

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-079-08-5	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5/2/08	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 7/28/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Chomay</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,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached,      or <input type="checkbox"/> 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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**6. Interpretation and Education Records**

Records documenting interpretive and educational programs for park visitors, developed by park, regional, and headquarters staff.

See attached schedule.

NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules

**NATIONAL PARK SERVICE (NPS)  
RECORDS SCHEDULE  
INTERPRETATION AND EDUCATION (ITEM 6)**

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

**INTERPRETATION AND EDUCATION (ITEM 6)**

**Description**

**Function:** Interpretive and educational programs for park visitors developed by park, regional, and headquarters staff

**Activities Related to Interpretation and Education** include programs that typically foster the development of a citizen stewardship ethic and promote recreational safety; and instill an understanding, appreciation, and enjoyment of the significance of parks and their resources. These programs open dialogues about park resources, history, and mission with local communities and visitors. Examples of interpretive and educational programs include.

- interpretive and informational visitor talks,
- celebrations,
- guided tours and hikes,
- audio-visual presentations,
- web-based presentations,
- curriculum-based educational programs, and
- exhibits

**Records Related to Interpretation and Education** include, but are not limited to:

- studies,
- plans,
- reports,
- correspondence,
- classroom curricula,
- research,
- lesson plans,
- text of speeches,
- brochures and other publications,
- photographic negatives, prints and slides, motion pictures,
- exhibit scripts and other documentation,
- wayside documentation, and
- copies of radio and television programs involving park staff.

<b>Retention Plan</b>	<b>Disposition Instructions</b>
<p><b>Permanent Records Criteria:</b> Records that document the planning, development, and the management of interpretive and educational activities which meet one or more of the following criteria are Permanent.</p> <ul style="list-style-type: none"> <li>• policy and procedure for interpretation and education,</li> <li>▪ producing unique informational products such as maps, brochures, etc.,</li> </ul>	

Retention Plan	Disposition Instructions
<ul style="list-style-type: none"> <li>• creation of unique video, audio recordings, etc ,</li> <li>• documentary photographs and films, both electronic and digital, of natural and cultural resources,</li> <li>• development of exhibit scripts and lesson plans for large-scale educational or interpretive installations,</li> <li>• essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects,</li> <li>• “first of kind” or establishes precedents,</li> <li>• involves tribal lands,</li> <li>• produces major contributions to scientific or historic knowledge,</li> <li>• subject of widespread media attention or Congressional scrutiny,</li> <li>• high-level (park superintendent and above) NPS personnel, and significant visitors, and historic ceremonies, dedications, and events,</li> <li>• 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</li> </ul>	
<p><b>A. 1. Permanent:</b> Records that document planning and development of Interpretation and Education policies, programs, and activities, and related documents that meet the criteria above</p>	
<p><b>A. 2. Permanent:</b> Work products including but not limited to publications, presentations, exhibit scripts, audio-visual materials, studies, lesson plans, curricula, brochures and wayside documentation (only one record copy needs to be retained permanently).</p>	
	<p><b>Transfer Instructions for A. 1. and A. 2.</b>  <b>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. Transfer all other permanent records to NARA 15 years after close.</p> <p><b>Transfer</b> all other permanent records to offsite storage 5 years after cutoff</p> <p><b>Transfer</b> all other permanent records to NARA 15 years after cutoff</p>
<p><b>B. Temporary:</b> Drafts, proof sheets and other non-record instances of exhibit scripts, curricula, speeches,</p>	<p><b>Transfer</b> records to offsite storage 5 years after cutoff</p>

<b>Retention Plan</b>	<b>Disposition Instructions</b>
lesson plans, brochures, publications, audio-visual materials, studies, wayside documentation, catalog information on library material, art collections and similar items maintained for interpretive purposes, documents re designing and building exhibits and related documents	<b>Destroy/Delete</b> records 15 years after cutoff
<b>C. Temporary:</b> All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category	<b>C. Transfer</b> records to offsite storage 1 year after cutoff or hold in office for full retention. <b>Destroy/Delete</b> records 3 years after cutoff