ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	P (Inactive)	superseded by DAA-0508-2021-0003-0001
2	P (Active)	
3	P (Inactive)	superseded by DAA-0508-2021-0003-0002 and superseded in part by DAA-0508-2021-0003-0006. (Only superseding the photographs and biographies of Board members previously scheduled in N1-508-05-001 / 3.)
4 / A	P (Active)	
4 / B	T (Active)	
5	P (Inactive)	superseded by DAA-0508-2021-0003-0003
6	P (Inactive)	superseded by DAA-0508-2021-0003-0004
7	P (Inactive)	superseded by DAA-0508-2021-0003-0005
8	P (Inactive)	superseded by DAA-0508-2021-0003-0017
9	P (Inactive)	superseded by DAA-0508-2021-0003-0012 and DAA-0508-2021-0003-0013
10	P (Inactive)	superseded by DAA-0508-2021-0003-0008
11	P (Inactive)	superseded by DAA-0508-2021-0003-0014
12	P (Inactive)	superseded by DAA-0508-2021-0003-0008
13	T (Active)	superseded by DAA-0508-2021-0003-0019
14 / A	T (Active)	
14 / B	T (Active)	
15	T (Active)	superseded by DAA-0508-2021-0003-0018
16	T (Active)	superseded by DAA-0508-2021-0003-0018
17	T (Active)	
18 / A	P (Inactive)	superseded by DAA-0508-2021-0003-0010

18 / B	P (Inactive)	superseded by DAA-0508-2021-0003-0010
18 / C	P (Inactive)	superseded by DAA-0508-2021-0003-0010
18 / D	T (Active)	
19	P (Inactive)	superseded by DAA-0508-2021-0003-0019
20	P (Active)	
21	T (Active)	
22	T (Active)	
23	P (Inactive)	superseded by DAA-0508-2021-0003-0020
24	P (Inactive)	superseded by DAA-0508-2021-0003-0022
25	T (Inactive)	superseded by DAA-0508-2021-0003-0023
26	T (Inactive)	superseded by DAA-0508-2021-0003-0023
27	T (Inactive)	superseded by DAA-0508-2021-0003-0023
28	T (Active)	
29	P (Inactive)	superseded by DAA-0508-2021-0003-0024
30 / A	T (Active)	
30 / B	T (Active)	
30 / C / 1	T (Active)	
30 / C / 2	T (Active)	
30 / D	T (Active)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-508-05-1
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road (NWML) College Park, MD 20740-6001	DATE RECEIVED 12-8-2004
1. FROM (Agency or establishment) The Morris K. Udall Scholarship and Excellence In National Environmental Policy Foundation 130 South Scott Avenue Tucson, AZ 85701	**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 Executive Direction	
3. MINOR SUBDIVISION	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Ellen K. Wheeler, General Counsel	(520) 670-5650	2/10/06	Allen Weinstein

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 11 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,

XX is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12/7/04	Ellen K. Wheeler	General Counsel and Chief Operating Officer

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation was authorized by the U.S. Congress in 1992 to honor Congressman Morris King Udall's thirty years of service in the House of Representatives (1961-1991). Congressman Udall represented District 2 of Arizona. He was a creative and productive legislator. He authored key legislation on campaign reform, and congressional ethics, and he was instrumental in changing congressional committee and floor procedures. His concern for Native Americans and interest in the environment resulted in the U.S. Congress passing numerous laws related to these issues. In the enabling legislation of the Morris K. Udall Foundation the U.S. Congress recognized	cc Agency, NR, NWCS	

	Congressman Udall as "a champion of the rights of Native Americans and Alaska Natives and a leader in the area of tribal self-governance." Consistent with these values, the Morris K. Udall Foundation operates in several program areas related to the environment and Native American education, including: The U.S. Institute for Environmental Conflict Resolution; the Morris K. Udall scholarships; the Morris K. Udall Native American Congressional and White House internships; the Morris K. Udall Ph.D. Dissertation fellowships; "Parks in Focus"; and the oversight of a variety of projects implemented on behalf of the Foundation by the University of Arizona's Udall Center for Studies in Public Policy. The Foundation's educational activities are supported by the interest accrued in a federal trust fund and by contributions from the private sector. The U.S. Institute for Environmental Conflict Resolution is supported by annual appropriations and fees for services provided. The Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation is an Executive Branch Agency. The President of the United States appoints its Board of Trustees with the advice and consent of the U.S. Senate. This schedule covers all Executive Direction records currently created by the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation, other than those covered by the General Records Schedules. See attached sheets.		

Records of the Executive Leadership

1. Board of Trustees Files.

Records relating to Board of Trustees activities. The contents of the files include, but are not limited to, minutes of Board of Trustees meetings, related program reports, policy statements, and correspondence. Approximately 12 linear inches of these files are created each fiscal year. Board of Trustees records are filed chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when oldest record in block is 10 years old.

2. Correspondence of the Chairperson of the Board of Trustees.

Correspondence files of the Chairperson of the Board of Trustees. The contents of the files include, but are not limited to, correspondence with Congress, the White House and other Federal and State agencies, as well as colleges and universities, private citizens, and organizations. Correspondence subjects include the development and implementation of policy of the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation. Approximately 6 linear inches of these files are created each fiscal year. Correspondence of the Chairperson of the Board of Trustees is filed chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when oldest record in block is 10 years old.

3. Board of Trustees Subject Files.

Subject Files of the Board of Trustees. The files consist of program and background materials collected for use by the Board of Trustees. These materials are typically necessary for periodic reference by the Board of Trustees. The contents of the files include, but are not limited to, legislative history background information (e.g. copies of enabling legislation establishing the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation, with proposed changes and amendments); rules and regulations governing the Morris K. Udall Foundation; formal regulations established by the Board; photographs and biographies of Board members, etc. Approximately 6 linear inches of these files are created each year. Board of Trustees files are organized alphabetically by general subject title.

Disposition: PERMANENT: Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when oldest record in block is 10 years old.

4. Advisory Committee Files.

A. Records of Advisory Committee activities. The files consist primarily of organizational records of various Advisory Committees. The contents include charter documents regarding committee establishment, organization, membership, and guidelines, as well as records generated by the committee, such as agendas, minutes, materials provided to the committee, and reports. Approximately 12 linear inches of these files are created each fiscal year. Advisory Committee files are organized alphabetically by general subject title.

Disposition: PERMANENT. Cut-off when the committee is terminated or has completed a significant activity (e.g. the production of a report). Transfer to the National Archives and Records Administration 10 years after cut-off.

B. Administrative and reference records of Advisory Committees. The files consist of administrative documents of committee activities including, but not limited to, Meeting Notices of Advisory Committees announced in the Federal Register, press releases, background papers, and published articles provided to the committees.

Disposition: TEMPORARY. Cut-off when the committee is terminated or significant activity is completed. Destroy/delete 5 years after cut-off.

5. General Correspondence and Subject Files of the Executive Director.

Files containing both General Correspondence and Subject Files of the Executive Director. The files consist of general correspondence and program subject documents that include, but are not limited to, correspondence with Congress, the White House and other government agencies, as well as colleges and universities and private organizations. Records relate to such subjects as the development of policy and procedures of the Foundation, nominations of scholars, the appointment of reviewers and trustees and the administration of special programs or events. Approximately 12 linear inches of these files are created each fiscal year. These files are organized alphabetically by general subject title and thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when the oldest record in block is 10 years old.

6. Executive Management Team Files.

Files of the Executive Management Team. Records include, but are not limited to, minutes of the monthly meetings of the Executive Management Team, whose members are designated by the Executive Director, related correspondence, and final issuance of approved policies and procedures. Approximately 6 linear inches of these files are created each fiscal year. Executive Management Team files are organized chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when the oldest record in block is 10 years old.

7. **Records of the Legal Counsel.**

Files of Legal Counsel activities. The files consist of correspondence, memoranda, regulations, reports, studies, drafts of regulations with significant modifications, and other records relating to legal interpretations, litigation, Congressional liaison, relations with other Federal and State agencies, proposed legislation, and significant disputes and cases. Approximately 18 linear inches of these files are created each fiscal year. Legal Counsel files are organized alphabetically by general subject title and thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration 10 years after cut-off.

8. **Publication Files.**

Master file of Publications produced by the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation. The file consists of a single copy of all informational bulletins; newsletters of the Foundation, published annual reports and other publications produced by the Foundation and its programs. Approximately 18 linear inches of publications are created each fiscal year. The publications are organized alphabetically by publication title and thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer record set of publications to the National Archives and Records Administration in 5-year blocks when oldest publication in block is 10 years old.

9. **Speech Files.**

Master file of speeches, presentations, remarks, and comments made at formal events by the Executive Director, the Director of the Institute for Environmental Conflict Resolution, and others in the Foundation. These materials include the text of the speech as well as any talking points of the presentation. Approximately 6 linear inches of speeches and presentations records are created each fiscal year. The records are filed by subject of the speech or presentation and thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer record-set of all speeches and presentations to the National Archives and Records Administration in 5-year blocks when oldest speech or presentation in block is 10 years old.

10. **News Releases.**

Master file of all news releases issued by the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation. The files consist of the master copies of all press statements or announcements issued by the Foundation that were prepared primarily for distribution to the news media regarding significant events. Such events include, but are not limited to, the announcement of new programs, the termination of old programs, shifts in policy, changes in senior agency policy, etc. Approximately 6 linear inches of press releases and other news announcements are created each fiscal year. They are arranged in chronological order.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer record-set of all news releases to the National Archives and Records Administration in 5-year blocks when oldest news release in block is 10 years old.

11. Video Recordings

Video recordings created or commissioned by the Morris K. Udall Foundation documenting Foundation-sponsored events. Events include, but are not limited to, scholar orientation weekends, memorial events, and speeches, conversations, panels, and interviews participated in by various dignitaries.

Disposition: PERMANENT. Cut-off at the end of the fiscal year in which recording was produced. Transfer to the National Archives and Records Administration in 3-year sets when most recent recording is 3 years old. Records must be transferred in accordance with requirements stated in 36 CFR 1228 and NARA's standard operating procedures at time of transfer.

12. Compliance Reports.

Master files of all compliance reports submitted by the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation. The reports are organized in files that are arranged in subject order by the fiscal year in which the reports were submitted. They consist of reports to the Office of Management and Budget, the General Accounting Office, the Department of Justice and other Federal agencies concerning Foundation compliance with regulations mandated by those offices under various laws, such as the Government Performance and Results Act, the Ethics in Government Act, FAIR Act, and others.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the report was submitted. Destroy/delete 3 years after cut-off.

13. General Program Correspondence.

Files consisting of general program correspondence, generally arranged by subject area. General program correspondence is filed throughout the various offices of the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation. Files consist of general correspondence created by the various program areas on routine program issues, such as forms, generic letters to public and award recipients, memoranda, confirmation notifications, etc.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete 3 years after cut-off.

14. Electronic Mail and Word Processing.

Electronic copies of Board of Trustees related records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy for the file. Electronic copies can be maintained for the purpose of drafting, updating, revising, or disseminating information.

A. Electronic copies of documents that have no further administrative value after the record keeping copy is printed.

Disposition: TEMPORARY. Delete within 180 days after record keeping copy has been printed and filed.

B. Electronic copies of documents that are used for drafting, dissemination, revision, or updating and are maintained in addition to the record keeping copy.

Disposition: TEMPORARY. Delete when final, dissemination, revision, or updating is completed, or the information is no longer needed.

15. Recipient Files.

Files of scholarship, fellowship and internship award recipients, organized by individual case. Case files are arranged by year and type of award, and thereunder alphabetically by surname of students who receive awards. Case file contents consist of applications, nominations, correspondence, payment requests and other documentation. Recipient Files contain information covered by the Privacy Act of 1974.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the final payment to the recipient was completed. Destroy/delete 6 years and 3 months after cut-off.

16. Non-Winner Applications for Education Awards.

Files of non-recipients of Foundation education awards, organized by individual case. Case files are arranged by year and type of award, and thereunder alphabetically by first name of students who submitted applications for an education award, but did not receive one. Case file contents consist of applications, nominations, correspondence, and other documentation. Non-Winner Applications Case Files contain information covered by the Privacy Act of 1974.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the application was submitted. Destroy/delete 3 years after cut-off.

17. Recipient Financial Records.

Files of financial records relating to recipients of education awards, organized by individual case. Case files are arranged alphabetically by surname of students who submitted applications for a scholarship that was awarded. Contents are financial records and consist of electronic financial transfers (EFT) information and other payment data submitted by the recipient and/or maintained on the recipient by the Foundation for payment and auditing purposes. Recipient Financial Case Files contain information covered by the Privacy Act of 1974.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the final payment to the recipient was completed. Destroy/delete 6 years and 3 months after cut-off.

18. Still Photographs and Images.

Still photographs and images created, commissioned, or acquired by the Morris K. Udall Foundation documenting special events, formal speeches and presentations, conferences, and education award recipients participating in the various programs of the Morris K. Udall Foundation and their interaction with Congressional members and others at receptions, congressional offices, etc. Still photographs and images are used for public relations and other purposes. Approximately 12 linear inches of still photographs and images are accumulated each fiscal year. The negatives, photographs, transparencies and images are captioned with the names of individuals, type of scholarship recipient, and the date taken.

A. Black-and-White and Color Negative Photography

Disposition: PERMANENT. Cut-off at the end of the fiscal year in which the photograph was produced. Transfer to the National Archives and Records Administration 5 years after cut-off. Records must be transferred in accordance with requirements stated in 36 CFR 1228 and NARA's standard operating procedures at time of transfer.

B. Color Transparency and Slide Photography

Disposition: PERMANENT. Cut-off at the end of the fiscal year in which the transparency or slide was produced. Transfer to the National Archives and Records Administration 5 years after cut-off. Records must be transferred in accordance with requirements stated in 36 CFR 1228 and NARA's standard operating procedures at time of transfer.

C. Digital Photographs

Disposition: PERMANENT. Cut-off at the end of the fiscal year in which the digital image was produced. Transfer to the National Archives and Records Administration 5 years after cut-off. Records must be transferred in accordance with requirements stated in 36 CFR 1228 and NARA's standard operating procedures at time of transfer.

D. Routine Photographs and Images

Still photographs and images that 1) document routine or internal events having short-term value that do not warrant long-term retention, or 2) created for the purpose of selecting the best quality image(s) necessary to document the subject but not selected as a record copy under items 18A, B, or C above.

Disposition: TEMPORARY. Destroy/delete when no longer needed.

19. Subject Files of the Education Program at the Morris K. Udall Foundation.

Subject Files of the Education Program of the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation. The files consist of sample copies of letters sent to recipients, bulletins, nomination materials, publicity items developed, statistics, review committee invitations, final reports of on-site program coordinators, and other materials for the education programs. Approximately 6 linear inches of subject files are created each fiscal year. They are arranged alphabetically by general subject title and thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when the oldest record is 15 years old.

20. Correspondence and Subject Files of the Director of the U.S. Institute for Environmental Conflict Resolution.

Files containing both General Correspondence and Subject Files of the Director of the U.S. Institute for Environmental Conflict Resolution. The files include correspondence from Federal agencies and private organizations and individuals, and other significant correspondence received and sent by the Director of the U.S. Institute for Environmental Conflict Resolution, as well as internal procedures, narrative statistical reports, and other reports that document the substantive functions of the U.S. Institute for Environmental Conflict Resolution. Approximately 12 linear inches of correspondence and subject files are created each fiscal year. These files are arranged by general subject title and thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration in 5-year blocks when oldest record in block is 10 years old.

21. Routine and Administrative Correspondence and Subject Files of the Director of the U.S. Institute for Environmental Conflict Resolution.

Files of Routine and Administrative Correspondence and Subject Files of the Director of the U.S. Institute for Environmental Conflict resolution. Files consist of correspondence, memoranda, form letters, and bulletins relating to routine administrative matters such as requests for information about the U.S. Institute for Environmental Conflict Resolution, personnel, training, and other administrative matters.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete 5 years after cut-off.

22. Project Contract Files.

Files of all Project Contracts and related Interagency and Intergovernmental Agreements. Project Contract Files are arranged by individual project and are categorized as active or closed. Project Contract Case Files are created for each specific project and may include the contract and modifications, correspondence, copies of invoices and payment documentation, solicitation information and other supporting documentation. All other documentation relating to a project is included in the separate Project Case File.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the project is closed. Destroy/delete 6 years 3 months after cut-off.

23. Project Case Files.

Files of all Projects administered by the U.S. Institute for Environmental Conflict Resolution. Projects relate to the provision of services by the U.S. Institute to assist all parties in resolving environmental, natural resource, or public lands disputes involving the Federal government. Project Case Files include, but are not limited to, information regarding selection of a neutral, final reports, summaries of meetings, assessment reports, training and conference documentation, correspondence, recommendations to and from the participating parties in the project, and other supporting information documenting the initiation, progress, and completion or termination of projects. This material is restricted according to Public Law 104-320, 5 U.S.C. §574. Approximately 36 linear inches are created each fiscal year. Project files, which are created for each specific project, are arranged by individual case and project type.

Disposition: PERMANENT. Cut-off at the end of the fiscal year in which the project is completed or terminated. Transfer to the National Archives and Records Administration 20 years after cut-off.

24. Roster Development and Administrative Files.

Records relating to roster development for the National Roster of the Environmental Dispute Resolution and Consensus Building Professionals. The files consist of documents relating to guiding principles, meeting transcripts, and/or other communications of the roster-working group; reports regarding development of a roster, roster development chronology, roster modifications and revisions, and ongoing roster administration and maintenance documentation. This includes information about the development of the roster entry criteria and development of the application form, which corresponds with the search criteria. These records are arranged chronologically. Up to 12 linear inches of Roster Development and Administrative Records are created each fiscal year.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Transfer to the National Archives and Records Administration 10 years after cut-off.

25. Roster Member Files.

Copies of all applications for accepted members to the National Roster of the Environmental Dispute Resolution and Consensus Building Professionals that were completed on-line. Records include copies of the application, notes made during the approval process, additional information used to review the applications, and correspondence.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the individual is no longer listed on the National Roster. Destroy/delete 10 years after cut-off.

26. Files of Non-Roster Practitioners.

Copies of 1) applications submitted on-line from individuals who did not qualify to be on the National Roster of the Environmental Dispute Resolution and Consensus Building Professionals, and 2) letters and resumes from others who did not apply but expressed interest in being available to roster members looking for practitioners to assist them on projects. Files include inquiry letters and resumes, applications, and notes made during the review process.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the inquiry was received or non-qualification determination was made. Destroy/delete 7 years after cut-off.

27. Roster Referral Case Files.

Requests made by individuals external to the U.S. Institute to be referred to Roster Members for neutral services, organized by individual case. Roster Referral Case Files include intake notes, search results, names of National Roster members referred to the requester and follow-up information to determine if a mediator was selected from the names provided.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the follow-up is completed. Destroy/delete 7 years after cut-off.

28. Evaluation Development Records.

Files of all questionnaires and subsequent modifications that are developed for the evaluation process. Evaluations of U.S. Institute projects and programs, and other selected projects from other agencies, are conducted to evaluate success, identify where improvements may be made, and to report on program performance. The files consist of memoranda relating to summations of questionnaire design planning, information sent to the Office of Management and Budget pertaining to the development of the questionnaire forms, copies of *Federal Register* Notices submitted in the development of the questionnaire forms, completed questionnaires used during the evaluation process, and the operation manual on how to collect information from the questionnaires for evaluation purposes.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the questionnaire formats and the formalization of the evaluation process was completed. Destroy/delete 10 years after cut-off.

29. Evaluation Reports

Records of the analysis of evaluation questionnaires received and subsequent reporting of the results and findings as related to program performance. Approximately 12 linear inches of these files are created each fiscal year. Evaluation Reports are organized by type of service, thereunder chronologically.

Disposition: PERMANENT. Cut-off at the end of the fiscal year in which the report was completed. Transfer to the National Archives and Records Administration in 5-year blocks when oldest record in block is 10 years old.

30. Evaluation Databases

Evaluation databases track and report about results of program evaluation questionnaires completed by participants, neutrals (e.g., mediators and facilitators), program managers, trainers, roster members and roster users in 1) environmental conflict resolution projects and programs for which the U.S. Institute provides services (either directly or through contracted service providers) and 2) certain other environmental conflict resolution projects at the request of other agencies. Databases contain records created from 2002 to the present.

A. Input Documents.

Completed evaluation questionnaires and supporting documents (e.g., records of agreements).

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the questionnaire cycle was completed and data have been entered into the database and verified. Destroy/delete 1 year after cut-off.

B. Master Database Records.

Database records maintained within the database and regularly backed up to digital media.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year in which the questionnaire cycle was completed. Destroy/delete 30 years after cut-off.

C. Reports.

(1) Convenience and Reference Reports.

Periodic and on demand reports containing portions, summaries, and analysis of the data and used for convenience, reference, or distribution.

Disposition: TEMPORARY. Destroy/delete when no longer needed.

(2) Record and Project File Reports.

Periodic and on demand reports containing portions, summaries, and analysis of the data and filed as a record copy within another record series and used to document a program, activity, or decision.

Disposition: TEMPORARY. Retain for the specified retention period of the record series where the reports are filed.

D. System Documentation.

Record layouts, data elements definitions, codebooks, and other documentation necessary to interpret the system.

Disposition: TEMPORARY. Destroy/delete when superseded or obsolete.