

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-048-05-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>12-28-2004</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>5/13/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen S. ...</i>
5. AGENCY INFORMATION 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 <u>4</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>Dec 17, 2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached List of Record Descriptions and Requested Disposition Authorities <i>cc Agency NR NWM D NWM W</i>		

SF 115 Supplementary Cover Sheet

Summary:

This action establishes a new Office of the Secretary series entitled: “DOI Regulations Files.”

Reason for submission:

- (1) This action provides for the disposition of records relating to the coordination and enactment of regulations promulgated by the Department of the Interior.
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule*. See attachment.

4110. DOI Regulations Files. This portion of the Information Management schedule covers files relating to the coordination and enactment of regulations promulgated by the Department of the Interior. It covers reports provided to the Office of Information and Regulatory Affairs, Office of Management and Budget, relating to planned regulatory and deregulatory actions; records relating to the development, approval, and publication of regulations proposed by bureaus and offices within the Department; and records relating to the Department's participation in electronic rulemaking proceedings. It also covers records relating to the Department's compliance with the Regulatory Flexibility Act of 1980.

4111. DOI Regulatory Actions Planning Files. Since 1988, federal agencies have been required by law to publish agendas of regulatory and deregulatory activities. These files identify regulatory priorities of the Department and contain additional details about the most significant regulatory actions that the Department expects to take in the coming year.

4111.a DOI Regulatory Actions Semi-Annual Update Files. These files contain the Department's semi-annual submissions to the "Unified Agenda" for the Office of Information and Regulatory Affairs (OIRA), within the Office of Management and Budget (OMB). (The Unified Agenda provides uniform reporting of data on regulatory and deregulatory activities under development throughout the Federal Government, in the fall and the spring of each calendar year. The fall edition of the Unified Agenda also contains each agency's Regulatory Plan.) They contain printouts from the OMB's automated regulatory planning system and bureau and office "markups" (containing corrections/updates to the data contained in the OMB system.) They may also contain documents from OMB providing guidance to federal agencies relating to the semi-annual update of their data, and documents from the Office of Executive Secretariat to the bureaus and offices conveying or providing similar guidance.

Disposition: TEMPORARY. Cut off files semi-annually. Retain for 6 months after submission to the OIRA, or until receipt of next semi-annual print-outs, and then destroy.

4111.b DOI Regulatory Actions Semi-Annual Electronic Update Files. These electronic files contain the Department's semi-annual submissions to the "Unified

Agenda” for the OIRA, within the OMB. On a semi-annual basis, their content is replaced by an electronic update from OMB, changes and corrections are made to the data by the Office of Executive Secretariat, and the resulting electronic files provided to OMB for inclusion in its next Unified Agenda.

Disposition: TEMPORARY. Cut off files semi-annually. Retain for 6 months after submission to the OIRA, or until receipt of next semi-annual print-outs, and then delete.

4112. DOI Regulations Development/Approval Files. These files contain documents relating to the development and approval of regulations proposed by bureaus and offices within the Department. They include drafts of proposed regulations developed within the individual bureaus and offices, comments on these drafts made by Office of the Secretary offices and/or reviewing officials, and communications with the Office of Management and Budget regarding these proposals (to obtain a regulatory identification number, etc.) They do not include the record copy of these proposals, which remains within the originating bureau or office.

Disposition: TEMPORARY. Retain for 6 months after final publication in the Federal Register, then destroy.

4113. Federal Register Chief of Staff Review Files. These files contain records documenting the Chief of Staff’s review of regulations proposed by bureaus and offices within the Department.

4113.a Federal Register Chief of Staff Review Notebook Files. These files, maintained in notebooks organized by bureaus and offices originating regulations proposals, contain the surname copies of the final documents submitted. They may also contain a copy of clearance sheets documenting their approval by the originating bureau or office. They do not include the record copy of the bureau or office clearance sheets or regulations proposals (which remain within the originating bureau or office). They generally do not contain a copy of the signed Federal Register submission or of the notice as published in the Federal Register.

Disposition: TEMPORARY. Retain for 4 years, or until change of administration, whichever is shorter, then destroy.

4113.b Federal Register Chief of Staff Review Digital Images Files Digital images of paper documents (covered by item 4113a.)

Disposition: TEMPORARY. Retain for 4 years, or until change of administration, whichever is shorter, then delete.

4114. E-Rulemaking Files. These files contain records documenting the Department's participation in the eRulemaking Initiative, a cross-agency E-Government effort (managed by the U.S. Environmental Protection Agency) that aims to transform the Federal rulemaking process by enhancing the public's ability to participate in the process electronically, e.g., in the development of a website that provides a way for the public to search, view and comment on proposed federal regulations open for comment. Included in these files are copies of documents distributed at eRulemaking Initiative meetings, documents summarizing or analyzing the outcome of such meetings, and documents prepared for distribution at such meetings, as well as communications relating to the scheduling of such meetings. Also included in these files are documents relating to the Department's interest in and involvement with e-rulemaking programs and systems developed by bureaus and offices within the Department, as, for example, those of the Bureau of Land Management and Minerals Management Service.

Disposition: TEMPORARY.

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| 4114.a | Documents directly related to eRulemaking Initiative meetings. | Retain for 1 year then destroy. |
| 4114.b | Documents related to e-rulemaking program and systems within the Bureaus and offices. | Retain for 2 years after end of project, then destroy. |

4115. Regulatory Flexibility Act Files. These files contain records relating to the Department's compliance with the Regulatory Flexibility Act of 1980 (5 USC 601-

612), which requires federal agencies to consider the effects of their regulatory actions on small businesses and other small entities and to minimize any undue disproportionate burden.

4115.a Regulatory Flexibility Act Complaint Files. These files contain communications from small businesses, small not-for-profit organizations, or small governments complaining about the burden imposed upon their business, organization, or governmental operation of specific Departmental regulations, and records documenting the Department's efforts to resolve these complaints.

Disposition: TEMPORARY. Retain for 2 years following closure of complaint file, unless followed by court action, then destroy. In case of lawsuit, retain for 6 years following resolution of lawsuit, then destroy.

4115.b Regulatory Flexibility Act Report Files. These files contain annual reports submitted to the Small Business Administration (SBA), for inclusion into the Annual Report of the Chief Counsel for Advocacy of the SBA on Implementation of the Regulatory Flexibility Act, to Congress. This report documents the Department's efforts to comply with the act, including but not limited to an analysis of the Department's response to complaints filed under the Act. These files may also contain documents collected or compiled in preparing the report.

Disposition: TEMPORARY. Retain in agency files for 4 years, or until change of administration, whichever is shorter, then destroy.

4116. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.