

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		NI-079-08-6	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 05-2-2008	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	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 9/29/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas
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 4-22-08	SIGNATURE OF AGENCY REPRESENTATIVE Michael A. Grimes	TITLE Service of Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED, JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

1	<b>7. Partnership Records</b>  Records documenting collaboration with individuals; organizations; tribal, state, and local governments; and other Federal agencies to enhance and supplement NPS resources and activities.  See attached schedule.	NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules.
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**NATIONAL PARK SERVICE (NPS)  
RECORDS SCHEDULE  
PARTNERSHIPS (ITEM 7)**

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

**PARTNERSHIPS (ITEM 7)**

**Description**

**Function:** Collaboration with individuals; organizations; tribal, state, and local governments; and other Federal agencies to enhance and supplement NPS resources and activities.

**Activities Related to Partnerships** include establishing partnerships that span all NPS functions, interpretive and educational partnerships, Volunteers in Parks programs, cooperating associations, donations, and fundraising.

**Records Related to Partnerships** include, but are not limited to:

- memoranda,
- partnership agreements (including scientific research agreements),
- reports,
- studies, and
- correspondence.

<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>• policy and procedure for establishing and maintaining partnerships,</li> <li>• partnerships with tribal organizations,</li> <li>▪ NPS participation in formal Advisory Boards in which NPS has membership,</li> <li>• “first of kind” or establishes precedents,</li> <li>• subject of widespread media attention or Congressional scrutiny.</li> </ul>	

<b>Retention Plan</b>	<b>Disposition Instructions</b>
<p><b>A. 1. Partnership Program and Planning Records.</b>  <b>Permanent:</b> Records that document planning and development of policies, programs, and activities and related documents that meet the criteria above.</p>	<p><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 <b>by calendar year</b> to the National Archives <b>when 3 years old</b>. 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 close.</p>
<p><b>A. 2. Significant Long-Term Partnership Records.</b>  <b>Permanent:</b> Records that detail significant and/or long-term partnerships, particularly with tribal organizations, advisory boards, cooperating associations, and Federal, state, and local governments. These records illustrate the results and history of a partnership and match the criteria listed above.</p>	<p><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 <b>by calendar year</b> to the National Archives <b>when 3 years old</b>. 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 close.</p>
<p><b>B. Short-Term Partnership Records.</b>  <b>Temporary:</b> Records that document relations with cooperating associations, records of cooperating associations, and routine records dealing with collaboration and partnerships. These records do not meet the criteria for permanent records listed above.</p>	<p><b>B. Destroy/Delete</b> records 7 years after cutoff.</p>
<p><b>C. Routine Partnership Records.</b>  <b>Temporary:</b> All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p><b>C. Destroy/Delete</b> records 3 years after cutoff.</p>

**NATIONAL PARK SERVICE  
PARTNERSHIPS (ITEM 7) CROSSWALK**

<b>N1-79-08-6 (New Big-Bucket Schedule)</b>		<b>NPS-19 (Current Schedule)</b>			<b>Comments</b>
<b>Item No. &amp; Title</b>	<b>Retention</b>	<b>Item No.</b>	<b>Title</b>	<b>Retention</b>	
7. A. 1. Records that document planning and development of Partnership policies, programs, and activities and related documents that meet the permanent criteria.	<b>Permanent</b>	A1615	[Advisory Board] Organization	Permanent	
7. A. 2. Records that detail significant and/or long-term partnerships, particularly with tribal organizations, advisory boards, cooperating associations, Federal, state, and local governments that meet permanent criteria.	<b>Permanent</b>	A16	Advisory Boards on National Parks, Historical Sites, Buildings, & Monuments	Permanent	
		A1619	[Advisory Board] Meetings, Recommendations, Appointments	Permanent	
		A18	Advisory Boards, Field Groups	Permanent	
		A20	Advisory Boards or Groups, Other	Permanent	
7. B. Records that document relations with cooperating associations, records of cooperating associations, and routine records.	<b>Temporary, 7 years</b>	A22a	Associations (NPS relations with associations, institutions, societies, clubs), administration & policy	15 years	
		A22b	Associations (NPS relations with associations, institutions, societies, clubs), routine correspondence	3 years	
		A42a & b	Cooperating Associations, Policy & Charter	15 years	Includes Natural History, Historical and Museum Associations
		A42c	Cooperating Associations, Internal Audits	3 years	
		A42d	Cooperating Associations, Annual Reports	3 years	
		A42e	Cooperating Associations, routine correspondence	3 years	

<b>N1-79-08-6 (New Big Bucket Schedule)</b>		<b>NPS-19 (Current Schedule)</b>			<b>Comments</b>
<b>Item No. &amp; Title</b>	<b>Retention</b>	<b>Item No.</b>	<b>Title</b>	<b>Retention</b>	
7. C. All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	Temporary, 7 years		None listed (Reserved)		