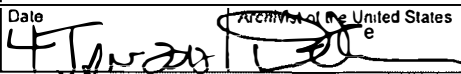
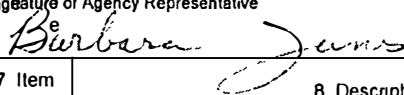


Request for Records Disposition Authority (See instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number	N1-556-11-1
1 From (Agency or establishment) Presidio Trust		Date Received	3/17/2011
2 Major Subdivision		Notification 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 Minor Subdivision			
4 Name of Person with whom to confer Barbara Janis	5 Telephone (include area code) 415-561-5343	Date	 ARCHivist of the United States
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>4</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 <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Library and Records Manager	
		Date (mm/dd/yyyy) 03/17/2011	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Schedule 5 Information and Public Image Management Records This schedule includes 1 Management of Presidio Trust data and information resources, and 2 Public image management, which includes development of graphic standards used to portray a consistent image of The Presidio Trust in publications, websites, signs, and uniforms	GRS 14, 16 24 as specified in the attached crosswalk	

Draft Presidio Trust Records Retention Schedule 5

Status: Pending Date: March 2011

This schedule covers all records regardless of media (media neutral), including web content

INFORMATION AND PUBLIC IMAGE MANAGEMENT RECORDS

Description

Function: This category includes

- 1 Management of Presidio Trust data and information resources, and
- 2 Public image management, which includes development of graphic standards used to portray a consistent image of The Presidio Trust in publications, websites, signs, and uniforms.

Activities Related to Information Management include indexing, storage, and retrieval of Information technology systems, databases, enterprise architecture, capital planning, etc. Also covers records management and related records

- **Records Related to Information Management** include, but are not limited to:
 - Administrative records, including paid advertising and Federal Register announcements
 - Correspondence
 - Electronic records management
 - Forms management
 - Freedom of Information Act (FOIA) records
 - Hardware maintenance files
 - Help desk requests
 - Library administration files
 - Mail management
 - Network administration files
 - Policies and Procedures records
 - Privacy Act-related records
 - Records management documents for scheduling, storage, and transfer of records
 - Reports
 - Software licenses
 - System planning records



Activities Related to Public Image Management include developing standards that help portray a consistent image in publications, uniforms, websites, signs and all other outreach products. Also includes media relations, public outreach, briefings, speeches, and related activities.

• **Records Related to Public Image Management** include, but are not limited to:

- Announcements and flyers
- Media correspondence
- Media Press kits
- Newsletters (external and internal)
- Posters
- Press releases
- Public notices
- Publications: annual reports, water quality reports, project updates
- Recordings and interviews of radio and television appearances by Presidio Trust representatives
- Standards for signs, uniforms and related items
- Standards on use of Presidio Trust logos
- Style guidelines
- Vendor services for media

Retention Plan

Permanent Records Criteria

Records that document an activity which meets one or more of the following criteria are Permanent:

- Communication of the Presidio Trust mission, the dissemination of Presidio Trust information, and the conveyance of Presidio Trust positions and statements
- Documentation of computer systems in any category that contain permanent records
- "First of a kind" activity or establishes precedents
- Policy and procedures for directing Information and Public Image Management

- Subject of widespread media attention or Congressional scrutiny

ITEM 1

A.1

Permanent Information & Public Image Management Policy Records: Records that help manage and set direction for system development and public image

NOTE Documentation records of computer systems in any category that contain permanent records will be transferred with the system

Current Volume: 1 cubic feet

Annual Accumulation 1/16 cubic feet

Date Span 1999-2010

Estimated Date of First Accession June 2011

Disposition Instructions:

Cutoff: Close file at the end of each calendar year

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 in an acceptable format following standards applicable at the time

Transfer all other permanent records to NARA 15 years after close

ITEM 2

A.2

Permanent Information & Public Image Management Mission Records : Records that document the communication of the Presidio Trust mission, the dissemination of Presidio Trust information, and the conveyance of Presidio Trust positions and statements

Current Volume 2 cubic feet

Annual Accumulation 1/8 cubic feet

Date Span 1999-2010

Estimated Date of First Accession June 2011

Disposition Instructions:

Cutoff: Close file at the end of each calendar year

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 in an acceptable format following standards applicable at the time

Transfer all other permanent records to NARA 15 years after close.

ITEM 3

B

Long-term Temporary Information and Public Image Management Records: Records that document system administration, records management, and public information functions that do not meet the criteria listed above

Disposition Instructions:

Cut off the file at the end of each calendar year Destroy/delete records 15 years after cutoff

ITEM 4

C

Short-term Temporary Information and Public Image Management Records: Records regarding development of publications, and library activities that do not meet the criteria for permanent records listed above. Also includes Freedom of Information act and Privacy Act requests.

Disposition Instructions:

Cut off the file at the end of each calendar year Destroy/delete records 7 years after cutoff

ITEM 5

D

Routine Temporary Information and Public Image Management Records: Records dealing with help desk, hardware/software maintenance, meeting arrangements, requests for information, and all other routine, housekeeping and supporting documentation not addressed elsewhere in this category

Disposition Instructions:

Cut off the file at the end of each calendar year Destroy/delete records 3 years after cutoff

Authorities: The Presidio Trust Act, Freedom of Information Act, Privacy Act

Presidio Trust Approval Date:

NARA Approval Date:



N1-556-11-1

Item #	Title	Brief Description	Retention	Item#	Title	Retention	File code
GRS #14: Information Services Records				New Schedule Items			
1	Information Request Files	Information requests for publications, photographs, and other information literature that require no special effort	3 months	5D	Temporary Short-Term Information/Public Image Records	3 years	Lib-110, PAF-380
11a1	FOIA Requests Correspondence* (access fully granted)	Files created in response to a FOIA request, access fully granted	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	FOI-100
11a2a	FOIA Requests Correspondence* (additional info needed, no appeal)	Files created in response to a FOIA request, additional information requested, case not appealed	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	FOI-110
11a2b, 11a3b	FOIA Requests Correspondence* (appealed)	Files created in response to a FOIA request, additional information needed; request denied and appealed.	6 years after final action	5C	Temporary Routine Information/Public Image Records	7 years	FOI-120
11a3a	FOIA Requests Correspondence* (denied, no appeal)	Files created in response to a FOIA request; request denied but not appealed	6 years	5C	Temporary Routine Information/Public Image Records	7 years	FOI-130
11b	FOIA Request Official Files	Original records under FOIA request	Based on record retention				FOI-200
12a	FOIA Appeals Correspondence	Appeals to a FOIA decision including correspondence and documentation	6 years	5C	Temporary Routine Information/Public Image Records	7 years	FOI-140
12b	FOIA Appeals Official Files	Original records under FOIA request and appeal	Based on record retention				FOI-300
13a	FOIA Control Register	Register maintained by FOIA Officer to track FOIAs	5 years	5C	Temporary Routine Information/Public Image Records	7 years	FOI-400
13b	FOIA Control Files	Other files created to maintain control of FOIA process.	5 years	5C	Temporary Routine Information/Public Image Records	7 years	FOI-500

Item#	Title	Brief Description	Retention	Item#	Title	Retention	File code
14	FOIA Report Files	Reports on implementation of FOIA in agency	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	FOI-600
15	Administrative Files	General implementation of FOIA, including notices, correspondence, etc.	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	FOI-700
21a1	Privacy Act Requests Correspondence (access fully granted)	Responses to individuals who request amendment to a related record, access fully granted.	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	GCL-200
21a2a	Privacy Act Requests Correspondence (additional info needed, no appeal)	Responses to individuals who request amendment to a related record in which additional information was needed; no appeal.	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	GCL-201
21a2b, 21a3b	Privacy Act Requests Correspondence (appealed)	Responses to individuals who request amendment to a related record in which additional information was needed and appealed.	4 years	5C	Temporary Routine Information/Public Image Records	7 years	GCL-202
21a3a	Privacy Act Requests Correspondence (denied, no appeal)	Responses to individuals who request amendment to a related record in which the agency denied the request and no appeal was made	5 years	5C	Temporary Routine Information/Public Image Records	7 years	GCL-203
21b	Privacy Act Requests Official Files	Original records under FOIA request	Based on record retention				GCL-204
22b	Privacy Act Amendment Case Files, Refused	Request to amend a record pertaining to a person; case was refused.	4 years	5C	Temporary Routine Information/Public Image Records	7 years	GCL-210
22c	Privacy Act Amendment Appealed Case Files	Request to amend a record pertaining to a person, case was appealed.	3 years	5D	Temporary Short-Term Information/Public Image Records	3 years	GCL-211
23	Privacy Act Accounting of Disclosure Files	Related records that account for disclosure of a Privacy Act record.	5 years	5C	Temporary Routine Information/Public Image Records	7 years	GCL-220

Item#	Title	Brief Description	Retention	Item#	Title	Retention	File code
24a	Privacy Act Control Register	Register used to control responses concerning Privacy Act requests	5 years	5C	Temporary Routine Information/Public Image Records	7 years	GCL-230
24b	Privacy Act Control Files	Other records used to control responses concerning Privacy Act requests.	5 years	5C	Temporary Routine Information/Public Image Records	7 years	GCL-231
26	Privacy Act Administrative Files	Relating to general implementation of Privacy Act including notices, correspondence, etc	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	GCL-240
*Note: FOIA and Privacy Act Requests do not include original records							

GRS #16: Administrative Management Records

GRS #16: Administrative Management Records				New Schedule Items			
2	Records Disposition Files	Routine correspondence	2 years	5D	Temporary Short-Term Information/Public Image Records	3 years	RMT-310
7	Correspondence documenting transfer/destruction of records	Correspondence documenting transfer/destruction of records	6 years	5C	Temporary Routine Information/Public Image Records	7 years	RMT-100

GRS #24: Info Tech Operations & Management Records

GRS #24: Info Tech Operations & Management Records				New Schedule Items			
2	Information System Support Tracking Records	Records relating to system support, reviews, site visits.	3 years	5D	Temporary Short-Term Information/Public Image Records	3 years	INF-110
2, 3, 10	Helpdesk Inventory Management Records	Records relating to equipment and customer support	3 years, 1 year	5D	Temporary Short-Term Information/Public Image Records	3 years	INF-500

Presidio Trust Bucket 5: Information and Public Image Management

Item No. & Title	RETENTION	FILE CODE	SERIES TITLE	Old Item#	OLD Dispositions
5A.1 Permanent Information/Public Image Policy Records: Records that help manage and set direction for system development and public image.	PERMANENT				
		INF-100	Correspondence, if significant		
		INF-200	Policy/Procedures		
		LIB-200	Policy/Procedures		
		PAF-100	Correspondence, if significant		
		PAF-200	Policy/Procedures [Social media, Media Relations, Publications Guidelines]		
		PAF-340	Publishing Guidelines		
		PAF-400	Standards for signs, uniforms and related items [Julie Vogel plan]		
		PAF-410	Standards on Use of Presidio Trust logos		
		SPE-100	Correspondence, if significant		
SPE-200	Policy/Procedures				
5.A2 Permanent Information/Public Image Product Records: Records that document the communication of the Presidio Trust mission; the dissemination of Presidio Trust information, and the conveyance of Presidio Trust positions and statements.	PERMANENT				
		PAF-300	Reports [Focus Group Report, Survey, JSCo Survey]		
		PAF-310	Newsletters [external and internal] eNews, print newsletters	91	Permanent
		PAF-320	Public Notices (including Federal Regulations)		
		PAF-330	Press Releases	92	Permanent
		PAF-350	Announcements, Flyers, Free informational literature		
		PAF-360	Oral Histories	99	Permanent
		PAF-370	Publications Annual reports, Water Quality Reports, Project Updates	90	Permanent

5.B Temporary Long-Term Information/Public Image Records: Records that document system administration, records management, and public information functions that do not meet the criteria listed above.	Temporary, 15 years				
		INF-120	Information Resource Management [Policy Correspondence]		
		INF-300	Forms Management [Policy Correspondence]		
		RMT-200	Policy Correspondence		
		RMT-300	Vital Records [policy correspondence]		
		SPE-300	Special use permits/client files	94	TEMP Transfer to FRC when 3 years old Destroy when 10 years old
		SPE-400	Public Meeting Records	97	TEMP Transfer to FRC when two years old, Destroy when 10 years old
5.C Temporary Routine Information/Public Image Records: Records regarding development of publications, and library activities (circulation records) that do not meet the criteria for permanent records listed above. Also includes Freedom of Information Act and Privacy Act requests.	Temporary, 7 years				
		FOI-120	FOIA Requests Correspondence (appealed)	2	GRS 14 11a2b & GRS 14 11a3b
		FOI-130	FOIA Requests Correspondence (denied, no appeal)	25	GRS 14 11a3a
		FOI-140	FOIA Appeals Correspondence	26	GRS 14 12a
		FOI-200	FOIA Request Official Files	25	GRS 14 11b
		FOI-300	FOIA Appeals Official Files	26	GRS 14 12b
		FOI-400	FOIA Control Register	27	GRS 14 13a
		FOI-500	FOIA Control Files	27	GRS 14 13b
		GCL-202	Privacy Act Requests Correspondence (appealed)	2	GRS 14 21a2b & GRS 14 21a3b
		GCL-203	Privacy Act Requests Correspondence (denied, no appeal)	25	GRS 14 21a3a
		GCL-210	Privacy Act Amendment Case Files, Refused	31	GRS 14 22b

GCL-220	Privacy Act Accounting of Disclosure Files	32	GRS 14 23
GCL-230	Privacy Act Control Register	33	GRS 14 24a
GCL-231	Privacy Act Control Files	33	GRS 14 24b
GCL-204	Privacy Act Requests Official Files	30	GRS 14.21b
RMT-100	Correspondence documenting transfer/destruction of records	2	GRS 16 7

5.D Temporary Short-Term Information/Public Image Records: Records dealing with help desk, hardware/software maintenance, meeting arrangements, requests for information, and all other routine, housekeeping and supporting documentation not addressed elsewhere in this category	Temporary, 3 years		
--	---------------------------	--	--

FOI-100	FOIA Requests Correspondence (access fully granted)	25	GRS 14 11a1
FOI-110	FOIA Requests Correspondence (additional info needed, no appeal)	25	GRS 14 11a2a
FOI-600	FOIA Report Files	28	GRS 14 14
FOI-700	Administrative Files	29	GRS 14.15
GCL-200	Privacy Act Requests Correspondence (access fully granted)	25	GRS 14 21a1
GCL-201	Privacy Act Requests Correspondence (additional info needed, no appeal)	25	GRS 14 21a2a
GCL-211	Privacy Act Amendment Appealed Case Files	31	GRS 14 22c
GCL-240	Privacy Act Administrative Files		GRS 14 26
INF-110	Correspondence, routine		GRS 24.1
INF-400	Information System Support Tracking Records		GRS 24.1 24.2, 24.3, 24.10
INF-500	Helpdesk Inventory Management Records		GRS 24 2
Lib-100	Library Services [Inter-library loan transactions; document delivery]		TEMP Destroy when 2 years old
Lib-110	Information Requests		GRS 14 1
PAF-110	Correspondence, general		
PAF-380	Information Requests		GRS 14 1
RMT-310	Records Disposition Files		GRS 16 2
SPE-110	Correspondence, routine		