

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-079-08-9	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 <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 <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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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10. Management and Accountability Records

Records documenting those tasks involved with the planning, organizing, staffing, directing, internal/external reporting, and controlling of NPS activities that occur routinely across the NPS.

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 1-13, 16, 18, 21, 23, 25, 26 : as specified in the attached crosswalk.

**National Park Service (NPS)
Management and Accountability (Item 10)
Records Schedule**

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

Management and Accountability (Item 10)

Description

Function: Tasks involved with the planning, organizing, staffing, directing, internal/external reporting, and controlling of NPS activities that occur routinely across the NPS

Activities Related to Management and Accountability include establishing agency-wide policy and procedures, creating and administering budgets, finance, legal affairs, aviation and motor vehicles, human resources, and other activities.

Records Related to Management and Accountability include, but are not limited to

- training materials,
- policy and procedure documents,
- Directors Orders,
- employee health folders,
- personnel records,
- environmental issues,
- contracts,
- reports to supervisors and those of a similar nature,
- park annual reports or state of the park reports,
- reports to Congress including the NPS Annual Report,
- travel authorizations and vouchers,
- budget worksheets,
- legal cases,
- vehicle maintenance and use files,
- purchase orders,
- vouchers,
- purchase card logs,
- time and attendance files, and
- Equal Employment Opportunity files

NOTE: The National Park Service requests exceptions to some of the General Records Schedules (GRS) for some of its administrative records covered by this schedule. None of the records will be retained for less than the retention periods established in the GRS, but the NPS schedule provides for unique disposition authorities for records that are otherwise addressed in the GRS.

NOTE: Records Related to Management and Accountability **do not include** contracts relating to work that has an impact upon natural and cultural resources. These are managed under Item 1, *Resource Management and Lands*.

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 development for NPS on local, regional, or national levels, • documentation of social issues affecting NPS services, • creating the annual agency budget, • strategic planning, • annual reporting, • NPS achievements that contribute to history of the agency, • “first of kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny. 	
<p>A. National Park Service Direction and Policy Records. Permanent: Records that document the direction of NPS including the creation of policy and procedures and that meet the permanent criteria listed above.</p>	<p>A. 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. Transfer all other permanent records to NARA 15 years after close</p> <p>Transfer all other permanent records to offsite storage 5 years after cutoff</p> <p>Transfer all other permanent records to NARA 15 years after cutoff</p>
<p>B. Routine Policy Decisions, Planning, Legal Issues and Operations Records. Temporary: Records of routine policy decisions, day to day planning, legal issues, operations, etc that do not meet the criteria for permanent records listed above.</p>	<p>B. Transfer records to offsite storage 5 years after cutoff</p> <p>Destroy/Delete records 15 years after cutoff</p>

Retention Plan	Disposition Instructions
<p>C. Routine Fiscal, Contracting, and Purchasing Records. Temporary: Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc</p> <p>NOTE: Copies of contracts dealing with natural and cultural resources should be filed in Item 1, <i>Resource Management and Lands</i>, depending on the nature of the contract.</p>	<p>C. Transfer records to offsite storage 2 years after cutoff</p> <p>Destroy/Delete records 7 years after cutoff</p>
<p>D. Housekeeping and Supporting Records. Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category</p>	<p>D. Transfer records to offsite storage 1 year after cutoff or retain in office for full retention</p> <p>Destroy/Delete records 3 years after cutoff.</p>