

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-7	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 03-2-2008	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 7/6/09	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 <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, [*] is not required, [] is attached, or [] has been requested			
DATE 4-22-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael A. Grimes</i>	TITLE <i>Serviceable 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<p>8. National Assistance Program Records</p> <p>Records documenting National Assistance Programs administered by the National Park Service, and technical and financial assistance provided by NPS. Records do not pertain to NPS-managed structures or areas.</p> <p>See attached schedule.</p>	<p>NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules. GRS 3</p>	
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**NATIONAL PARK SERVICE (NPS)
NATIONAL ASSISTANCE PROGRAMS (ITEM 8)
RECORDS SCHEDULE**

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

NATIONAL ASSISTANCE PROGRAMS (ITEM 8)

Description

Function: National Assistance Programs administered by the National Park Service and technical and financial assistance provided by NPS. This function does not pertain to NPS-managed structures or areas with the exception of records related to the Native American Graves Protection and Repatriation Act (NAGPRA) Program to assist museums and other government agencies with Native American funerary and sacred objects. This schedule does not apply to the records of the Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) which are scheduled under Record Group 515.

Activities Related to National Assistance Programs include administering programs that relate to non-NPS owned historic buildings, landmarks, sites, and structures, as well as the WASO National Native American Graves Protection and Repatriation Act (NAGPRA) Program to assist museums and other government agencies with Native American funerary and sacred objects.

NPS also provides technical and financial assistance to state and local governments. Financial assistance may take the form of grants given by NPS to state and local governments that help provide outdoor recreation resources and that conduct studies of natural landmarks, national trails, and wild and scenic rivers. Support is also available to both public and private entities to help preserve historic sites, buildings, and objects as well as archeological data and resources.

Records Related to National Assistance Programs include, but are not limited to

- inventories,
- summaries,
- lists,
- registers,
- grants and grant applications,
- administrative records,
- project reports,
- drawings,
- photographs, and
- correspondence

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent</p> <ul style="list-style-type: none"> • policy and procedure for establishing and 	

Retention Plan	Disposition Instructions
<p>maintaining National Assistance Programs,</p> <ul style="list-style-type: none"> • assistance to tribal organizations, • the making of significant grants, • maintaining case records of historic structures, • documenting the reporting of human remains and funerary objects, • “first of kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny <p>NOTE: Permanent files may contain redacted copies of documentation containing personally identifiable information, however, the original documentation containing such information is covered under sub-item D</p>	
<p>A. 1. Permanent: Records that help manage and establish policy and procedures and meet the criteria listed above</p>	
<p>A. 2. Permanent: Records that document the awarding of grants including the results of the grants and meet the criteria listed above</p>	
<p>A. 3. Permanent: Case files documenting the reporting of human remains and funerary objects by Federal agencies and museums</p>	
<p>A. 4. Permanent: Case files of historic structures</p>	
<p>Current Volume 750 cft Annual Accumulation 50 cft Date Span 1969-present Estimated date of first accession 2010</p>	<p>Transfer Instructions for A. 1., A. 2., A. 3., and A. 4. 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 closure</p>
<p>B. Temporary: Records that document the awarding of grants, including the results of grants, and meet NPS permanent records criteria</p> <p>NOTE: These records are not permanent according to NARA’s rules and regulations. However, NPS should retain as long as needed</p>	<p>B. Destroy/Delete records when no longer needed</p>
<p>C. Temporary: Routine records dealing with the day</p>	<p>C. Destroy/Delete records 15 years after</p>

Retention Plan	Disposition Instructions
<p>to day administration of Assistance programs and grants Also includes grants that do not meet the criteria listed in A 2</p>	<p>closure</p>
<p>D. Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category Also includes unapproved grant applications</p> <p>NOTE: 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>D. Destroy/Delete records 3 years after closure</p>

**NATIONAL PARK SERVICE
NATIONAL ASSISTANCE PROGRAMS (ITEM 8) CROSSWALK**

N1-79-08-7 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
8. A. 1. Records that help manage, establish policy and procedures and meet permanent criteria	Permanent				
		N/A	NAGPRA Advisory Committee Records	Permanent	N1-79-07-2, item 3
8. A. 2. Records that document the awarding of grants	Permanent				
		N/A	NAGPRA Grants, Accepted	Permanent	N1-79-07-2, item 4a1
8. A. 3. Case files documenting the reporting of human remains and funerary objects by Federal agencies and museums.	Permanent				
		N/A	NAGPRA Case Files (National NAGPRA)	Permanent	N1-79-07-2, item 1
		N/A	Park NAGPRA Records	Permanent	N1-79-07-2, item 7
		N/A	Regional NAGPRA Records	Permanent	N1-79-07-2, item 8
		N/A	NAGPRA Files in Parks	Permanent	N1-79-07-2, item 9b
8. A. 4. Case files of historic structures.	Permanent				
		H32	National Register of Historic Places (includes state plans)	Permanent	Also listed in 1 A.3.
		H34	National Survey of Historic Sites and Buildings (National Historic Landmarks)	Permanent	Also listed in 1.A.3
		H3417	Eligible or Established	Permanent	Also listed in 1 A.3.
		H38	Historic American Buildings Survey [HABS]	Permanent	Also listed in 1.A.3. HABS/HAER is covered by N1-515-95-1
		H40	Historic American Engineering Record [HAER]	Permanent	Also listed in 1 A.3. HABS/HAER is covered by N1-515-95-1.
8. B. Records that document the awarding	Temporary, to be retained by agency for as long as needed.				

N1-79-08-7 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
of grants, including the results of grants, and meet NPS permanent records criteria.		L32	Grants, UPARR, LWCF	Permanent	
		L3217b	Grant Application Files, Accepted	Permanent	
		L3219	Grant Case Files	Permanent	
8. C. All other routine, housekeeping, and supporting documentation.	Temporary, 15 years				
8. D. All other routine, housekeeping, and supporting documentation Also includes unapproved grant applications	Temporary, 3 years				
		L3217a	Grant Application Files, rejected	3 years	GRS 3.14
		N/A	[NAGPRA] Grant Applications, rejected	5 years	N1-79-07-2, item 4a2
		N/A	Tribal Contact Files	3 years	N1-79-07-2, item 2

**NATIONAL PARK SERVICE
NATIONAL ASSISTANCE PROGRAMS (ITEM 8)
E-SYSTEMS CROSSWALK**

N1-79-08-7 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
8. A. 1. Records that help manage, establish policy and procedures and meet permanent criteria	Permanent				
			None listed [Reserved]		
8. A. 2. Records that document the awarding of grants.	Permanent				
		N/A	NAGPRA Grants Tracks NAGPRA grants	Operational	Scheduled under N1-079-07-2 (item 4b) as an index to permanent records
8. A. 3. Case files documenting the reporting of human remains and funerary objects by Federal agencies and museums	Permanent				
		N/A	Culturally Unidentifiable Native American Inventories Database. Summarizes the NAGPRA inventory information submitted by museums and Federal agencies	Operational	Scheduled under N1-079-07-2 (item 1b) as an index to permanent records
		N/A	Notice of [NAGPRA] Inventory Completion and Intent to Repatriate Databases. Library of Federal Register Notices re inventory completion and intent to repatriate.	Operational	Scheduled under N1-079-07-2 (item 1b) as an index to permanent records
8. A. 4. Case files of historic structures.	Permanent				
		NRIS	National Register Information System (NRIS). Summarizes the information about properties listed on National Register of Historic Places	Operational	Index to permanent records
8. B. Records that document the awarding of grants, including the	Temporary, Retain Until No Longer Needed				

N1-79-08-7 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
results of grants, and meet NPS permanent records criteria.		LWCF	Land and Water Conservation Fund (LWCF) Automated Data Management System Operational database used to track and manage awards	Operational	
8. C. Routine records dealing with the day to day administration of Assistance programs, unfunded grants, & those that do not meet permanent criteria.	Temporary, 15 years				
		TAXACT	CR Tax Act Tracking System Database of all applications to the NPS Tax Act Program Used daily by reviewers in Heritage Preservation Services Division, Technical Preservations Services Branch.	Operational	
8. D. All other routine, housekeeping, and supporting documentation. Also includes unapproved grant applications	Temporary, 3 years				
		NACD	CR Native American Consultation Database Contact information for consulting with Native American tribes.	Operational	Scheduled under N1-079-07-2 (item 2b) as a temporary record