

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 05-2-2008	
1 FROM (Agency or establishment) Department of Interior		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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION National Park Service			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Grimes	5 TELEPHONE 202-354-1908	DATE 9-22-09	ARCHIVIST OF THE UNITED STATES <i>Abigail Thomas</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 2 pages are not now needed 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, [] is not required, [] is attached, or ['] has been requested			
DATE 4-22-08	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

1	1. Resource Management and Land Records Records documenting the acquisition, planning, management, and protection of lands and natural and cultural resources under the stewardship of the National Park Service. See attached schedule.	NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules. GRS 3, 4	
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**NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
RESOURCE MANAGEMENT AND LANDS (ITEM 1)**

This schedule covers all records regardless of media (media neutral).

RESOURCE MANAGEMENT AND LANDS (ITEM 1)

Description

Function: The acquisition, planning, management, and protection of lands and natural and cultural resources under the stewardship of the National Park Service

Natural resources include national parks and monuments, natural history museum collections and associated records, national heritage areas, national recreation areas, national preserves, wilderness areas, and wild and scenic rivers. It includes other resources such as air, biological, geological, water, and natural sound.

Cultural resources include archeological sites, cultural landscapes, ethnographic resources, historic and prehistoric structures, and museum collections (historic objects and archival and manuscript materials).

Resource Management encompasses the planning, study, observation, preservation, management, and maintenance of natural and cultural resources.

Resource Management Activities include archeological identification and evaluation studies, archeological excavations, natural resource surveys, inventory and monitoring of natural resources, re-vegetation and landscape restoration, reintroduction of native species, eradication of invasive species, historical research, historic preservation, historic structure resource management and maintenance, cultural landscape research, scientific projects, various natural and cultural resource maintenance projects, and environmental and science management programs.

Records Documenting Resource Management Activities include, but are not limited to:

- General Management Plans,
- Development Concept Plans,
- study plans,
- inventory and monitoring plans,
- annual reports,
- situation reports,
- special studies,
- contracts relating to natural and cultural resources,
- drawings,
- photographic negatives, prints and slides, motion pictures
- field notes,
- films,
- laboratory reports,
- maps,
- manuscripts,
- oral histories, and
- related correspondence

Records also include:

- museum collection management and preservation plans,

- park histories,
- land preservation records,
- historic structure preservation and restoration, and
- wildlife records

Project records may include

- agenda and meeting minutes,
- budget and actual cost data,
- peer reviews, evaluations, and assessments,
- partnering agreements,
- newsletters and press releases,
- operating plans, and
- final reports

Associated Records are a subset of resource management records essential for the control and use of related cultural and natural museum objects. They include all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are (or subsequently may be) designated as part of a park's museum collection.

Records include, but are not limited to

- analytical data,
- artifact or specimen inventories,
- computer documentation and data,
- conservation treatment records,
- daily journals,
- drawings,
- field notes,
- manuscripts,
- maps,
- photographic negatives, prints and slides, and
- reports generated by historic preservation, archeological, and scientific investigations

Activities Relating to Land Acquisition and Protection include the acquisition of real property, easements, and rights-of-way. Other activities include land use planning, cooperative efforts via agreements with other entities, and participating in regional consortia, and local planning and zoning processes. Land use activities include the granting or denial of permits for park area special uses for agriculture, grazing, Native American ceremonials, roads, road rights-of-way, and water and transmission lines.

Records Relating to Land Acquisition and Protection include, but are not limited to

- deeds,
- appraisals,
- easements,
- surveys,
- right-of-way agreements,
- leases under 36 CFR Part 17,
- maps,
- protection plans,
- condemnation proceeding records,
- documentation relating to water and mineral rights,
- boundary records, and
- photographic negatives and prints, slides, motion pictures

Records that relate to non-Federally owned land within NPS boundaries include correspondence with land in-holders and cooperative agreements with in-holders and adjacent property owners

Resource Management and Lands also includes records containing sensitive, proprietary, or confidential information, including, but not limited to certified payrolls (listing social security numbers of contractors and subcontractors), social security numbers of temporary workers, banking information for companies submitting bids, and any proprietary information about corporate practices, costs, and procedures submitted during the bidding process

Records with short-term operational value include, but are not limited to, approved permits, and other records that do not warrant permanent retention

Routine and supporting documentation not addressed elsewhere in this category include, but are not limited to, transmittals, unapproved permits, reviews of environmental impact statements of other state, Federal, or private agencies, routine or housekeeping correspondence, and similar records

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity or resource designated by Congress as a National park, monument, preserve, lake, sea shore, river, wild and scenic river(way), scenic trail, historic site, military park, battlefield park, battlefield site, battlefield, historic site, recreation area, parkway, wilderness area, heritage area, or other designated area, and which meet one or more of the following criteria are Permanent</p> <ul style="list-style-type: none"> • essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects, • “first of a kind” or establishes precedents, • involves tribal lands, • produces major contributions to scientific or historic knowledge, • subject of widespread media attention or Congressional scrutiny, • high-level (park superintendent and above) NPS personnel, and significant visitors, and historic ceremonies, dedications, and events, • significant construction, repair, reconstruction, and rehabilitation of parks and park facilities, • natural, historical, archeological, and cultural resource protection and management, • land protection and wilderness and wildlife preservation and management, • documentary photographs and films, both electronic and digital, of natural and cultural resources, • special park uses, bearing on the unique responsibilities, programs, and activities relating to the mission of NPS and its custodianship of national parks and historic sites 	

Retention Plan	Disposition Instructions
<p>A.1. Land Acquisition and Ownership Records. Permanent: Records that document NPS land acquisition and ownership, and any changes to land holdings, contains maps, drawings, blueprints, photographs, etc., that meet the permanent criteria outlined above</p>	<p>Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred as specified in 36 CFR 1228.270, or according to standards applicable at the time</p> <p>Transfer all other permanent records to NARA 15 years after close</p>
<p>A.2. Cultural and Natural Resource Management Program and Planning Records Permanent: All records that document NPS programs, projects, studies, reports, and surveys pertaining to cultural and natural resources, as well as planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Contains documents essential for understanding the history of the project or program from inception to completion. Includes audiovisual records that document high-level NPS officials and visiting dignitaries, special activities and events, historic buildings, landscape features of natural or cultural significance (e.g. Old Faithful, Delicate Arch, Pecos Mission Ruins), significant transportation systems (e.g. The Going to the Sun Road) and other mission related significant activities. Also included is documentation of the variety of plants and animals that grow in or inhabit park units, as well as high-level park visitors and recreational activities at the level described as significant. These records meet the permanent criteria outlined above</p>	<p>Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred as specified in 36 CFR 1228.270, or according to standards applicable at the time</p> <p>Transfer all other permanent records to NARA 15 years after close</p>
<p>B. Non-Permanent Long-term Resource Management and Land Records Temporary: Records that document long-term, ongoing management, maintenance, preservation, modification, and rehabilitation of land, and natural and cultural resources, as well as associated records that document cultural and natural museum and archival collections, and that do not meet the permanent criteria specified above. Includes everyday construction and maintenance records for historic structures, such as minor electrical or plumbing repair/maintenance work, for example, the replacement or repair of a</p>	<p>B. Destroy when no longer needed, but never before they are 10 years old</p>

Retention Plan	Disposition Instructions
leaking faucet. Records also cover minor road, trail, fence, and campground construction and rehabilitation; solicitation and bids for contracts that impact a park's natural and cultural resources or mission, such as construction, painting, planting, revegetation, repair and replacement, planning of museum exhibits; supporting documentation for reports; and procurement files for scientific and historic studies, including management of flora and fauna.	
C. Short-term Resource Management and Land Records Temporary Records with short-term operational value and not considered essential for the ongoing management of land and cultural and natural resources	C. Destroy/Delete records 15 years after close
D. Routine Resource Management and Land Records Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category	D. Destroy/Delete records 3 years after close