

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>71-079-06-2</b>	
1 FROM (Agency or establishment) National Park Service		Date received <b>3.13.2006</b>	
2 MAJOR SUBDIVISION Park Planning, Facilities and Lands		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Denver Service Center			
4 NAME OF PERSON WITH WHOM TO CONFER Jannette Wesley	5 TELEPHONE NUMBER 303-969-2131	DATE <b>11/30/02</b>	ARCHIVIST OF THE UNITED STATES <i>Maureen W...</i>
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 that the records proposed for disposal on the attached <u>  --  </u> page(s) are not needed now for the business for 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 <b>3-1-06</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael A. Grimes</i>	TITLE <i>Servicewide Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

## NATIONAL PARK SERVICE SCHEDULE FOR E-TIC SYSTEM

### **E-TIC System**

The Electronic Technical Information Center (E-TIC) system is a document management application located at the Technical Information Center (TIC), Denver Service Center of the National Park Service (NPS). TIC is designated by NPS as the central repository for managing all NPS-generated planning, design, and construction drawings, and related technical report documents. E-TIC serves as a tool to provide ready access to NPS planning, resource management, and development documents; design and construction drawings and related documents; post-construction documents; and other technical documents such as boundary and land status maps. Although some documents in the system predate the establishment of the NPS, documents generally date from the 1950s. E-TIC contains both document images and associated metadata. E-TIC is used by NPS staff conducting research on the national parks, park buildings, park facilities, and park infrastructure. They also use E-TIC to respond to requests for information from the public as well as architectural and engineering firms. NPS staff also use E-TIC to track accessions, perform quality assurance checks on metadata, and track holdings at the Federal Records Center and records transferred to NARA.

The entire system is backed up on a weekly basis; incremental back-ups are performed every night. Back-ups are kept on LTO tapes. Incremental backups are stored locally in a safe in an office eight miles away. Weekly back-up tapes are stored at Iron Mountain in Colorado Springs, Colorado. The system contains vital records for emergency operations and to protect rights and interests.

The software used to manage the system is High-View (images) and Oracle (metadata) and the system resides on a number of servers (see attached list). The E-TIC system is available to researchers through the NPS Intranet.

### ~~**A. Input Records**~~

#### ~~*Source Documents*~~

~~Planning, resource management, and site development type documents establish the guidelines for the overall use, preservation, management, and development of an area within the National Park System. These include archeological reports and studies, environmental impact assessments and statements, natural resource studies, historic resource and furnishing plans, land acquisition maps and studies, park administrative histories, park management plans, park feasibility studies, scientific studies, visitor use studies, transportation studies, recreational plans, cultural resource studies, fire management studies, water resource studies, and wilderness studies. The end products for these documents are usually in a technical report format which may also include graphic products such as maps, plans, and drawings.~~

Design and construction drawings and related documents are for the planning, development, and use of building and facilities in a particular park and may also include specifications and other design documents. Design documents usually consist of bridge studies, historical structure reports, building and road studies, radio system studies, site plans, trail studies, utility studies, topographic drawings, site aerial photography, and design analysis. Construction documents pertain to the construction process and consist of drawings, amendments to drawings, furnishing and equipment drawings, museum exhibit drawings, radio system drawings, shop drawings, and space assignment drawings. Post-construction documents consist of as-constructed drawings, operation and maintenance guides, and historic structure preservation guides. Other technical documents included in E-TIC are boundary surveys, land status maps, monumenting maps, and right-of-way drawings. Approximately 60,000 reports and one million map/drawings sheets are in E-TIC. About 50,000 items are added on an annual basis.

The format of the source documents varies and includes paper, electronic, and microfilm. Paper documents, reports, drawings, maps are scanned and turned into a TIFF or JPEG image before entering E-TIC. After scanning, paper documents are either returned to a specific Park or placed in storage at the Denver Federal Records Center. Electronic data enter E-TIC as TIFF or JPEG images. Existing microfilm images are being scanned and enter E-TIC as TIFF or JPEG images.

Disposition: PERMANENT. Transfer to National Archives when 30 years old. (N1-79-86-1, NPS Records Disposition Schedule, NPS-19, items D18 Planning Program Records, D22 Construction Programs File, and L58 Records of Proposed Areas; also NC1-79-79-1)

GOVERNED  
By NARA  
JOB NUMBER  
N1-079-86-1

## **B. Master Files**

### *1 Image Files*

Image Files consist of drawings, documents, and reports described under Source Documents, in PDF and TIFF formats. Includes documents in electronic format that directly enter the system and images of source documents that are scanned before entering the system. Disposition: PERMANENT. Transfer to National Archives when 5 years old. (N1-79-86-1, NPS Records Disposition Schedule, NPS-19, items D18 Planning Program Records, D22 Construction Programs File, and L58 Records of Proposed Areas, also NC1-79-79-1)

### *2 OCR Text Files*

These files contain a text version of many of the source documents. Many of the images of drawings, documents, and reports are converted to searchable electronic text using optical character recognition (OCR) technology, a software application that reads the images and produces text based on recognized patterns in those images. Disposition: ~~TEMPORARY. Delete 5 years after entry into the system.~~ **PERMANENT: Transfer to NATIONAL ARCHIVES**

**WHEN 5 YEARS OLD.**

### 3. Metadata Files

Metadata files contain a description of the source documents that reside in the E-TIC system along with related audio-visual records and circulation and location information. Metadata is entered manually and consists of descriptions of the images in the system as well as descriptive information pertaining to audio-visual material (related photographs and videotapes) not in the E-TIC system. Metadata also include a unique identifier for each image in E-TIC, check-out data relating to the use of images and information in the system, and data about records stored at the FRC and permanent records transferred to the National Archives. E-TIC currently contains about 200,000 entries. One field of data (IMAGEID), a unique identifier, is not entered manually, but assigned by the High-View system. This field is necessary for the retrieval of the images.

#### a. Descriptions of source documents and related audio-visual records

Disposition: PERMANENT. Transfer to National Archives ~~along with source documents and permanent master files.~~ **WITH PERMANENT MASTER FILES.**

b. *Circulation data* Check-out data relating to the use of images and information in the system. Disposition TEMPORARY. Delete when no longer needed for administrative purposes.

#### c. Data relating to records stored in the FRC and transferred to NARA.

Disposition: TEMPORARY. Delete when no longer needed for administrative purposes.

## C. Output Records

### 1 Administrative Reports

These administrative reports consist of statistical reports pertaining to the number of items entered and by whom, number of images; changes to metadata, and new entries. The reports are generated in response to a query performed monthly, and are not printed or retained in an electronic file. Data is viewed on the screen and then manually entered on a spreadsheet.

Disposition: N/A (Data is not saved)

### 2 Copies of Source Documents

System output consists of copies of source documents (reports, documents, maps and drawings) delivered to TIC clients, the national parks and the public, upon request. Copies are distributed on CD and DVD format. If not already in microfilm format, an extra copy is made and used to create a microfilm version for TIC

a. *Copies distributed to TIC clients* Disposition: N/A

b. *Copies used to create a microfilm version.* Disposition: TEMPORARY.  
Destroy when accuracy of the microfilm is verified.

***D. Documentation***

Documentation consists of a data dictionary, technical import document, functional design document, data migration plan, and user's guide.

Disposition: PERMANENT. Transfer a copy to the National Archives with permanent master files. Transfer updates and changes with subsequent transfer of the master files.