

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-2	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	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 9/28/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne 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>Service 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 GRS OR SUPERSEDED JOB CITATION	10.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)

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2. Protection and Safety Records

Records documenting the protection of natural and cultural resources entrusted to the care of the National Park Service, and the provision of protection, security, and safety of park visitors, employees, concessioners, and public and private property.

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 18, 21~~

Additional superseded job citations: N1-079-06-1

B 6/3/09

(agency concurs with the additions.)

**NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
PROTECTION AND SAFETY (ITEM 2)**

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

PROTECTION AND SAFETY (ITEM 2)

Description

Function: Provide for the protection, safety, and security of park visitors, employees, concessioners, and public and private property and to protect the natural and cultural resources.

NOTE:

Item 2, *Protection and Safety*, applies to law enforcement, emergency medical services (EMS), and search and rescue (SAR) functions, with particular focus on incident prevention, immediate response, and investigation. For activities related to the long-term management, protection, and recovery of natural and cultural resources, as well as the financial aspects, see ~~Item 1, *Resource Management and Lands*~~ [insert "N1-079-08-1." (Agency concurred 6/19/09.)], and Item 10, *Management and Accountability*.

Activities include, but are not limited to:

- protecting people, resources, and property
- preventing criminal activity through resource education, public safety efforts, and deterrence; detecting and investigating criminal activity; and apprehending and prosecuting criminal violators; and processing prisoners
- emergency preparedness; testing, training, and exercises (TTE); and corrective action programs (CAP)
- emergency response, incident command system (ICS); and continuity operations in response to events, such as: natural or man-made emergencies, disasters, and accidents; hazardous conditions and materials; and infectious or biological agents
- search and rescue (SAR); emergency medical services (EMS); and emergency transport
- monitoring fire and security systems; emergency dispatch and communications centers

NOTE:

For wildland fires, see ~~Item 3, *Fire Management*~~ [insert "N1-095-05-2." (Agency concurred 6/19/09.)] ~~For fire recovery plans, see Item 1, *Resource Management and Lands*.~~ [insert "For reconstruction of resources, see N1-079-08-1." (Agency concurred 6/19/09.)] For equipment and vehicle maintenance logs; personal property and equipment inventories, accountability, and management, see Item 10, *Management and Accountability*. For activities related to the administration of jails and holding facilities, see Item 4, *Park Facilities and Maintenance*. For activities related to occupational safety and health; industrial hygiene; and occupational medicine, medical surveillance, and employee medical folders, see Item 10, *Management and Accountability*.

Records include, but are not limited to:

- jurisdictional compendiums, orders, program procedures, and other information for law enforcement; and memorandums of understanding (MOU) or general agreements (GA) with cooperative Departmental, Federal, State, Local, Tribal, and Territorial entities or entities with concurrent jurisdiction
- assessments, surveys, summaries, audits, inspections, investigations, studies, statistics, trend analysis, Boards of Inquiry, and Boards of Review
- continuity and emergency plans
- law enforcement commission records; EMS licensure and credentials
- professional responsibility files
- patrol, incident, accident, and after action logs or reports
- employee background investigations
- radio, dispatch, and communications center recordings; tip lines; in-vehicle video; and CCTV

- stolen, recovered, seized, impounded property reports and management; evidence handling, storage, and disposal

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity that meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • incidents (natural or manmade) that cause significant or permanent damage to, or loss of, a cultural or natural resource with great monetary, cultural, scientific, or historical value • creation of new protection or safety procedures that constitute a new way of providing services • new policies that change the nature of the activity • “first of kind” events that establish precedents • subject of widespread media attention or Congressional scrutiny • substantiated NAGPRA, ARPA, and IACB claims <p>NOTE: Permanent files may contain redacted copies of documentation containing confidential or sensitive information; however, the original documentation containing such information is covered under 2.D.</p> <p style="text-align: center;">Annual Accumulation: 50 cubic feet, approximately Arrangement by: Incident date or case number, generally</p>	
<p>A. 1. Protection & Safety Policy & Planning Records Permanent: Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services.</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. Electronic 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 closure.</p>
<p>A. 2. Significant Protection & Safety Case Files Permanent: Cases or files that document incidents, investigations, or activities that meet the Permanent Records Criteria.</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. Electronic 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 closure.</p>

Retention Plan	Disposition Instructions
<p>B. Major Protection & Safety Case Files Temporary: Cases or files that document major incidents, investigations, or activities.</p> <p>NOTE: This category applies to offenses that are generally criminal in nature. It also applies to unsubstantiated NAPGRA, ARPA, and IACB claims. Unless the Permanent Records Criteria applies, this category includes incidents that: relate to a cultural or natural resource; or result in a death, life threatening or long term injury, or multiple hospitalizations.</p>	<p>B. Destroy/Delete records 25 years after closure.</p>
<p>C. Minor Protection & Safety Case Files Temporary: Cases or files that document EMS & SAR incidents; or minor incidents, investigations, or activities.</p> <p>NOTE: This category applies to offenses that are generally not criminal in nature.</p>	<p>C. Destroy/Delete records 7 years after closure.</p>
<p>D. Routine Protection & Safety Case Files Temporary: Cases or files that document routine incidents, investigations, or activities.</p> <p>NOTE: This category generally applies to incidents where warnings are issued. It also applies to unsubstantiated allegations of professional responsibility. In addition, this category applies to law enforcement commissions and EMS certifications. It also includes administrative records, such as shift rosters, wrecker logs, patrol logs, lost and found, BOLOs (Be On the Look Outs), and similar records. Included are routine, housekeeping, and supporting documentation, such as evidence inventories and certifications, prisoner processing, and other records not addressed elsewhere in Item 2, <i>Protection and Safety</i>.</p> <p>Redacted copies of documentation containing confidential or sensitive information may be permanent; however, the original documentation containing such information is covered by this category.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>
<p>E. Temporary: Routine audio and video recordings or surveillance.</p> <p>NOTE: Copies of recordings used as evidence for a specific incident must follow the appropriate retention for that case or file.</p>	<p>E. Delete/Destroy electronic records or media 6 months after the date of the recording.</p> <p>GRS 21/18</p>

**NATIONAL PARK SERVICE
 PROTECTION AND SAFETY (ITEM 2) CROSSWALK**

N1-79-08-2 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
2.A.1./2.A.2 Records that document an activity that meets one or more of the Permanent Records Criteria or that document substantive policy development or long-term planning.	Permanent 15 years (or sooner for electronic/special media)				
		A7623a	Protection Files — Accident, Injury, Death — Policy and instructional correspondence	15 years	If the Permanent Records Criteria (“PRC”) does not apply, place in 2.D
		A7627a	Protection Files — Records of Catastrophes — Major Catastrophes	Disposition Suspended	If PRC does not apply, place in 2.B
		A7631a ¹	Protection Files — Building Fires — Major fires causing permanent damage to historic or natural sites	Permanent	Also listed in 1.A.2 and 10.A. for long term recovery efforts beyond the immediate response
		W30	Jurisdiction Files [Compendiums]	Permanent	
		W32	Civil Litigation/Court Procedures	Permanent	
		W34 ²	Law Enforcement	Permanent	
2. B Case or files that	Temporary 25 years				

¹ Nancy Merz requested A7631a be moved to Item 2 from Item 4, 12-11-2008

² Removed. In the Records Management Schedule, “W34 Law Enforcement” is a heading. It is not a record series.

N1-79-08-2 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
document major incidents, investigations, or activities.		A7623b ³	Protection Files — Accident, Injury, Death — Major Visitor Accidents that result in death or tort claim	Permanent	If the PRC applies, see 2.A.1
2. C. Cases or files that document EMS & SAR incidents; or minor incidents, investigation, or activities	Temporary, 7 years	A76 ⁴	Protection Files	15 years	
		A7615 ⁵	Health and Safety Records	15 years	
		A7619 ⁶	Records of Safety Committees and Meetings	15 years	
		A7627b	Protection Files — Records of Catastrophes — Minor catastrophes	Disposition Suspended	
		S78 ⁷	Safety Equipment	6 yrs., 3 months or 3 years	
		W3417	Law Enforcement Files — Accident Investigation	15 years	If the PRC applies, see 2.A.2); major, see 2.B; or routine, see 2.D
		W3421 ⁸	Law Enforcement Files — Expungement Orders	15 years	
		W3423	Law Enforcement Files — State & Local Laws and Regulations	15 years	
		W3425	Law Enforcement Files — Alcohol and Speed Devices	15 years	
		W3427	Law Enforcement Files — Drunk Driving	15 years	

³ Tort claims, A7637 Tort Claim Files, fall under 2.D.

⁴ Removed. In the Records Management Schedule, "A76 Protection" is a heading. It is not a record series.

⁵ Moved to Item 10.C

⁶ Moved to Item 10.C

⁷ Moved to Item 10.C

⁸ W3421, Expungement Orders, was originally listed under 2.C. According to a NPS NER solicitor, an expungement order should be filed into its relating case file. The case file is then maintained for its appropriate retention.

N1-79-08-2 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		A7631b ¹⁰	Protection Files — Building Fires — Minor fires Records of minor fires to visitor property such as house-trailers, cars, boats, etc	Disposition Suspended	If minor applies, see 2.C. For example, was the fire caused by an accident or by criminal activity, such as - arson?
		A7633	Protection Files — Vandalism, Building Security	2 years	If the PRC applies, see 2.A.2; major, see 2.B; or minor, see 2.C For example, did the vandalism cause major damage to a natural or cultural resource?
		A7637	Protection Files — Tort Claims	2 years	
		W26 ¹¹	Legal Reports	3 years	
		W2615	Law Enforcement Reports — Monthly	3 years	
		W2617 ¹²	Law Enforcement Reports — Quarterly Emergency Law & Order Costs	3 years	
		W2619	Law Enforcement Reports — Semi-Annual	3 years	
		W2621	Law Enforcement Reports — Annual	3 years	
		W2623	Law Enforcement Reports — Situation	3 years	
		W3415	Law Enforcement Files — Violation of Regulations	1 year	This applies to unsubstantiated claims of professional responsibility. Substantiated claims must follow the appropriate retention for that case or file.

¹⁰ Nancy Merz requested A7631a be moved to Item 2 from Item 4, 12-11-2008

¹¹ Removed. In the Records Management Schedule, "Legal Reports" is a heading, actually called "Law Enforcement Reports". It is not a record series.

¹² Unknown where "Emergency Law & Order Costs" originates. Any cost issues, would be in Item 10, *Management and Accountability*.

N1-79-08-2 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		W3417	Law Enforcement Files — Accident/Investigation	15 years	If the PRC applies, see 2.A.2; major, see 2.B; or minor, see 2.C For example, is the accident similar in scope to A7623b?
		W3419	Law Enforcement Files — Commissioners/Magistrates	6 years or WNLN	
		W42 ¹³	Special Regulations	2 years or when in CFR	
		W46 ¹⁴	General Regulations (in Title 36, CFR, Parts 7-60)	2 years or when in CFR	
		W4815	Records of Law Enforcement Procedures and Policies — Beats/Patrol Areas	15 years	
		W4817	Records of Law Enforcement Procedures and Policies — Prisoner Processing	15 years	
		W4819	Records of Law Enforcement Procedures and Policies — Court Procedures	15 years	
2. E. Routine audio and video recordings or surveillance	Temporary, 6 months				
		GRS 21, Item 18 ¹⁵	Routine Surveillance Recordings	6 months	Copies of recordings used as evidence for a specific incident must follow the appropriate retention for that case or file.

¹³ Item removed since more of a legal/regulatory record than law enforcement record.

¹⁴ Item removed since more of a legal/regulatory record than law enforcement record.

¹⁵ Needed to add a series for routine surveillance, which is GRS 21, Item 18.

**NATIONAL PARK SERVICE
PROTECTION AND SAFETY (ITEM 2)
E-SYSTEMS CROSSWALK**

N1-79-08-2 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
2. A. 1. Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services.	Permanent				
			None listed [Reserved]		
2. A. 2. Cases or files that document incidents, investigations, or activities that meet the Permanent Records Criteria	Permanent				
			None listed [Reserved]		
2. B. Cases or files that document major incidents, investigations, or activities.	Temporary, 25 years	CIRS	Case Incident Reporting System Collects data on criminal, Emergency Medical Services (EMS), Search and Rescue (SAR), and motor vehicle accident incidents. It is used to generate required statistical reports for the FBI, DOI, and NPS.	Operational. The system, however, will be obsolete in 5 years.	CIRS, a park level DOS based application, was designed according to the specifications of the FBI's National Incident-Based Reporting System (NIBRS). CIRS began in the late 90s. Due to implementation issues, however, it is only in use by approximately 50 parks. Further, of those units that adopted CIRS, some may only have partial years captured or

N1-79-08-2 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
					<p>have stopped using it.</p> <p>CIRS will be replaced as soon as the Department of the Interior's Incident Management Analysis and Reporting System (IMARS) becomes operational.</p> <p>NIBRS facts http://www.fbi.gov/ucr/downloadables/nibrs_general_2008.pdf</p>
2. C. Cases or files that document EMS & SAR incidents; or minor incidents, investigations, or activities.	Temporary, 7 years				
			None listed [Reserved]		
2. D. Cases or files that document routine incidents, investigations, or activities.	Temporary, 3 years				
		N/A	FLETC Fitness Standards Captures employees' participation and scoring on new validated fitness test.	Under Development	FLETC Fitness Standards was replaced by T3, which stands for "Test, Track, Train". T3 is also known as ACE. The T3 database tracks if NPS's Law Enforcement Rangers are in good standing as having satisfied the requirements to retain their Law Enforcement

N1-79-08-2 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
					Commissions, such as successfully passing weapons range tests, fitness tests, continuing education units, etc.
2. E. Routine audio and video recordings or surveillance.	Temporary, 6 months				
			None listed [Reserved]		