

## Request for Records Disposition Authority

Records Schedule Number      DAA-0079-2016-0001  
 Schedule Status                      Approved  
 Agency or Establishment          National Park Service  
 Record Group / Scheduling Group   Records of the National Park Service  
 Records Schedule applies to      Agency-wide  
 Schedule Subject                      Records of the Valles Caldera National Trust  
 Internal agency concurrences will be provided      Yes

Background Information              The Valles Caldera National Trust, a wholly-owned government corporation, was established by the Valles Caldera Preservation Act of 2000 (Public Law 106-248) to preserve and protect the historic Baca Ranch of New Mexico's Jemez Mountains. The legislation provided for the Federal Government to purchase the 89,000 acre ranch nestled inside a volcanic caldera. In August 2002, the management for the new piece of public land was transferred to Valles Caldera National Trust. A nine-member board of trustees was given responsibility for the administration of the preserve. Seven of the members were appointed by the President of the United States. In addition, the superintendent of the nearby Bandelier National Monument and the supervisor of the Santa Fe National Forest also served on the board. The enactment of the National Defense Authorization Act for fiscal year 2015 (Public Law 113-291) established the Valles Caldera National Preserve as a unit of the National Park System.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
18	14	4	0

GAO Approval

## Outline of Records Schedule Items for DAA-0079-2016-0001

Sequence Number	
1	Organization History Files Disposition Authority Number: DAA-0079-2016-0001-0001
2	Board of Trustees Records Disposition Authority Number: DAA-0079-2016-0001-0002
3	Reports
3.1	Annual Report Disposition Authority Number: DAA-0079-2016-0001-0003
3.2	Other Reports Disposition Authority Number: DAA-0079-2016-0001-0004
4	Records of the Executive Director Disposition Authority Number: DAA-0079-2016-0001-0005
5	Newsletters and News Releases Disposition Authority Number: DAA-0079-2016-0001-0006
6	Still Photographs and Images
6.1	Captioned analog photographic prints and negatives Disposition Authority Number: DAA-0079-2016-0001-0007
6.2	Captioned color transparencies and slides Disposition Authority Number: DAA-0079-2016-0001-0008
6.3	Digital photographs Disposition Authority Number: DAA-0079-2016-0001-0009
6.4	Routine and uncaptioned photographs. Disposition Authority Number: DAA-0079-2016-0001-0010
7	Records Relating to Public Meetings Disposition Authority Number: DAA-0079-2016-0001-0011
8	Official Publications Disposition Authority Number: DAA-0079-2016-0001-0012
9	Environmental Records Disposition Authority Number: DAA-0079-2016-0001-0013
10	Cartographic Records Disposition Authority Number: DAA-0079-2016-0001-0014
11	Historical Blueprint of the BACA Ranch showing structures, landmarks, natural areas, etc. (1963) Disposition Authority Number: DAA-0079-2016-0001-0015
12	Geothermal Files Disposition Authority Number: DAA-0079-2016-0001-0016

13

Trust Website

Disposition Authority Number: DAA-0079-2016-0001-0017

14

Website design, management, and technical operation records

Disposition Authority Number: DAA-0079-2016-0001-0018

### Records Schedule Items

Sequence Number

1

#### Organization History Files

Disposition Authority Number **DAA-0079-2016-0001-0001**

Records documenting the establishment of the Trust, including enabling legislation, membership, organizational charts, functional statements, by-laws, management principles, directives, policies, and memorandums.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

#### Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

#### Additional Information

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	
Microform		

<b>Hardcopy or Analog Special Media</b>		
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2

**Board of Trustees Records**

Disposition Authority Number **DAA-0079-2016-0001-0002**

The records include meeting agendas, minutes of proceedings, briefing books, policy decisions , speeches, memorandums, and power point presentations.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>15 Cubic feet</b>	
<b>Microform</b>		

<b>Hardcopy or Analog Special Media</b>		
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3

**Reports  
Reports**

3.1

**Annual Report**

Disposition Authority Number      **DAA-0079-2016-0001-0003**

**A comprehensive and detailed report to Congress that provides an account of the Trust's operations, activities, and accomplishments , including the status of ecological, cultural, and financial resources being managed by the Trust.**

Final Disposition                      **Permanent**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation      **2002**

End year of records accumulation      **2015**

What will be the date span of the initial transfer of records to the National Archives?      **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>0.5 Cubic feet</b>	
<b>Microform</b>		

<b>Hardcopy or Analog Special Media</b>		
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3.2

**Other Reports**

Disposition Authority Number **DAA-0079-2016-0001-0004**

Other reports documenting the mission and functions of the Trust, including but not limited to , the Framework and Strategic Guidance for Comprehensive Management Report, Five-year State of the Preserve Reports, Master Plan for Interpretation, Strategic Plan, Public Access and Use Plans, Strategic Management Plan, the Valles Caldera National Preserve and Land Use History Report.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>1 Cubic feet</b>	
<b>Microform</b>		

<b>Hardcopy or Analog Special Media</b>		
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4

**Records of the Executive Director**

Disposition Authority Number **DAA-0079-2016-0001-0005**

**Official correspondence (paper and electronic) of the Executive Director with Congress, the White House, State of New Mexico officials, Native American tribal leaders, and Trust board members pertaining to Trust activities, calendars, testimony before state game officials and environmental groups, speeches, policies, decisions, et cetera.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>4 Cubic feet</b>	
<b>Microform</b>		

5

<b>Hardcopy or Analog Special Media</b>		
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**Newsletters and News Releases**

Disposition Authority Number **DAA-0079-2016-0001-0006**

The files include record copies of newsletters and news releases issued by the Trust. The files consist of all press statements or announcements issued by the Trust that were prepared primarily for distribution to the news media.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>1 Cubic feet</b>	
<b>Microform</b>		

<b>Hardcopy or Analog Special Media</b>		
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6

**Still Photographs and Images**

Still photographs and images created, commissioned or acquired by the Trust documenting events, formal speeches , and presentations.

6.1

**Captioned analog photographic prints and negatives**

Disposition Authority Number      **DAA-0079-2016-0001-0007**

Final Disposition                      **Permanent**

Item Status                                **Active**

Is this item media neutral?            **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?                              **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning      **Transfer all files on hand, along with any related finding aids, to the National Archives immediately upon approval of the schedule.**

**Additional Information**

First year of records accumulation      **2002**

End year of records accumulation      **2015**

What will be the date span of the initial transfer of records to the National Archives?      **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

6.2

**Captioned color transparencies and slides**

Disposition Authority Number      **DAA-0079-2016-0001-0008**

Final Disposition                      **Permanent**

Item Status                                **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer all files on hand, along with any related finding aids, to the National Archives immediately upon approval of the schedule.**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

6.3

**Digital photographs**

Disposition Authority Number **DAA-0079-2016-0001-0009**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer all files on hand, along with any related logs, indexes, or other finding aids, to the National Archives immediately upon approval of the schedule.**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

6.4

**Routine and uncaptioned photographs.**

Disposition Authority Number **DAA-0079-2016-0001-0010**

**Still photographs that are (1) not captioned, (2) document routine or internal events having short-term value (e.g. social gatherings, awards ceremonies, retirement events training common to most government agencies), or (3) created for the purpose of selecting the best quality images necessary to document the subject but note selected as a record copy under Items 6.1, 6.2, or 6.3 above.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Retention Period **Destroy immediately after no longer needed**

**Additional Information**

GAO Approval **Not Required**

7

**Records Relating to Public Meetings**

Disposition Authority Number **DAA-0079-2016-0001-0011**

**Summary reports, agendas, issue briefs, presentation slides, and transcripts regarding meetings held with scientific boards, Forest Service collaboration meetings, NEPA meetings, schools, universities, state and other Federal agencies, environmental organizations, and the U.S. Army Corps of Engineers.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>2 Cubic feet</b>	
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

8

**Official Publications**

Disposition Authority Number **DAA-0079-2016-0001-0012**

**Publications produced by the Trust, including educational brochures, informational bulletins, and posters.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **2002**

End year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>2 Cubic feet</b>	
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Environmental Records**

Disposition Authority Number **DAA-0079-2016-0001-0013**

**Records pertaining to Federal and trust decisions or actions on land use environment, including NEPA statements**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

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**Disposition Instruction**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation      **2002**

End year of records accumulation      **2015**

What will be the date span of the initial transfer of records to the National Archives?      **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>4 Cubic feet</b>	
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

10

**Cartographic Records**

Disposition Authority Number      **DAA-0079-2016-0001-0014**

**Detailed National Preserve maps on a variety of topics, including land use, elk hunting areas, grazing pastures, recreation areas, hydraulic drilling areas, etc.**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after approval of schedule

**Additional Information**

First year of records accumulation      **2002**

End year of records accumulation      **2015**

What will be the date span of the initial transfer of records to the National Archives?      **From 2002 To 2015**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

11

**Historical Blueprint of the BACA Ranch showing structures, landmarks, natural areas, etc. (1963)**

Disposition Authority Number      **DAA-0079-2016-0001-0015**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **The record is in paper copy only.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after approval of schedule

**Additional Information**

First year of records accumulation      **1963**

End year of records accumulation      **1963**

What will be the date span of the initial transfer of records to the National Archives?      **From 1963 To 1963**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

12	<b>Geothermal Files</b>
	Disposition Authority Number <b>DAA-0079-2016-0001-0016</b>
	<b>The records pertain to the exploration and study of approximately 24 geothermal wells to determine their potential as a useful source of electrical power.</b>
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b>
	<b>Disposition Instruction</b>
	Retention Period <b>Destroy when no longer needed for ongoing business</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>
13	<b>Trust Website</b>
	Disposition Authority Number <b>DAA-0079-2016-0001-0017</b>
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b>
	Do any of the records covered by this item exist as structured electronic data? <b>Yes</b>
	<b>Disposition Instruction</b>
	Retention Period <b>Destroy/Delete when superseded, obsolete, or no longer needed for agency business.</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>
14	<b>Website design, management, and technical operation records</b>

Disposition Authority Number	DAA-0079-2016-0001-0018
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Retention Period	Destroy/Delete when no longer needed
Additional Information	
GAO Approval	Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
10/07/2015	Certify	Andrea Quick	Rec Mngmt and FOI A Manager	Information Resources Directorate - Portfolio Management and Strategic Planning Div
12/22/2015	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist