**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Date received</th>
</tr>
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<tbody>
<tr>
<td>NJ-079-06-1</td>
<td>3-13-2006</td>
</tr>
</tbody>
</table>

**To**
NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**1 FROM (Agency or establishment)**
National Park Service

**2 MAJOR SUBDIVISION**
Visitor and Resource Protection

**3 MINOR SUBDIVISION**
Law Enforcement and Emergency Services

**4 NAME OF PERSON WITH WHOM TO CONFER**
JJ Martin

**5 TELEPHONE NUMBER**
912-267-3554

**6 AGENCY CERTIFICATION**
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and

**7 ITEM NO**
**8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**
**9 GRS OR SUPERSEDED JOB CITATION**
**10 ACTION TAKEN**

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1-06</td>
<td>Michael A. Grimes</td>
<td>Service-wide Records Officer</td>
</tr>
</tbody>
</table>

**1 Law Enforcement Commission Files**

Case files documenting the issuance and maintenance of law enforcement commissions. Includes documentation of background investigations, medical reviews, credentials for identification and issuance, in-service training, range qualifications, commission status and other related records that document an individual's fitness to serve as a law enforcement officer.

**TEMPORARY**
Destroy when individual separates from the National Park Service.
Cut off files upon separation of employee from National Park Service. Destroy seven years after cut off.

**2 Electronic Mail and Word Processing Records**
Temporary. Destroy/delete 180 days after recordkeeping copy has been produced.

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**STANDARD FORM 115 (REV 3-91)**
Prescribed by NARA 36 CFR 1228