

Request for Records Disposition Authority

Records Schedule Number **DAA-0556-2014-0003**
Schedule Status **Approved**

Agency or Establishment **Presidio Trust**
Record Group / Scheduling Group **Records of the Presidio Trust**
Records Schedule applies to **Agency-wide**
Schedule Subject **Resource and Land Management Records**
Internal agency concurrences will be provided **Yes**

Background Information **Congress created the Presidio Trust in 1996 to preserve and enhance the Presidio as an enduring resource for the American people. It is governed by six presidential appointees and the Secretary of the Interior or his designee. The Trust is required to fund the Presidio's operations, maintenance, and ongoing upgrades with income earned from rehabilitating and reusing the park's buildings. With nearly 800 structures, 1,200 residences, and the infrastructure of a small town, the Presidio has unique assets and challenges, in response to which the Trust was established. The Presidio is the only national park that is managed in this way.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0556-2014-0003

Sequence Number	
1	Resource and Land Management Significant Program and Project Records Disposition Authority Number: DAA-0556-2014-0003-0001
2	Resource and Land Management Policy and Procedures Records Disposition Authority Number: DAA-0556-2014-0003-0002
3	3. Resource and Land Management Significant Correspondence Disposition Authority Number: DAA-0556-2014-0003-0003
4	Routine Resource and Land Management Program and Project Records Disposition Authority Number: DAA-0556-2014-0003-0004
5	Routine Correspondence and Administrative Records Disposition Authority Number: DAA-0556-2014-0003-0005

Records Schedule Items

Sequence Number	
1	<p>Resource and Land Management Significant Program and Project Records</p> <p>Disposition Authority Number DAA-0556-2014-0003-0001</p> <p>These records consist of the Office of Environmental Remediation Operations and Maintenance Plan Annual Report, Environmental Remediation Project Closure Reports, the Heritage Program Annual Report, Elective Research Projects Final Reports, the Archeological Management Plan, and Restoration Advisory Board meeting minutes.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1998 To 1999</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>
2	<p>Resource and Land Management Policy and Procedures Records</p> <p>Disposition Authority Number DAA-0556-2014-0003-0002</p> <p>Records related to resource and land management policies including the Archeological Collections Management policy, Museum Collections policy, Field</p>

and Laboratory Manual and Reporting Guidelines, the Office of Remediation Quality Assurance Plan, and the Remediation Action Plan.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction At the end of the calendar year. Transfer to NARA 15 years after cut-off.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off

Additional Information

First year of records accumulation 1998

What will be the date span of the initial transfer of records to the National Archives? From 1998 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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3. Resource and Land Management Significant Correspondence

Disposition Authority Number DAA-0556-2014-0003-0003

Correspondence between the Presidio Trust and various state agencies including the California State Historic Preservation Office, which documents archaeological artifacts found on the grounds of the Presidio, as well as the California Department of Toxic Substances Control, the California Environmental Protection Agency, and the California Water Resources Board, these agencies oversee the remediation activities at the Presidio. Also includes correspondence related to widespread media attention or Congressional scrutiny regarding resource and land management.

Final Disposition Permanent

Item Status Active

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year. Transfer to NARA 15 years after cut off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off**

Additional Information

First year of records accumulation **1998**

What will be the date span of the initial transfer of records to the National Archives? **From 1998 To 1998**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Routine Resource and Land Management Program and Project Records

Disposition Authority Number **DAA-0556-2014-0003-0004**

These records include flora/fauna research permits, improvement implementation records, re-vegetation records, and minor road, trail, and fence repair/replacement records, estimates for project proposals, rejected land use proposals, and supporting report documentation.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **End of calendar year.**

Retention Period **Destroy 15 years after cut off or when no longer needed business purposes**

Additional Information

GAO Approval **Not Required**

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Routine Correspondence and Administrative Records

Disposition Authority Number **DAA-0556-2014-0003-0005**

These records document the resource and land management activities of the Presidio Trust related to the support of land re-use projects for recreation and building construction including project proposals and plans.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

Retention Period **Destroy three years after cut off or no longer needed for business purposes.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/09/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/15/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
07/29/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/29/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
08/01/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
08/01/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
08/01/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
08/06/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
08/06/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
08/06/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
02/03/2015	Submit for Concurrence	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services

02/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist