

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-048-05-11</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>6-1-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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 Office of Congressional and Legislative Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>8</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 04/21/2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	7010. Legislative History Files. This item replaces Item H.3. Legislative History Files & Item H.6. Legislative Tracking and Index Files.	NCI-48- 71 -1 Record category H.3. & category H.6.	WITHDRAWN
2.	Item H.4. House/Senate Bill and Document Reference File. This item is being deleted in its entirety.	NCI-48- 71 -1 Record category H.4.	
3.	7020. Daily Legislative Summary Files. This item replaces Item H.5. Daily Legislative Summary.	NCI-48- 71 -1 Record category H.5.	
4.	7030. Confirmation Files. This item replaces Item H.8. Confirmation Files.	NCI-48- 824 Record category H.8.	
5.	Item H.7. Congressional Requests File. This item is being deleted in its entirety.	NCI-48- 824 Record category H.7.	
6.	Item H.9. Department Legislative Program. This item is being deleted in its entirety.	NCI-48- 824 Record category H.9.	
7.	7040. Congressional and Legislative Internet Website Files.	N/A	
8.	7050. White House Legislative Reports Files.	N/A	
9.	4024. Early Congressional/Discovery Document Production Files	N/A	

SF 115 Supplementary Cover Sheet

Summary:

This action updates several series of records maintained by the Office of Congressional and Legislative Affairs, within the Office of the Secretary, by revising several of the items (H.3., H.5., H.6., and H.8.) and deleting several of the items (H.4., H.7., and H.9) that were accepted by the National Archives and Records Administration (NARA) in 1977 under job no. NIC-48-11-1. It also established several new items, including one for documents compiled in response to early Congressional/Discovery document productions.

Reason for submission:

- (1) This action includes a revised description of records covered by this schedule which document the Department's legislative program. It also covers electronic and website records maintained by the Office of Congressional and Legislative Affairs.
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*

WITHDRAWN

7010. Legislative History Files. These files contain records that document the Department's position on legislative proposals introduced by Members of Congress, and actions taken by the Department in response to these proposals. Included in these files are copies of legislative proposals; correspondence referring them to the Department for review by the Office of Management and Budget; routing slips referring them to Departmental and Bureau employees and their offices for comment; individual comments of employees, bureaus and offices; and documents communicating the Department's official views on these proposals. Also included are communications from Congress requesting the testimony of Departmental employees at hearings related to legislative proposals; copies of notices announcing hearings to be held on these proposals; testimony of Departmental employees at these hearings; and answers to questions posed by Members of Congress related to the Department's policies and programs at these hearings ("Q's and A's"). Also included, as applicable, are copies of statutory reports related to legislative proposals introduced by Members of Congress.

7010.a Legislative History Files: House of Representatives. These files contain records that document the Department's position on legislative proposals introduced by Members of the House of Representatives. These records are stored in file folders and organized chronologically by Congress.

Disposition: PERMANENT. Cut off at end of final calendar year of each Congress. Retire to Records Center 2 years after cutoff. Transfer to the National Archives 20 years after cutoff.

WITHDRAWN

7010.b Legislative History Files: Senate. These files contain records that document the Department's position on legislative proposals introduced by Members of the Senate. These records are stored in file folders and organized chronologically by Congress.

Disposition: PERMANENT. Cut off at end of final calendar year of each Congress. Retire to Records Center 2 years after cutoff. Transfer to the National Archives 20 years after cutoff.

7010.c. Electronic Legislative History Files on the Web. These files, which are posted to the Department's website at doi.gov, contain electronic copies of testimony provided by Departmental employees at hearings related to legislative proposals introduced by Members of Congress, along with a summary of and index to hearings held. Records are organized by calendar year.

Disposition: PERMANENT. Cut off at end of final calendar year of each Congress. Transfer to the National Archives in accordance with 36 CFR 1228.270.

7010.d Electronic Legislative Tracking System Files. These electronic files track legislative requests received in the Office of Congressional and Legislative Affairs for each Congress, beginning with the 103rd. including requests for the Department of the Interior's positions on legislative proposals introduced by Members of Congress. They serve as an electronic index to the paper files covered by 7010.a and 7010.b.

Disposition: PERMANENT. Cut off at end of final calendar year of each Congress. Transfer to the National Archives ~~20 years after cutoff in accordance with 36 CFR 1228.270.~~ *in accordance with 36 CFR 1228.270: 5 YEARS AFTER cutoff.*

WITHDRAWN

7010.e 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.

7020. Daily Legislative Summary Files. These files contain daily schedules of Congressional hearings on legislative proposals introduced by Members of Congress, and announcements of sessions at which mark-ups of bills of interest to the Department are scheduled to take place. They also contain the names of Departmental officials scheduled to testify at these hearings. These files, which are updated daily or as new information is received, are distributed electronically to offices throughout the Department and to the Office of Management and Budget, and are posted on the Department's website at doi.gov.

7020.a. Daily Legislative Summary Files on the Web. These files, which are posted to the Department's website at doi.gov, contain electronic copies of daily Congressional hearings schedules and mark-up sessions.

Disposition: TEMPORARY. Cut off at end of each Congressional session. Delete six months after cut-off.

7020.b. Daily Legislative Summary Paper Files. These files contain printed copies of records covered by 7020.a, containing daily Congressional hearings schedules and mark-up sessions.

Disposition: TEMPORARY. Cut off at end of each Congressional session. Destroy six months after cut-off

7020.c 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.

WITHDRAWN

7030. Confirmation Files. These files contain records relating to individuals nominated by the President to fill positions within the Department of the Interior requiring confirmation by the Senate. They contain announcements of individual nominations; resumes and other records relating to the suitability of individuals for the positions for which they have been nominated; correspondence relating to Congressional confirmation hearings; statements of nominees and other witnesses at such hearings; and copies of confirmation hearing transcripts. They do not include financial disclosure statements or letters to the Senate or United States Office of Ethics regarding recusals as mandated by Sec. 101(b)(1) of the Ethics Reform Act of 1989.

7030.a Confirmation Files Record Copies. These files contain paper records compiled to support and document the confirmation process. They are maintained in file folders.

Disposition: TEMPORARY. Cut off at end of tenure with the Department of Interior for individuals confirmed by the Senate, or at end of nomination process for individuals not confirmed. Destroy 2 years after cutoff.

7030.b 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.

WITHDRAWN

7040. Congressional and Legislative Internet Website Files. These files contain records prepared for and promulgated on the Department of the Interior's website at doi.gov/ocl by the Office of Congressional and Legislative Affairs to acquaint the public with the Department's legislative program and the work of the office, and to provide it with an index of and access to pending legislative actions of interest to the Department. These files include an office staff directory and brief description of the responsibilities of key office officials, and links to related congressional and legislative information available elsewhere on the internet. They do not include the site's electronic legislative history files, which are covered by 7010.c, or the site's electronic daily legislative summary files, which are covered by 7020.a.

7040.a Congressional and Legislative Internet Website Record Copy Files. These files contain the electronic record copy of records prepared for and promulgated on the Department of the Interior's website at doi.gov/ocl by the Office of Congressional and Legislative Affairs.

Disposition: TEMPORARY. Delete or update information within 60 days after it has become obsolete or out of date, as appropriate.

7040.b Congressional and Legislative Internet Website Drafts and Clearances Files. These files contain drafts of records prepared for and promulgated on the Department of the Interior's website at doi.gov/ocl by the Office of Congressional and Legislative Affairs, as well as backup materials collected in the course of preparing the records, clearance records for final drafts of the records, and other similar materials.

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

WITHDRAWN

7040.c 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.

WITHDRAWN

7050. White House Legislative Reports Files. These files contain weekly reports prepared for the White House Legislative Affairs Office by the Office of Congressional and Legislative Affairs advising on the status of Congressional legislation of interest to the Department of the Interior and summarizing the Department's official position on it. These reports deal with legislative actions (hearings, mark-ups of bills, etc.) taken by the House of Representatives and by the Senate both during the course of the past calendar week and scheduled for future weeks. They also contain a narrative summarizing selected public travel by and Congressional meetings of the Secretary of the Interior for that same week.

7050.a. White House Legislative Reports Files Record Copy Files. These files contain printed copies of the weekly White House Legislative Reports. Reports are compiled into binders on a calendar year basis.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy 2 years after cutoff.

7050.b 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.

WITHDRAWN

4024. Early Congressional/Discovery Document Production Files. These paper files consist of Department of the Interior documents collected from bureaus and offices within the Department of the Interior in response either to formal requests from Congressional Committees and Subcommittees or to subpoena from the courts. They deal with issues surrounding the establishment, on September 18, 1996, by Presidential Proclamation 6920 (signed by William J. Clinton), of the Grand Staircase-Escalante National Monument, in Utah and Arizona. Their extent varies with the scope of the individual request and degree of Departmental involvement in the issue in question. They also include a limited number of records relating to the collection and production of the documents, e.g., guidance memoranda, coordination plans, and adequacy of search certifications.

Disposition: TEMPORARY.

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| 4024.a | Documents collected in response to Congressional requests. | Cut off files at the end of each document production. Destroy 8 years after cutoff, or at end of Administration, whichever is sooner. |
| 4024.b | Documents collected in response to court requests. | Cut off files at end of each document production. Destroy 6 years after final settlement of lawsuit. |
| 4024.c <u>Electronic Mail and Word Processing System Copies.</u> 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.

WITHDRAWN