

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<i>NI-079-08-3</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>05-2-2008</i>	
1 FROM (Agency or establishment)  Department of Interior		<b>NOTIFICATION TO AGENCY</b>  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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 <i>5/11/09</i> FOR ARCHIVIST OF THE UNITED STATES <i>Michael J. Kutz</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>2</u> 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,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached,     or <input type="checkbox"/> has been requested			
DATE <i>4-22-08</i>	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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**4. Park Facilities and Maintenance Records**

Records documenting the planning, design, construction, rehabilitation, restoration, and maintenance of non-historic NPS facilities, utilities, and infrastructure.

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 11, 15, 17

**NATIONAL PARK SERVICE (NPS)  
RECORDS SCHEDULE  
PARK FACILITIES AND MAINTENANCE (ITEM 4)**

**PARK FACILITIES AND MAINTENANCE**

**Description**

**Function:** Planning, design, construction, rehabilitation, restoration, and maintenance of non-historic NPS facilities, utilities, and infrastructure.

**NOTE:** If the construction, restoration, or rehabilitation is performed on an historic structure maintained as a cultural or natural resource, assign records to Item 1, *Resource Management and Lands*

**Activities Related to Non-historic Park Facilities and Maintenance** include directing the construction of new and repair, rehabilitation, and maintenance of existing NPS facilities. These structures include, but are not limited to: buildings, transportation systems such as roads, trails, tunnels and bridges; dams; reservoirs; and other structures. Tasks are completed through contract management, surveying, civil engineering studies, and related activities.

**Records Related to Non-historic Park Facilities and Maintenance** include, but are not limited to:

- correspondence,
- plans,
- specifications,
- maps,
- studies,
- technical reports,
- architectural and engineering drawings,
- photographs,
- operation and maintenance guides,
- construction contracts,
- completion reports, and
- project agreements.

Also included are records containing sensitive, proprietary, or confidential information, including, but not limited to: certified payrolls (listing social security numbers of contractors and subcontractors), banking information for companies submitting bids, and any proprietary information about corporate practices, costs, and procedures submitted during the bidding process.

<b>Retention Plan</b>	<b>Disposition Instructions</b>
<p><b>Permanent Records Criteria:</b> Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> <li>• involves the design and construction of buildings and other long-term structures on park land excluding non-permanent, non-historic structures such as benches, railings, visitor centers, employee housing, visitor kiosks, amphitheaters, entrance</li> </ul>	

Retention Plan	Disposition Instructions
<p>checking stations, comfort stations, cabins, trailer courts/villages, campgrounds, fish hatcheries, ranger stations, administrative offices/buildings, parking lots, schools, maintenance facilities, utility plans, power plants, wastewater treatment plants, tunnels, landfills, guardrails, retaining walls, culverts, etc. (covered under Item 4. B. 1.),</p> <ul style="list-style-type: none"> <li>• projects that significantly enhance the visitor experience, such as a transportation system, or that have an impact upon the economic vitality of the surrounding community, such as the construction of a dam,</li> <li>• “first of a kind” or establishes precedents,</li> <li>• subject of widespread media attention or Congressional scrutiny.</li> </ul> <p><b>NOTE:</b> Routine maintenance is covered in sub-item 4. C. below.</p> <p><b>NOTE:</b> Maps, drawings, specifications, and reports that were distributed to the public in any way, including as part of a contract solicitation, should be scanned by the Technical Information Center before they are transferred to NARA or destroyed.</p> <p><b>NOTE:</b> Permanent files may contain redacted copies of documentation containing personally identifiable information; however, the original documentation containing such information is covered under sub-item 4. C.</p>	
<p><b>A. Permanent:</b> Records that document the design, construction, repair, restoration, or rehabilitation of buildings, roads, and other long-term structures on NPS land that meet the criteria listed above. Also records related to the planning, review, and approval of line-item, rehab/repair, and transportation construction projects that require the Director’s approval. Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities are included.</p> <p>Current Volume: 500 cubic feet            Annual Accumulation: 50 cubic feet            Date Span: 1957-C            Estimated date of first accession: February 2009</p> <p><b>NOTE:</b> Volumes and dates based on records at the Denver Service Center.</p>	<p><b>A. Transfer</b> 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><b>Transfer</b> all other permanent records to NARA 15 years after closure.</p>

<b>Retention Plan</b>	<b>Disposition Instructions</b>
<p><b>B. 1. Temporary:</b> Records documenting the design, construction, restoration, repair, or rehabilitation of non-permanent and non-historic structures such as benches, railings, visitor centers, employee housing, visitor kiosks, amphitheaters, entrance checking stations, comfort stations, cabins, trailer courts/villages, campgrounds, fish hatcheries, ranger stations, administrative offices/buildings, parking lots, schools, maintenance facilities, utility plans, power plants, wastewater treatment plants, tunnels, landfills, guardrails, retaining walls, culverts, etc.</p>	<p><b>B. 1. Destroy/Delete</b> records 15 years after closure.</p>
<p><b>B. 2. Temporary.</b> Records and supporting documentation for design and construction contracts that pertain to project budget, review, and approval and that track contractor performance, project milestones, costs, budget, schedules, staffing, resources, and other administrative details, excluding specifications.</p>	<p><b>B. 2. Destroy/Delete</b> records 15 years after closure.</p>
<p><b>C. Temporary:</b> Records documenting routine maintenance and services that do not materially change structures, roads, etc. (such as snow removal or mowing) as well as routine contracting records such as progress reports.</p> <p><b>NOTE:</b> Redacted copies of documentation containing personally identifiable information may be permanent; however, the original documentation containing such information is covered under this sub-item.</p>	<p><b>C. Destroy/Delete</b> records 7 years after closure.</p>
<p><b>D. Temporary:</b> All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p><b>D. Destroy/Delete</b> records 3 years after closure.</p>