

DISPOSITION TEMPORARY Destroy 3 yrs after rights terminate or dispute is resolved

*Governed By  
Previous  
Authority*

**184.) Well Logs and Reservoir Capacity Logs NC1-22-78-1 [43]**

Logs contain volume and other technical information regarding wells and reservoirs located on Service-owned or Service-utilized real estate

DISPOSITION TEMPORARY Retain until reservoir is no longer in custody of Service  
Upon sale or relinquishment of easement rights conveyed to  
purchaser or owner (in case of easement relationship)

*Governed By  
Previous  
Authority*

**185.) Wilderness Studies**

Wilderness studies conducted to determine the suitability or unsuitability of refuge land for preservation as wilderness under the provisions of the Wilderness Act of 1964 Studies and recommendations become part of the DOI recommendations to the president Studies result in a congressional wilderness area designation, no congressional designation, or were withdrawn

May contain copies of environmental impact statements, wilderness study reports, recommendations to the president, legislative bills, and summary environmental impact statements

**a. Wilderness Studies**

Wilderness studies and recommendations presented to DOI

DISPOSITION PERMANENT Transfer to NARA 20 years after completion of study

**b. Wilderness Studies Case Files**

Case working files and reference materials used to produce Wilderness Studies and recommendations May contain copies of environmental impact statements, wilderness study reports, reference materials, legislative bills, correspondence, and summary environmental impact statements

DISPOSITION TEMPORARY Destroy 20 years after completion of study

Legal References Wilderness Act, 16 U S C 1131-1136

**Research**

**186.) Banded-Bird Recovery Letters File** NC1-22-78-1 [26]

Contains correspondence from hunters and other participants reporting band recoveries, worksheets generated by Bird Banding Laboratory personnel, and no-routine correspondence concerning the program

a. Paper copy

DISPOSITION TEMPORARY Destroy when superseded by microfilm record

b. Microfilm record

DISPOSITION TEMPORARY Review annually and destroy when no longer needed

*Governed  
By Previous  
Authority*

See also Bird Banding Summaries under Permits (See item 102 on page 54.)

**187.) Bird Banding Survey** NC1-22-78-1 [28]

Machine-readable records contain banding data on both game and non-game species found on the North American continent. Includes data on the species, age, sex, location and direction of flight of the banded bird as well as the date of banding, type of band and band number. Similar information is noted when the band is recovered. Data dates from 1920 to the present and is used to facilitate research in the distribution, migration, population dynamics and environmental roles of various species.

DISPOSITION PERMANENT Offer to NARA annually

*Governed By  
Previous  
Authority*

**188.) Breeding Bird Survey** NC1-22-78-1 [29]

Machine-readable records which include census data on all non-game birds found on the North American continent. Includes data on the species, number observed, the date, time, location and climatic conditions of the observation, and on the observer. The data is used to study population ranges and distributions, and to provide information for environmental impact statements. The census is taken annually during April, June, and July. Data dates from 1966 to the present.

DISPOSITION PERMANENT Offer to NARA annually

*Governed by  
Previous  
Authority*

**189.) Fish and Wildlife Surveys**

Survey information, data, and summary reports of fish and wildlife numbers and locations, including fish counts, weir monitoring statistics, commercial harvest data, escapement, stream surveys, fish flow data, habitat data, species counts for fish passage at dams and riverine and coastal structures, animal counts, herd statistics, habitat data, tagging and transponder data, and aerial count information. These surveys are used to produce publications and reports that track long-term trends.

DISPOSITION TEMPORARY Destroy when 20 years old

*The series is not adequately covered by USFWS/87B. (See item 195 on page 87 )*

190.) **Fish Harvesting - Great Lakes** NC1-22-78-1 [32]

Machine-readable record includes data on commercial and sport fishing on the Great Lakes since 1971 Includes identity of vessel, method and value of catch, place, date, and time of catch, and species caught Data is used to study the population dynamics of several species of fish

DISPOSITION TEMPORARY Review annually Destroy data which is no longer needed

*Governed By  
Previous  
Authority*

191.) **Historical Wild Fish Health Survey Database**

Colorado State University Historical Collection (CSUHC) fish health survey database currently maintained under contract by Montana State University Predecessor (1981 - 1998) database to the National Wild Fish Health Survey Database containing similar information (Information on pathogen and parasite incidence among fish collected or studied by USFWS, state agencies, local governments, and tribes ) Contains fish species, location information, test results and identities of pathogens and parasites, and dates

Data collection for this database was not as carefully controlled as for National Wild Fish Health Survey Database and consequently the data are not as trustworthy

a. Input Documents

Draft working copies, copies raw data, input forms, and other materials used solely as source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

b. Database Records

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION PERMANENT Transfer a copy of the Master File to NARA upon approval of this schedule

c. Reports

(1) Convenience and Reference Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

(2) Record and Case File Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY Retain for the specified retention period of case file or records where reports are filed

d. Systems Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, and output specifications (regardless of medium) relating to this electronic records keeping system

DISPOSITION PERMANENT Transfer a copy of current systems documentation to NARA with system master file

~~192.)~~

**Inspection, Survey and Investigation Files**

NC1-22-78-1 [51]

~~Includes appraisals, inspections, management surveys, studies and investigations of the Service by or on the behalf of the Congress, Interior Department and other Executive activities, and the Service itself~~

~~DISPOSITION TEMPORARY Destroy when 4 yrs old or when no longer needed~~

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

193.) **National Wild Fish Health Survey Database**

Wild fish health survey database including information on pathogen and parasite incidence among fish collected or studied by USFWS, state agencies, local governments, and tribes, and contains fish species, location information, test results and identities of pathogens and parasites, and dates The predecessor database (Colorado State University Historical Collection fish health survey database, 1981-1998) to the National Wild Fish Health Survey Database is currently maintained by Montana State University Data collection for the predecessor database was not as carefully controlled as for the National Wild Fish Health Survey Database and consequently the data incorporated into the new database are not as trustworthy

a. Input Documents

Draft working copies, input forms, and other materials used solely as source data for database entries

DISPOSITION TEMPORARY Destroy after data have been entered into the database and verified

b. Database Records

Database records maintained within the database on an online system and regularly backed up to digital media

DISPOSITION PERMANENT Transfer a "snapshot" copy of the Master File to NARA at 5 year intervals, the initial transfer to take place within 5 years of the approval of this schedule

c. Reports

(1) Convenience and Reference Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution

DISPOSITION TEMPORARY Destroy when no longer needed

(2) Record and Case File Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

DISPOSITION TEMPORARY. Retain for the specified retention period of case file or records where reports are filed

d. Systems Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, and output specifications (regardless of medium) relating to this electronic records keeping system

DISPOSITION PERMANENT Transfer a copy of current systems documentation to NARA with system snapshot

194.)

**Project Files**

NC1-22-78-1 [37]

Records are maintained at the project management level and present a complete picture of each project from initiation to termination. Projects include, but are not limited to, the following: 1) in the area of fish and wildlife production - the National Broodstock Project, Cooperative Striped Bass Project, Disease Control projects, Atlantic Salmon Restoration Project, 2) in the area of wildlife assistance - Columbia River Basin Improvement projects, Indian Assistance projects, Agricultural Assistance projects, 3) in the area of population management - waterfowl population surveys (e.g., mourning dove, raptors), waterfowl disease control project, polar bear population control project, and satellite-supported Arctic goose production project, 4) in the area of land management - Elk Refuge Range Rehabilitation Project, Musk Ox Reduction Project, Crop Management projects, 5) in the area of land and water resources - the Garrison Diversion Project, Missouri River Project, Trans-Alaska Pipeline studies, water and coastal resources analysis projects, 6) in the area of habitat preservation - Bald Eagle Pollutant Study, Pesticide Effects Study, Grassland Control projects, Black Duck Habitat Evaluation, 7) in the area of interpretation and recreation - Urban Park studies, Environmental Education projects

- a. Project authorization documents, final summaries or reports, summary budgetary records, and substantive correspondence, for example, correspondence that influenced the course of action on a project (arranged by project)

~~DISPOSITION PERMANENT Separate files into 1-year sets and transfer sets to Federal Records Center when 5 yrs old Offer sets to NARA when 10 yrs old~~

~~b. All other records~~

~~DISPOSITION TEMPORARY Separate file into 1-year sets and transfer to Federal Records Center when 4 yrs old Destroy sets when 10 yrs old~~

~~195.)~~

~~R and D Data Files~~

~~NC1-22-78-1 [87]~~

*Governed By Previous Authority*

~~Technical and scientific data accumulated from the conduct of research and development in a laboratory or similar environment~~

- ~~a. Data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file~~

~~DISPOSITION TEMPORARY Destroy 6 months after completion or termination of the related project or projects~~

- ~~b. Data determined by competent scientific or technical personnel to be of significant value beyond the life of the project on behalf of which they were compiled~~

~~DISPOSITION TEMPORARY Separate files into 1-year sets and transfer the set to a Federal records center when it is 5 yrs old Destroy the set when it is 20 yrs old~~

*Governed By Previous Authority*

~~196.)~~

~~R and D Program Files~~

~~NC1-22-78-1 [88]~~

~~Includes program documents, schedules, and correspondence maintained by the offices responsible for execution, review and analysis of Service research and development programs, and material relating to the general planning and supervision of those programs~~

~~DISPOSITION TEMPORARY Review files annually Destroy when no longer needed~~

*Governed By Previous Authority*

~~197.)~~

~~R and D Project Case Files~~

~~NC1-22-78-1 [89]~~

~~Records are maintained at the laboratory or comparable level, and present a complete history of each project from initiation to termination (completion) Includes procurement files, consisting of a copy of each contract or agreement for research services with appropriate modifications, changes or addenda, project authorization documents, technical characteristics, test results, drawings, specifications and photographs deemed necessary to document design modification, and engineering development, technical and progress reports, notice of completion or cancellation, reference to the location prototype models, films, or other items to bulky for inclusion in course of action on a project~~

- ~~a. All substantive technical and scientific documentation~~

~~DISPOSITION TEMPORARY Separate file into 1-year sets and transfer the set to a Federal records center when it is 8 years old Destroy the set when it is 40 yrs old~~

- ~~b. Material reflecting repetitive, routine, or housekeeping activities~~

~~DISPOSITION TEMPORARY Destroy when 3 yrs old or when no longer needed~~

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

~~198.) **R and D Summary Progress Reports Files** NC1-22-78-1 [90]~~

~~Include reports submitted by laboratories and other similar activities to document the initiation and degree of completion of projects, and consolidated reports prepared therefrom~~

- ~~a. Copies of reports retained by reporting activities~~

~~DISPOSITION TEMPORARY Destroy 1 year after completion or cancellation of related projects~~

- ~~b. Feeder reports used for compilation of consolidated reports, except as indicated in item C~~

~~DISPOSITION TEMPORARY Destroy upon submission of consolidated report~~

- ~~c. Consolidated reports, consisting of the record copy of each consolidated report and any feeder reports used for preparation thereof that contain technical or scientific data not fully documented in the consolidated reports~~

~~DISPOSITION TEMPORARY Destroy when 7 yrs old Transfer technical or scientific data considered by competent authority not to already exist in the Technical Report Files (item 91 of this schedule) to those files if that data continues to be germane~~

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

~~199.) **R and D Technical Report Files** NC1-22-78-1 [91]~~

~~Includes record copy of unpublished manuscripts of reports prepared in conjunction with projects, article reprints, statistical and graphic compilations, summarizations, and analyses~~

~~DISPOSITION TEMPORARY Review annually Destroy when no longer needed~~

**200.) Patent Case Files**

Copies of reports of inventions, employee suggestions for patents, decisions, applications, agreements, and related material necessary to a patent case

DISPOSITION TEMPORARY Destroy when 10 years old or when no longer needed for administrative purposes, whichever comes first

*GOVERNED BY  
PREVIOUS  
AUTHORITY*

**201.) Research Studies**

These records document USFWS scientific research and investigation of wildlife, wildlife habitat, fish health, fishery biology, fishery management, and scientific research and investigation of contaminants Records may exist as any media or physical format The records may be created and maintained by any USFWS station, office, laboratory, project team, or by individual staff researchers Species studies included in this schedule may be funded directly through USFWS appropriations, by other government agencies, by grants, by contracts with private-sector businesses or other organizations, may be in conjunction with various research institutes or consortia This item does not apply to investigations and studies conducted as part of the comment, technical assistance, or permit process under the Endangered Species Act or other similar laws and regulations



Files may contain incoming and outgoing correspondence, memoranda, e-mail printouts, copies of contracts or other requests for service, technical papers, maps, preliminary and final reports, photographs related to the project, references or indexes to related electronic records and data, periodic progress reports, notes and working papers, specifications, preliminary and final research data, statistical analyses, tables, charts, graphs, computer printouts or analyses of scientific or engineering data, reprints of the final project report, study, or journal article, and other records accumulated in the process of completing the study

a. Study Case Files

DISPOSITION TEMPORARY Destroy 10 years after study is completed

b. Historical Study Case Files

Completed studies case files selected annually by the project director as permanent because the study established a precedent for changing policy, received extensive media coverage, was reviewed at length in USFWS annual report, resulted in significant controversy, received international or national awards, and/or was the subject of extensive litigation

DISPOSITION PERMANENT Transfer to NARA 10 years after study is completed

c. Final Reports

Final study reports documenting findings and results of studies

DISPOSITION PERMANENT Transfer to NARA 10 years after report is completed

~~202.)~~ **Sea Lamprey Data** NC1-22-78-1 [39]

~~Machine-readable record contains information on sea lamprey population in the great Lakes Physical characteristics, living environment, and methods of collection are identified Data is used to study population dynamics and the impact of sport and commercial fishing on the population~~

~~DISPOSITION TEMPORARY Review annually Destroy when no longer needed~~

*GOVERNED BY PREVIOUS AUTHORITY*

~~203.)~~ **Special Surveys** NC1-22-78-1 [40]

~~Machine-readable record contains breeding, banding and parts collection data for various species of game bird including the woodcock, mourning dove, and selected waterfowl Data is utilized in the formulation and evaluation of hunting regulations and for other game bird management purposes~~

~~DISPOSITION TEMPORARY Review annually Destroy when no longer needed~~

*GOVERNED BY PREVIOUS AUTHORITY*

~~204.)~~ **Statistical Information Files** NC1-22-78-1 [41]

~~Files include miscellany of raw technical data which is accumulated at a refuge, hatchery or like activity, and includes but is not limited to, climatological readings, water gage readings, migratory or resident population counts, and production figures~~

~~DISPOSITION. TEMPORARY. Review annually. Destroy when data is obsolete, superseded or no longer needed~~

*Governed By  
Previous Authority*

~~205.)~~

**Technical /Scientific Report Files**

NC1-22-78-1 [74]

~~Includes reports prepared by Service personnel that document the accomplishment of an essentially technical or scientific nature. These reports are normally prepared by personnel working outside of the headquarters environment. They are designed to show the status of either an individual or team effort and may be filed on either a voluntary or mandatory basis. These reports are not of enduring value.~~

~~DISPOSITION TEMPORARY Destroy 4 years after the completion or termination of the effort about which the document report or when the document ceases to be of value, whichever occurs first~~

*Governed By  
Previous Authority*

~~206.)~~

**Winter Bird Survey**

NC1-22-78-1 [44]

~~Machine-readable record contains data on all species of birds that wintered in Central Maryland during the years 1970 and 1974. Information is used in the study of population dynamics.~~

~~DISPOSITION TEMPORARY Review annually. Destroy that material that has ceased to serve the purpose for which it was created.~~

*Governed By  
Previous Authority*

**Safety**

~~207.) **Fatal Accident Investigation File.** NC1-22-78-1 [5]~~

~~File includes the basic accident report and any other reports or analyses of the event. Highlighted are the suspected and confirmed cause(s) of the accident, any remedial recommendations, and details of the participation of any Service personnel who reacted to the fatal accident. A fatal accident case file is maintained in the case of loss of life of any human being on Service lands or in Service-utilized facilities.~~

~~a. Record copy~~

~~DISPOSITION TEMPORARY Transfer to the Federal Records Center 3 yrs after close of case. Destroy 10 yrs after close of case.~~

~~b. All other copies~~

~~DISPOSITION TEMPORARY Destroy when 10 yrs old or when no longer of value whichever occurs first.~~

~~**Installation Health Inspection Files.** NC1-22-78-1 [7]~~

*Governed By Previous Authority*

~~Files include reports of inspections performed by the Service personnel as a result of either perceived or suspected hazards to the health of either Service employees or other individuals. Files also include records of any followup inspections made as required by officials of the inspecting office.~~

~~a. Record copy~~

~~DISPOSITION TEMPORARY Separate files into 1-year sets and transfer the set to the Federal Records Center when it is 4 yrs old. Destroy set when it is 9 yrs old.~~

~~b. All other copies~~

~~DISPOSITION TEMPORARY Destroy when 7 years old or when no longer needed, whichever occurs first.~~

~~208.) **Report of Accident/Incident File.** NC1-22-78-1 [10]~~

~~File contains completed Department of the Interior forms, DI-134 and 134C. These forms are completed and forwarded to the Washington Safety and Security Office on each occasion of an on-the-job accident, illness, or injury involving a Service employee. These forms provide such information as employee identity and the date, time, location, and circumstances of the event reported.~~

~~DISPOSITION TEMPORARY Transfer to the Federal Records Center 2 yrs after close of case. Destroy 6 yrs after close of case.~~

*Governed By Previous Authority*

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**"Pen and Ink" Changes**  
**May 24, 2005**

**7.) Policy Documents**

Took out " May exist as paper or electronic versions " As confusing in media neutral schedule

**8.) Electronic Mail and Word Processing System Copies**

Added 'TEMPORARY' to sub items 'a' & 'b' disposition to make consistent with rest of schedule

**29.) Federal Regional Advisory Councils**

Corrected spelling of 'temporary' in sub item 'b'

**30.) Federal Subsistence Board Meetings**

Corrected spelling of 'temporary' in sub item 'b'

**31.) Subsistence Board Staff Case Files**

Changed retention from permanent to temporary based on NARA archival reference staff comments and after further discussion with Subsistence Board staff

**37.) Comprehensive Conservation Plans**

Changed retention to permanent based upon comments from archival reference that the Plans are asked for and used as reference in the archives

**82.) Fuel Tank Databases**

Changed "drowning" to "drawing" in item description to correct typographical error

**83.) Leased Space Databases**

Removed 's' from "expirations" in description sentence two to correct typographical error

**91.) Grant Tracking and Transaction Systems**

Changed 'which' to 'that' and added 'Services' to Health and Human in 2nd paragraph of description

**101.) Biological Monitoring Files**

Changed 'compliance to' to "compliance with"

**104.) Recovery Permits Case Files**

Added item for other case file records

**142.) Maps**

Added items d, e, and f to account for permanent maps, systems, and systems documentation

**145.) National Wetlands Inventory (NWI) Maps, Digital Version**

Added item for permanent systems documentation

**165.) Still Photographs and Images - USFWS Mission-Related**

Added 'captioned' to disposition instructions for a2 & a3

**171.) Property Acquisition and Disposal Records**

Added note about real property files to comment

**193.) National Wild Fish Health Survey Database**

Rewrote series description to make meaning more clear as relates to predecessor database. Dropped 'copies raw data' from 'a' description