

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-048-06-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>5-1-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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>1/10/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wenzel</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>2</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 April 10, 2006	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 GRS OR SUPERSEDED JOB CITATION	10.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.	9000. Policy Development and Support Files. See Attached List of Record Descriptions and Requested Disposition Authorities.	N/A	

SA 12/22/06 copies sent to Agcy, NARA, NARA WA, NW etc

SF 115 Supplementary Cover Sheet

Summary:

This action establishes one new Office of the Secretary series entitled: "Policy Development and Support Files.

Reason for submission:

- (1) This action provides for the disposition of records that document the review, analysis and development of policy on issues of significance to the Department.
- (2) This action also *incorporates this new series into the numbering pattern of the Office of the Secretary's new records schedule.* See attachment.

9000. Policy Development and Support Files. These files contain documents received, generated and maintained, in the Office of the Secretary, to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to, the following: correspondence; reports; legal analyses and court documents; briefing papers and talking points; memoranda; meeting agenda, handouts, and summaries; email communications; and hand-written notes.

Generally, these files reflect the *broad* scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charged with managing these programs; these records are covered by subject-specific schedules.

These files do not contain Indian Fiduciary Trust documents.

9000.1 Secretary's Files. These files are maintained on behalf of the Secretary of the Department of the Interior.

Disposition: PERMANENT. Cut off at end of Secretary's tenure. Maintain in office of record for four (4) years after cut-off; and then retire to Records Center. Transfer to the National Archives and Records Administration ten (10) years after cutoff.

9000.2 Deputy Secretary's, Assistant Secretaries,' Solicitor's, Inspector General's Files. These files are maintained on behalf of the Deputy Secretary of the Department of the Interior, Assistant Secretaries within the Department of the Interior, the Solicitor and the Inspector General.

Disposition: PERMANENT. Cut off at end of agency official's tenure. Maintain in office of record for four (4) years after cut-off; and then retire to Records Center. Transfer to the National Archives and Records Administration eight (8) years after cutoff.

9000.3 Secretary's Counselors' Files. These files are maintained on behalf of the Secretary's counselors in the Immediate Office of the Secretary.

Disposition: PERMANENT. Cut off at end of agency official's tenure. Maintain in office of record for four (4) years after cut-off; and then retire to Records Center. Transfer to the National Archives and Records Administration six (6) years after cutoff.

9000.4 Deputy Assistant Secretaries' Files. These files are maintained on behalf of the Deputy Assistant Secretaries within the Department of the Interior.

Disposition: TEMPORARY. Cut off at end of the agency official's tenure. Maintain in office of record for two (2) years after cutoff, and then retire to Records Center. Destroy/delete six (6) years after cutoff.

9000.5 Other Senior Agency Officials' Files. These files are maintained on behalf of other senior agency officials who maintain similar broad, policy development and support files not covered by other subject-specific schedules.

Disposition: TEMPORARY. Cut off at end of the agency official's tenure. Maintain in office of record for two (2) years after cutoff, and then retire to Records Center. Destroy/delete four (4) years after cutoff.

9000.6 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 or delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate

Crosswalk

New OS Records Schedule

Old OS Records Schedule

1000 Administration, Planning and Performance	A. Office Administration (100)
1200 Strategic Planning & Performance Assessment Files	B. Management and Planning (200)
1300 Management Improvement Files	
2000 Budget and Financial Management	C. Budget and Finance (300)
3000 Human Resources Management	D. Personnel (400)
4000 Information Management	I. Public Relations (900)
5000 Procurement and Property Management	E. Procurement and Property (500)
6000 Law Enforcement and Security	F. Security and Law Enforcement (600)
7000 Legal and Legislative	H. Legal and Legislative (800)
8000 Audit and Investigation	G. Audit and Investigation (700)

**9000 Office of the Secretary Programs J. Research and Development
(1000)**

9000 Policy Development and Support Files

9001.1 Secretary's Files

**9000.2 Deputy Secretary's, Assistant Secretaries,' Solicitor's,
Inspector General's Files**

9000.3 Secretary's Counselor's Files

9000.4 Deputy Assistant Secretaries' Files

9000.5 Other Senior Agency Officials' Files

9000.6 Electronic Mail and Word Processing System Copies

K. Program/Projects (1100)

Not covered by old schedule.