

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-79-97-1	DATE RECEIVED 7-16-97
1 FROM (Agency or establishment) National Park Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Denver Service Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Management Services			
4 NAME OF PERSON WITH WHOM TO CONFER Jannette Wesley Records Manager	5 TELEPHONE (303) 969-2131	DATE 7-6-01	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>1</u> page(s) 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 8/21/97	SIGNATURE OF AGENCY REPRESENTATIVE Betsy Chittenden <i>[Signature]</i>	TITLE Records Officer, NPS	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NPS, D20, Project files for Planning and Design including administrative documents and technical documents that describe critical decisions made during the process of planning and design draft reports, draft copies of engineering drawings, architectural plans, transmittals, task directives, project agreements, amendments, public comments on proposed plans, meeting summaries, trip reports, administrative documents and technical documents that describe critical decisions made during the process of planning and design Record copies of the review and approval process, e.g., meeting notes, compliance information about archeology and the environment, general park information, roads and trails, general correspondence about the project and decisional correspondence The records are filed alphabetically by park and then numerically by project package number and project type These records are to be stored for the life of the facility and transferred to the National Archives five years after the facility has been decommissioned. <i>10/91</i> * See revised attachment.		
115-109		NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE	
		STANDARD FORM 115 (REV 3-81) Prescribed by NARA 36 CFR 1228	

Figure 5-2a. Standard Form 115

[Signature] sent to Agency: NWMD, NRC
copy sent to NR 5/9/01 2007

SCHEDULE PREPARATION AND CLEARANCE

V-3

D20, Planning and Design Project Case Files.

The records in this series include project agreements, amendments to the agreements, reports, copies of engineering drawings, architectural plans, public comments on proposed plans, notes from meetings, correspondence and technical documents that describe decisions made during the planning and design process, compliance information about archeology and the environment, roads and trails, and general park information

The records are arranged alphabetically by park and then numerically by project package number and project type

1. Significant Case Files

Case files that meet one of the following criteria

- a National or regional significance of the structure or resource
- b Importance to the park
 - (1) generates significant impact on tourism or recreational facilities
 - (2) improves the preservation of historic structures or natural resources
- c Major rehabilitation or additions to existing structures or cultural or resource management plans, i.e., buildings, roads, bridges, trails, general management plans, water systems, transportation systems, HVAC systems

PERMANENT Cutoff in the fiscal year in which the project is closed Transfer to a records center Transfer to the National Archives 30 years after cutoff

2. Routine case files

Case files that document routine maintenance projects

TEMPORARY Cutoff in the fiscal year in which the project is closed Transfer to a records center Destroy 20 years after cutoff

3. Electronic Mail and Word Processing System Copies

Electronic copies of planning and design project records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by other items in this schedule Also includes electronic copies of records created on electronic mail or word processing systems that are maintained for updating, revision or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

TEMPORARY Destroy or delete within 180 days after the recordkeeping copy has been produced

6 Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy

TEMPORARY Destroy or delete when dissemination, revision or updating is completed

All changes to this proposed schedule have been approved by

R. Gregory Hodell 12/6/00
NARA appraiser Date

Michael A. Grenier 11-29-00
Agency representative Date