

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-048-05-12</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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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 Take Pride in America			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>5/11/05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. ...</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 May 5, 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 GRS OR SUPERSEDED JOB CITATION	10.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	See Attached List of Record Descriptions and Requested Disposition Authorities.	N/A	
<i>cc Agency, NWM, NWMWA</i>			

SF 115 Supplementary Cover Sheet

Summary:

This action establishes a new Office of the Secretary series entitled: "Take Pride in America Files."

Reason for submission:

- (1) This action provides for the disposition of records relating to the "Take Pride in America" program operated by the Office of the Secretary.
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*. See attachment.

9100. Take Pride in America Files. These files contain records documenting the Take Pride in America program. This program, originated in 1985 by Secretary Donald Hodel, and re-launched in 2003 by Secretary Gale Norton under the U.S.A. Freedom Corps, is a national partnership, coordinated by the Office of the Secretary, that recruits, supports and recognizes volunteers who work to improve public parks, forests, grasslands, reservoirs, wildlife refuges, cultural and historic sites, local playgrounds, and other recreation areas. It involves federal, state and local governments; conservation, youth and recreation groups; and top national corporations and organizations in protecting and enhancing the public lands managed by federal, state, and local governments that together include more than one in every three acres of the United States.

9101. Take Pride in America Award Files. These files contain records on individuals and organizations nominated for Take Pride in America awards. Information contained in these files include the names of individuals/organizations being nominated, plus contact information; category of award, name and contact information for persons submitting nominations; description of project or activity which forms the basis for the award; location of project or activity, State, ownership, U.S. Congressional District; length of project or activity; subject area/type of project; total volunteer hours donated, total number of people involved; description, objective, results, outcomes; community or partnership references and sources of funding or materials donations; and other information necessary to manage the public awareness component of the Take Pride in America program. (Records relating to individuals in these files are covered by Privacy Act System of Records Interior/OS-14: "Take Pride in America System.")

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| 9101.a Records relating to nominees selected as winners of and finalists for awards. | Disposition: <u>PERMANENT</u> . Cut off at end of award year. Transfer to the National Archives 10 years after cutoff. |
| 9101.b Records relating to nominees not selected for awards. | Disposition: <u>TEMPORARY</u> . Cut off at end of award year. Retain in office of record for 10 years, then destroy. |
| 9101.c Electronic records relating to individuals and organizations nominated for awards. | Disposition: <u>TEMPORARY</u> . Print off records relating to nominees selected as winners of and finalists |

for awards and file with 9101.a.
Cut off at end of award year. Retain
in office of record for 10 years, then
destroy.

9102. Take Pride in America Promotional Materials Files. These files contain printed materials produced for public distribution that have been designed to raise public awareness of the program. They are frequently printed on glossy paper, contain colored illustrations, and are attractively packaged. They address aspects of the program of interest to the public, e.g., the history of the Take Pride in America program, the Take Pride in America city program and certification process, the Take Pride in America Partnership program, lists of Charter Partners, criteria for registering of events as Take Pride in America events, Take Pride in America logo use guidelines, and Take Pride in America awards and recognition process. These files also include pre-printed outreach letters, packages and press kits.

Disposition: PERMANENT. Cut off at end of award year. Transfer record copy to the National Archives 10 years after cutoff.

9103. Take Pride in America Website Files. These files contain records prepared by Take Pride in America staff and promulgated on the internet at takepride.gov to acquaint the public with and involve it in the Take Pride in America program. They include a history and description of the program and an organizational staff directory; an interactive Take Pride in America events calendar; an interactive index of opportunities to volunteer; criteria for registering of events as Take Pride in America events; an electronic form for registering Take Pride in America events; a "spotlight" index of significant volunteer events; the specification of criteria for, description of, and an electronic form for nominating individuals and organizations for Take Pride in America awards; news releases relating to Take Pride in America events; a monthly electronic newsletter "*In Touch with Take Pride*:" links to charter Partners; and links to other agency (Federal and state) sites that offer opportunities for volunteers.

Disposition: PERMANENT. Cut off at end of June and December of each calendar year. Transfer to the National Archives after cutoff in accordance with 36 CFR 1228.270.

DISPOSITION: ~~TEMPORARY~~: DELETE/DESTROY 60 DAYS AFTER
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INFORMATION IS UPDATED OR SUPERSEDED. 9/29/2006

DOI CONCURRED WITH THE CHANGE TO
ITEM 9103 AS ACKNOWLEDGED IN ATTACHED
CORRESPONDENCE

9104. Take Pride in America Media Notebook Files. These files contain copies of articles clipped from and published in newspapers, magazines and other print media about the Take Pride in America program and about specific Take Pride in America events. They are filed in notebooks by date of publication.

Disposition: TEMPORARY. Cut off at end of calendar year. Retain in office of record for 2 years, then destroy.

9105. Take Pride in America Event Image Files. These files contain printed copies of color images depicting selected Take Pride in America events photographed by the Office of the Secretary, and scheduled as 4020.a. Historically Significant Photographs, and digital images of selected Take Pride in America events provided by other sources for possible use and display on the Take Pride in America website. Prints and digital images are organized chronologically by date and event.

9105.a Copies of color images covered by 4020.a.	Disposition: TEMPORARY. Retain until no longer needed, then destroy.
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9105.b Digital images provided by other sources.	Disposition: TEMPORARY. Retain until no longer needed, then destroy.
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9106. Take Pride in America Correspondence Files. These files contain letters and other forms of unsolicited correspondence from the public, relating to various aspects of the Take Pride in America Program, and correspondence initiated by the Take Pride in America Program in the course of its program administration, e.g., letters to organizations, corporations, and State and municipal governments soliciting Take Pride in America Partners. (These files do not include correspondence relating to the Take Pride in America award program, which are covered by 9101.) Correspondence is arranged chronologically by date.

Disposition: TEMPORARY. Cut off at end of calendar year. Retain in office of record for 5 years, then destroy.

9107. Take Pride in America History Files. These files contain records, primarily from the 1990s, documenting the early years of the Take Pride in America program. These records are organized by topic in three-ring binders.

Disposition: PERMANENT. Cut off at end of term of Secretary Manuel Lujan, Jr. (January 20, 1993). Transfer to the National Archives 20 years after cutoff.

9108. 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.