

Department of the Environment

Bureau of
Public Recreation

Manual

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NOT FOR OFFICIAL USE
BPR Manual for Training Purposes



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MEMORANDUM

To: Assistant Administrators
Bureau Staff

From: Leonard L. Bean, Administrator

Subject: Bureau of Public Recreation
Records Management Manual

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Hudson Ray
Agency Records Officer

I am issuing today the Records Management Manual of the Bureau of Public Recreation (BPR). This manual is a compilation of materials designed to provide guidance to Bureau employees regarding the organization and disposition of documents, email, and other records used to conduct Bureau business.

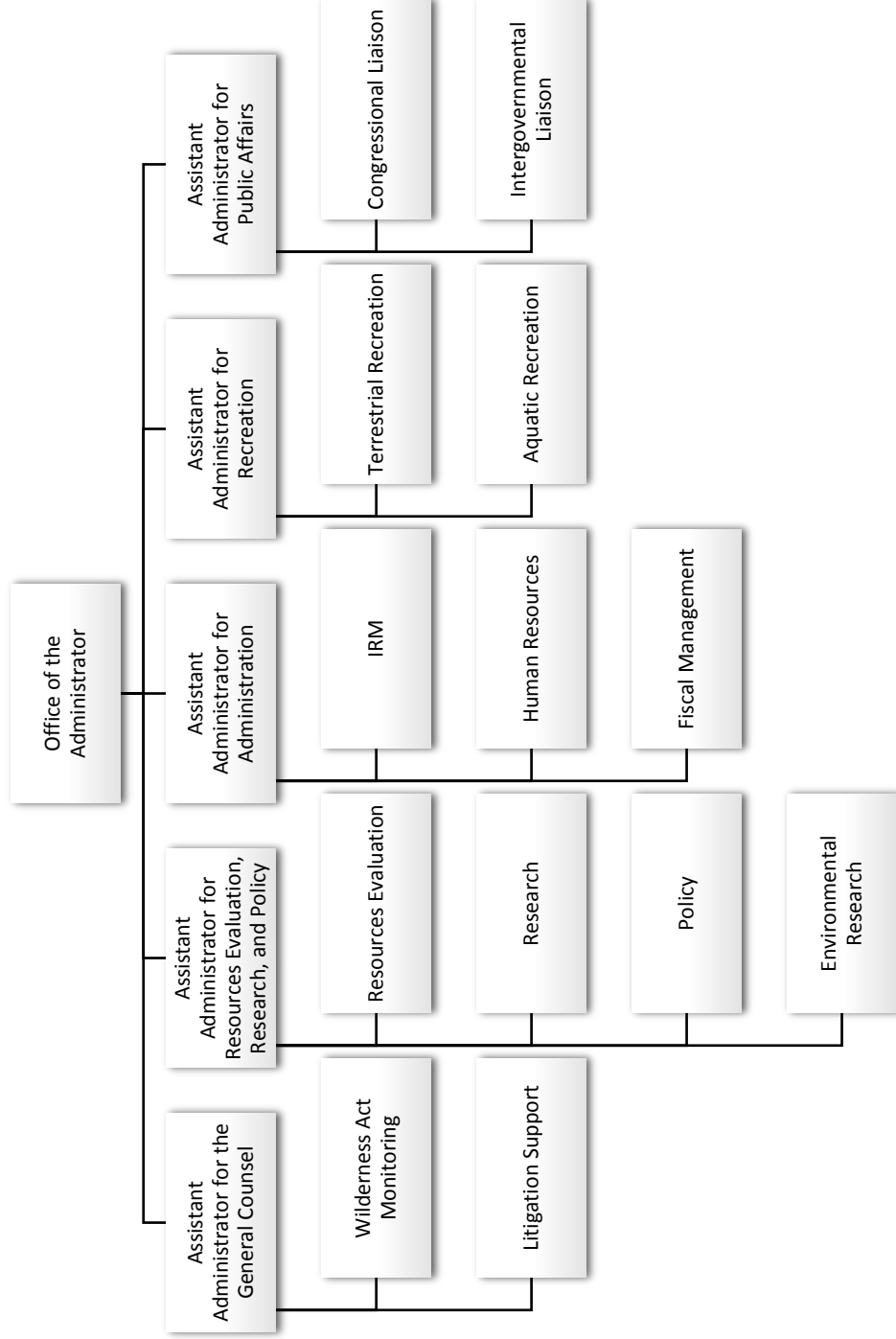
As employees of the United States Government and the Bureau of Public Recreation, we are all responsible for ensuring that Bureau records and information are managed in accordance with Federal laws and regulations. Such management will ensure that records are available to conduct Bureau business in an efficient and economical manner, and to respond to concerns of and questions from the public, from Congress, and from other Government entities.

The manual articulates the fundamental concepts of our records management program. It is intended to serve as a useful resource for formulating sound records management practices and for answering subsequent questions that may arise on a day-to-day basis. It will be updated periodically. All Bureau employees are required to follow policies and procedures outlined in the manual.

Questions regarding the manual or the Bureau's records management program should be directed to Hudson Ray, the Bureau's records management officer, by phone at 202-999-9999 ext. 999, or by email at hudson.ray@bpr.gov.

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Department of the Environment
Bureau of Public Recreation (BPR) Organization Chart



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Department of the Environment

Bureau of Public Recreation (BPR) Agency Information

The Bureau of Public Recreation is responsible for overseeing recreational activities on public lands in the United States. It does this by developing laws and regulations that balance recreational usage and the preservation of natural resources, and by performing objective research on recreational activities in this country. These areas are of such national significance as to justify special recognition and protection in accordance with various acts of Congress. The BPR cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the country.

It was established as a bureau of the Department of the Environment in 1992 by Reorganization Plans 4 and 5 (U.S.C. app.). It has 146 employees, 134 of whom are located at headquarters. The BPR is comprised of 388 areas, covering more than 84 million acres in 50 states, the District of Columbia, American Samoa, Guam, Puerto Rico, Saipan, and the Virgin Islands.

The BPR preserves the natural and cultural resources park system for the enjoyment, education, and inspiration of this and future generations.

The BPR is organized around the following offices to support the Bureau's key functions:

Office of the Administrator—Per 56 U.S.C. 2103 the Administrator reports directly to the Secretary of the Environment on all controversial matters relating to recreation activities on public lands and is responsible for direction and supervision of all operations and activities of the Bureau.

The Office of the Administrator provides executive and logistical support for the Secretary of the Environment and the staff offices that directly support the Administrator. The Office of the Administrator supports the leadership of BPR's programs and activities to preserve the natural and cultural resources of the park system.

The following offices within the Office of the Administrator help support the mission of BPR and day-to-day operations:

- Assistant Administrator for Recreation supports and facilitates BPR efforts to preserve the natural and cultural resources park system by working with Federal agencies, states, and private sector entities concerning recreation on land and water.
- Assistant Administrator General Counsel serves as the chief legal advisor to the BPR, providing legal support for Bureau rules, policies, and legislation.
- Assistant Administrator for Administration tracks executive correspondence and Freedom of Information Act requests, and maintains the official records for the Administrator and Deputy Administrator. Also provides administrative and financial management services to all of the component offices of the Office of the Administrator.
- Assistant Administrator for Resources Evaluation, Research, and Policy serves as the Bureau's focal point for regulatory analysis, economic analysis, and innovative policy development to achieve greater and more cost-effective public recreational services.
- Assistant Administrator for Public Affairs serves as the Bureau's primary policy office on all Bureau communications, recreational education and media relations activities, and coordinates interactions between Congress, states, and local governments.

Assistant Administrator for General Counsel—Performs all of the legal work and acts as the chief legal officer of the Bureau. This office has two primary staff units.

The Office of General Counsel (OGC) is the chief legal advisor to BPR, providing legal support for Bureau rules and policies, case-by-case decisions (such as permits and response actions), and legislation.

In addition, OGC lawyers, together with attorneys in other agencies, represent BPR in court challenges to Bureau actions (such as regulations), appeals of enforcement cases, and Supreme Court litigation. OGC lawyers carry out these functions not only with respect to BPR's recreational programs, but also in connection with BPR's day-to-day operations, including entering into contracts, awarding grants, managing property and money, and working with BPR's employees.

The primary role of OGC lawyers is to provide legal advice to BPR and to articulate the Bureau's legal positions in the federal courts and before other tribunals and organizations. OGC lawyers do not generally provide legal advice to the public and do not serve as counsel to members of the public.

OGC works closely with the BPR Regions on legal issues that arise in permits, approvals of state recreational programs, response actions, enforcement actions, regional operations, and other regional activities. In this way, OGC and the regions help ensure that the Bureau takes consistent legal positions nationwide.

The head of OGC is BPR's General Counsel who is appointed by the President. The General Counsel has at least one deputy who is responsible for the management of OGC. The rest of OGC is divided into two offices:

Wilderness Act Monitoring Staff—Tracks and reports activities relating to the Wilderness Act of 1964 in accordance with 56 U.S.C. 2933, (such as the United States Department of Agriculture [USDA] Forest Service ban on fixed anchors in wilderness areas) and works with the public, to use all the tools of federal law to protect pristine areas while still allowing opportunities for recreation and resource access in multiple use areas.

Litigation Support Staff—Represents BPR in court or during other legal activities:

- Provide legal counsel and litigation support for BPR's major recreational programs
- Provide legal advice and support in other areas that are a critical part of BPR's function:
 - Cross-cutting environmental issues (such as compliance with the National Environmental Policy Act and the Endangered Species Act)
 - Civil rights issues
 - Issues concerning BPR's day-to-day operations
- Provides legal advice on and assisting in the development of BPR's alternative dispute resolution programs
- Manages administrative activities such as budget, human resources, computer systems, and law library

Assistant Administrator for Public Affairs—Coordinates external contacts and special events, responds to news media inquiries, arranges interviews with staff, and prepares news releases or other informational products relating to BPR programs and activities:

- Serves as the focal point for the Bureau to the news media.
- Serves as senior counsel to the Administrator in all activities related to the media. Provides consultation, advice, and training to the Bureau's senior staff with respect to relations with the news media.
- Develops and executes strategies to further the Bureau's relationship and dealings with the media. Maintains a broad based knowledge of the Bureau's structure, responsibilities, mission, goals, programs, and initiatives in order to provide or arrange for rapid and accurate response to news media needs.
- Prepares and edits appropriate materials about the Bureau, its policies, actions and findings, and provides them to the public through the print and broadcast media. Develops and directs media relations' strategies for the Bureau.

- Responds to inquiries from a broad variety of news media, including major newspapers, national television and radio networks, national news magazines, local newspapers and radio and television stations, publications directed toward the Bureau's beneficiary populations, and newsletters serving the health care industry.
- Manages press inquiries, coordinates sensitive press issues, and develops policies and procedures for how press and media inquiries are handled.
- Arranges formal interviews for journalists with the Bureau's Administrator or other appropriate senior Bureau staff; identifies for interviewees the issues to be addressed, and prepares or obtains background materials as needed.
- For significant Bureau initiatives, issues media advisories and arranges press conferences as appropriate; coordinates material and personnel as necessary.
- Serves as liaison with the Department of Health and Human Services and White House press offices.

There are two primary staff units within the Office of Public Affairs:

The Congressional Liaison—Serves as BPR's point of contact with Congress and is directly responsible for programs associated with legislative and congressional liaison activities. Serves as the Bureau's principal liaison with Congressional Committees and individual Members of Congress, and as the Bureau's Congressional and legislative liaison with the White House. Communicates the policies of the Bureau and the viewpoints of the Administrator regarding Congressional issues, and programs and matters of interest to the Bureau as requested by Members of Congress. Per 56 U.S.C 807, the liaison reports directly to Congress on all matters dealing with environment impact of recreational activities on public land. In addition, supervises the coordination, unification, and preparation of the Bureau's legislative programs, and its presentation to the Office of Management and Budget, and maintains a general oversight role in relation to congressional and legislative activities of the various bureaus and offices. Notifies Congress of the Bureau's grant awards.

Intergovernmental Liaison—Serves as BPR's point of contact with other Federal agencies that manage natural resources, particularly the Department of the Interior, the Bureau of Land Management, and the USDA Forest Service. Responsible for clearance of materials within the Bureau and through the Office of Management and Budget. Responsible for establishing and maintaining contacts on legislative matters with the Congress and with other Federal agencies. Serves as BPR's principal point of contact for State and local governments. The Office serves as liaisons with these constituencies on the Bureau's major programs as well as on intergovernmental issues. The major functions include:

- Lead the development and implementation of the National Park Recreational System between BPR and the States.
- Manage and monitor issues with both national associations and individual State and local governments through interactions with the Governors, State Recreational Commissioners, Local Government Resource Center, the Small Community Advisory Committee, and the Local Government Advisory Committee.
- Manage resources and coordinate policy for the Regional Geographic Initiatives
- Ensure integration of Headquarter's policy and guidance into Regional Office operations and incorporation of regional views and needs into formulation of Bureau policy and decision making.

Assistant Administrator for Resources Evaluation, Research, and Policy—

Carries out the responsibilities of the administrator for resources evaluation, research, and policy. Undertakes analytic, coordination, and review functions on priority issues to provide support to the Administrator in order to furnish accurate information and help define alternatives for effective decision making. Helps top managers to reach decisions on policies, programs, legislation, and resource allocation. This office has four primary staff units:

Resources Evaluation Staff—Manages resources and supports the development of policies that help to preserve land for recreational purposes. Oversees the coordination of various programs:

- Water Resources Programs
- Cooperative Water Program
- National Water Quality Assessment Program
- Ground Water Resources Program
- Recreation and Health Research and Development
- State Recreational Resources Program
- Recreational Information Coordination Program

Policy Development Staff—Produces laws and regulations. Provides analytic support and information to the Administrator needed to establish Bureau goals and directions. Manages strategic, crosscutting initiatives, as well as develops policy that helps to preserve land for recreational use. Also responds to requests from intergovernmental agencies for information related to the United States recreation and park system.

Research Staff—Performs objective research on the benefits of recreation and its impact on the environment. This staff includes all of the Bureau's field staff who carries out the following:

- Performs environmental scanning, identifying, evaluating, and reporting emerging trends in recreational activities.
- Coordinates all Bureau demonstration activities, including development of the research and demonstration annual plan, evaluation of all Bureau demonstrations, and assistance to other components in the design of demonstrations and studies.
- Manages assigned demonstrations, including Federal review, approval, and oversight; coordinates and participates with departmental components in recreational and environmental projects.
- Develops research, demonstration, and other publications and papers related to recreational issues.

Environmental Research Staff—Monitors soil erosion within the BPR lands and conducts research on industrial/scientific issues and how they may impact recreational sites. Designs and conducts research and evaluations of recreational activities, studying their impacts on terrestrial and aquatic environments, designing and assessing potential improvements, and developing new measurement tools. Staff ensures the scientific and technical basis for BPR rules and regulations, and integrates policies that guide Bureau decision makers in their use of land.

An example of a current program is the Susquehanna River Working Group:

The BPR Environmental Research Staff supports the Department of the Environment, who chairs the President's Susquehanna River Working Group. As established by 56 U.S.C 502, the Working Group, which also includes the Secretaries of the Departments of Agriculture and Commerce, Health and Human Services, Interior, and the Chairman of the Council on Recreational and Environmental Quality, submits an annual report to the President on immediate steps and long-term solutions to enhance recreational activities along the Susquehanna River. The Working Group accomplishments with substantial contribution from BPR include:

- The Susquehanna River Coordination Agreement (2002), signed by three Federal agencies and the Governors of Maryland and Pennsylvania, is a commitment to place a priority on Susquehanna River and environmentally friendly activities, and to promote coordination among all stakeholders.
- Coordinating initiatives that have made meeting water requirements for fishing and boating possible, with less likelihood of aquatic wildlife disruption.

Assistant Administrator for Administration—Oversees all BPR administration functions. This office provides technical guidance for project management and review functions throughout the Bureau and makes recommendations for improvement and streamlining operations. Oversees three primary staff units:

Specific Project Management Functions:

- Develops, in conjunction with staff in BPR offices, major project plans, implementation schedules and post-implementation evaluations.
- Promotes project planning principles throughout the Bureau and provides technical guidance to the Bureau on project planning and management techniques.
- Reports to senior officials on progress of Bureau priority projects. Negotiates with and supports project and component heads regarding project schedules, progress, etc.
- Prepares and presents recommendations to senior officials regarding major projects.
- Analyzes and evaluates project time lines, schedules, and new methodologies. Evaluates and recommends project management alternatives to the Administrator and the Bureau.
- Conducts process control analysis and tracking to ensure projects are running smoothly.
- Prepares and presents recommendations to the Administrator, and other high level BPR and Department officials on planning, leadership, implementation, and policy issues concerning modifications to existing and proposed operating policies that will improve the administration and operations of programs and the Bureau as a whole.

Specific Operational Review Functions:

- Plans and conducts targeted operational reviews and recommends process and policy improvements to improve the operations of the Bureau. The subjects of these reviews are determined through regular periodic consultation with the Project Management Staff, Risk Management Staff, the Director of the Office of Operations Management, and the Administrator. Drafts written reports summarizing conclusions and presents findings to appropriate officials for follow-up actions.
- Reviews and evaluates enterprise-wide programs, projects, and processes to assess their effectiveness and efficiency, compliance with laws, regulations, or adequacy of management processes.
- Provides consulting services internally to Bureau management and staff to identify processes or contracts that need improvement, to develop improvement strategies, and to monitor processes and improvements over time.
- Participates in Bureau-wide initiatives to streamline operations, improve accountability and performance, and implement management best practices. Provides leadership, training, and coaching in the implementation of the initiatives.
- Collaborates with the Risk Management Staff, Project Management Staff, and BPR senior management to identify and address enterprise-wide risk factors that lead to ineffective or inefficient operations.
- Identifies operational vulnerabilities in BPR and develops and executes an operational review plan for each fiscal year, subject to approval by the Administrator and other senior leadership of BPR.

Information Resources Management (IRM) staff—The IRM is directed by the Chief Information Officer (CIO) who reports directly to the Assistant Administrator for Administration. The CIO's vision is to provide BPR business owners with innovative information technologies that enhance service delivery. Without effective use of technology and information resources, all services to the public would decrease, and many would be unavailable.

The CIO is responsible for ensuring that all requirements as stated in OMB Circular A130 are incorporated into all new BPR IT Capital Investment Planning Process. Under CIO leadership, the IRM office provides support to the Bureau and its offices in all areas of information management and technology. IRM monitors the performance of Bureau's information technology programs and activities, consults with the Fiscal Management staff to ensure that Bureau information technology programs and activities are carried out in a cost-effective manner, and that financial and related program information is reliable, consistent, and timely. The CIO and staff deal with top-level officials in the Office of Management and Budget, other federal agencies, and appear to testify before Congressional committees.

Major programs include: Enterprise Architecture, IT Capital Planning, Section 508, Records Management, Privacy, FOIA, Enterprise Licensing Agreements/Contracts, Government Paperwork Elimination Act – GPEA, Telecommunications, and IT Security.

Authorities for the IRM organization are: the Paperwork Reduction Act, the Clinger-Cohen Act (formerly known as the Information Technology Management Reform Act of 1996), the Government Paperwork Elimination Act, the Federal Records Act, the Freedom of Information Act, the Privacy Act, the Federal Information Security Management Act, and the E-Government Act of 2002.

Human Resources (HR) staff—The HR office provides supervision and direction to, and serves as the steward for the Bureau’s human resource programs, organizational services, and other designated management activities.

HR performs the following functions:

- Responsible for policies, procedure, program development, and implementation of the full spectrum of BPR’s human resources functions and programs, and employees’ services.
- Responsible for developing, promoting, and implementing improved principles, standards, policies, procedures, services, and systems governing the overall organization and workforce of the Bureau, as well as managing the system for establishing internal policies and procedures, also known as “directives.”
- Responsible for providing advice, guidance, and support to bureau-wide initiatives, issues, and priorities, including but not limited to: Cultural Diversity and Reinvention. It is also responsible for providing support to bureau-wide and interagency councils and committees, and serving as BPR’s liaison in interagency management improvement initiatives. HR is also responsible for the assessment/evaluation/review of the effectiveness of human resource and workforce functions, programs, and activities; of organizational structures and the associated functions, programs, and activities.

Fiscal Management (FM) staff —The office of Fiscal Management offers economics expertise to aid BPR decision makers in policy formation, analysis, and evaluations. Staff economists typically work on specific projects such as: development of environmental and recreational indicators; recreational damage assessments; boating licensing; reviewing regulatory impact analyses; benefit-cost analysis of particular projects; and, Federal recreation fees.

- Serves as the Chief Financial Officer and Comptroller for the Bureau.
- Formulates, presents, and executes all Bureau budget accounts; develops outlay plans and tracks contract and grant award amounts; acts as liaison with the Congressional Budget Office (CBO) on budget estimates; reviews demonstration waivers (except 1115) for revenue neutrality. Is responsible for ensuring that the budget is formulated in accordance with the Bureau's strategic plan and the Government Performance and Results Act (GPRA) goals and performance measures.
- Acts as liaison with OMB and the Congressional appropriations committees for all matters concerning the Bureau's operating budget.
- Performs cash management activities and establishes and maintains systems to control the obligation of funds and ensure that the Anti-Deficiency Act is not violated.
- Performs the Bureau's debt management activities (e.g., accounts receivable, user fees, penalties, disallowances).
- Reconciles all BPR financial data and prepares external reports to other agencies, such as Treasury, OMB, Internal Revenue Service, General Services Administration, related to the Bureau's obligations, expenditures, prompt payment activities, debt and cash management, and other administrative functions.
- Has overall responsibility for the fiscal integrity of all Bureau programs.
- Prepares financial statements for Federal Managers Financial Integrity Act (FMFIA) and GPRA.
- Staffs the Grants Division who oversees grant opportunities, application instructions and forms, regulations, training, and other grant-related information.

Assistant Administrator for Recreation—Responsible for dealing with specific issues concerning recreation on the land or the water, such as the proposed reintroduction of motorized vehicles for certain portages in the Boundary Waters Wilderness Area, Susquehanna River, and others areas being research by BPR staff. Assistant Administrator is responsible for the monitoring of accidents and incidents within the Federal jurisdiction, and providing a safe environment for all visitors. This office has two primary staffs units: As mandated in 70 CFR 1264, the Assistant Administrator for Recreation tracks and reports the environmental impact of recreational activities on public land and water.

Terrestrial Recreation Staff

The staff is responsible for the collection and submission of statistical information on terrestrial recreation activities within Federal jurisdiction. Responsibilities also include the overall monitoring of recreational land use on Federal lands, for example camping, hiking, bird watching, and rock climbing are all covered by the terrestrial staff. Staff monitors environmental and recreational impact data and may work in coordination with BPR research staff. Monitors trends in recreational land use, potential environmental hazards caused by activities, and tracking of wildlife population and their impact on BPR lands, as well as recreational activities impact on wildlife. Responsible for the cleanup of uncontrolled hazardous waste sites within the jurisdiction on Federal lands.

Aquatic Recreation Staff

The staff is responsible for the collection and submission of statistical information on aquatic wildlife and recreation watercraft activities within Federal jurisdiction.. Aquatic wildlife monitoring can take the form of waterfowl and fish surveys, migratory bird studies, and other periodic surveys undertaken to track the type and number of fish and aquatic wildlife within an area's boundaries and especially associated with recreational boating and hunting activities. Staff works with several sources outside of the bureau, such as National Oceanic and Atmospheric Administration, Environmental Protection Agency, and the U.S. Geological Survey.

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Records Management Handbook

This handbook establishes a system for the uniform organization, maintenance, and disposition of records of the Bureau of Public Recreation. Federal law requires the Bureau to maintain a comprehensive records management program. The handbook is designed to serve as a comprehensive resource to assist Bureau staff in organizing records that must be retained or disposing of the vast array of records, documents, and other materials they use in their day-to-day work.

This manual should be used as a guide to help you control the paperwork in your office and on your desktop. If you ask yourself, “Can I throw this away, or should I file it?” you will find the answer here. If you are wondering whether you need to copy an email message for storage before deleting the original, the handbook will tell you.

Inside, you will find standards and procedures for classifying, indexing, filing, retrieving, and disposing of records. There is also an established procedure for the maintenance of special records, which are those in formats other than traditional paper, such as email.

This handbook provides guidance for all employees on the definition of Federal records and personal papers.

This manual may be periodically updated to ensure that it complies with current Federal records management regulations and Bureau practices. Of course, you may always ask the agency records officer for additional assistance with your records management questions.

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CHAPTER I

BUREAU OF PUBLIC RECREATION RECORDS MANAGEMENT PROGRAM

AUTHORITIES AND AGENCY RESPONSIBILITIES

The Bureau of Public Recreation (BPR) Records Management Program is established in accordance with Chapters 21, 29, 33, and 35 of Title 44 of the *United States Code* (U.S.C.).

Based on the statutes cited above, BPR is required to:

- Create and preserve Federal records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and records necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities (44 U.S.C. §3101)
- Establish and maintain an active, continuing program for the economical and efficient management of the records of the agency (44 U.S.C. §3102)
- Cooperate with the National Archives and Records Administration (NARA) and General Services Administration (GSA) in applying standards, procedures, and techniques to improve the management of records; promote the maintenance of those records of continuing value; and facilitate the segregation and disposal of temporary records (44 U.S.C. §3102)
- Establish effective management controls over the creation, maintenance, and use of Federal records (44 U.S.C. §3102)
- Submit lists and schedules of Federal records proposed for disposal to NARA (44 U.S.C. §3303)
- Comply with the provisions of all schedules approved and issued by NARA (44 U.S.C. §3303a)
- Destroy Federal records only with the approval of NARA and in accordance with established procedures (44 U.S.C. §3314)

- Establish safeguards against the unauthorized removal or destruction of Federal records and notify NARA if removal or destruction occurs or threatens to occur (44 U.S.C. §3105 and §3106)
- Comply with directions from NARA to transfer to the National Archives of the United States records that are over 30 years old and are determined by the Archivist of the United States to have sufficient historical or other value to warrant their continued preservation by the United States Government, except when the agency head certifies in writing that the records are needed to conduct the regular current business of the agency (44 U.S.C. §107)
- Comply with all records management regulations issued by NARA and GSA (44 U.S.C. §102, §3303)

RECORDS MANAGEMENT PROGRAM RESPONSIBILITIES

The Assistant Administrator for Administration (AAR) is responsible for ensuring that the BPR Records Management Program is managed in a way that meets statutory requirements; the AAR serves as the agency Records Management Officer (RMO). Management of the Bureau's Vital Records Program, as required by 36 CFR §1223, is also the responsibility of the AAR. The RMO has the authority to act on behalf of the Administrator in records matters throughout the Bureau, to ensure that the Bureau is in compliance with the above-cited Federal laws and related regulations.

The Director, Information Resources Management, Records Management Branch, serves as the Assistant Records Management Officer (ARMO) and is responsible for operating the on-site records storage area and acting as liaison with NARA.

Directors of program offices are responsible for ensuring that records management liaisons (RML) are appointed in each office, and for providing the names and telephone numbers of the liaisons to the ARMO. RMLs are responsible for providing records management support and guidance to program staff, applying disposition authorities to the records in their offices, and working with the ARMO on any records-related issues.

All Bureau staff are responsible for ensuring that records in their immediate areas are managed in accordance with Federal records management laws and regulations, and agency policies as established in this manual. Bureau staff will cooperate with the RMO and ARMO in carrying out the program policies.

RECORDS MANAGEMENT PROGRAM POLICIES

Records management evaluations to assess the effectiveness of the program and its compliance with records policies and procedures will be conducted every four years. The

scope of such evaluations will be determined by the RMO. The RMO will ensure that all employees are aware of Bureau records management policies and procedures.

The RMO will work with NARA to implement records management requirements including records scheduling, disposition, and transfers of permanent records to NARA.

Bureau **records**, defined as

all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them

and **nonrecord materials**, defined as

U.S. Government-owned informational materials excluded from the legal definition of records or not meeting the requirements of the definition (includes extra copies of documents kept only for convenience of reference, stocks of publications and of processed documents, and library or museum materials intended solely for reference or exhibition)

will be managed in accordance with policies and procedures outlined in this handbook.

Any employee who knowingly conceals, removes, mutilates, obliterates, or destroys records will be prosecuted in accordance with Federal law (18 U.S.C. §2071).

Personal papers belonging to Bureau employees that were created before entering Government service, brought into, created, or received in the office but not in the course of transacting Government business, and work-related personal papers not used in the transaction of Government business are the property of the employee. If personal papers are kept in an employee's work area, they are to be clearly identified and kept separately from Bureau records and nonrecord materials.

CHAPTER II

FILES MAINTENANCE GUIDANCE

INTRODUCTION

All Bureau of Public Recreation staff must be aware of the procedures to properly store and categorize Bureau records. The following guidelines are designed to assist each employee to comply with requirements included in Federal records management regulations.

As a general rule, if you left your office today and did not return, could someone pick up where you left off and find all documents and information necessary to do your job?

To accomplish this goal, proper labeling of documents is essential. Are all the files in your office properly labeled to reflect the nature of the documents they contain?

If your job requires submitting reports on a monthly or yearly basis, do you have a separate binder or folder that clearly labels contents of the reports, to whom the reports are submitted and how often, and the origin of the information?

If you give speeches at conferences relating to the Bureau and its work, do you have a folder for copies of the speeches, and for information regarding where and when each speech was presented?

Do you use reference materials when writing decisions for cases? Are those materials placed in a folder and labeled?

Do you write memos, either for circulation or for information for the file? Are copies kept in paper or electronic form and included in the appropriate file? Are they categorized by subject matter or in some other way?

Do you order office supplies or equipment for the agency? If so, how are those records kept?

Is a password required to get into your computer?

These are just some of the questions all employees must be aware of when evaluating their records management procedures. If you answered “yes” to all these questions, your files are managed according to Bureau policy. If you answered “no” to any of them, there may be problems with the manner in which your files are managed. Please contact the Bureau ARMO for guidance.

RECORDS MAINTENANCE POLICY

The Bureau's policy is to ensure that files are organized so that complete records are maintained and that needed records can be found rapidly. Files should be organized so that the identification and retention of records of permanent value are facilitated and the disposition of temporary and/or nonrecord material is accomplished promptly and efficiently. The use of correct storage equipment is necessary to ensure the proper preservation of records. Bureau employees must give Special attention to those records identified as "permanent."

DEFINITIONS

Administrative Records—Records related to housekeeping matters, such as the agency budget, personnel, supplies, travel, and training.

File—Usually refers to a folder of papers. The term is also used to denote papers, photographs, maps, and other recorded information accumulated or maintained in filing cabinets or storage facility and occupying office or storage space. A file may also be maintained electronically or in microform.

Cutoff—Practice of breaking or ending files at regular intervals, usually at the close of a fiscal or calendar year, to permit their disposal or transfer to the National Archives.

Nonrecord Materials—U.S. Government-owned informational materials excluded from the legal definition of records or not meeting the requirements of the definition. Includes extra copies of documents kept only for convenience of reference, stocks of publications and of processed documents, and library or museum materials intended solely for reference or exhibition.

Official File Station—Each separate location that maintains Bureau records.

Permanent Record—Any Federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives.

Program Records—Records that support unique agency programs and that vary greatly from agency to agency. Program records include research and development data, case files, director's files, etc.

Records—all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions,

policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them

Records Officer—Official responsible for the direction of files management, with representatives in each of the official file stations.

Records Schedule—Official document providing mandatory instructions for what to do with records no longer needed for current Government business.

Temporary Record—Record approved by NARA for disposal (that is, destruction), either immediately or after a specified retention period.

GENERAL FILE MAINTENANCE PROCEDURES

All Bureau textual documents should be stored in labeled file folders or binders when they are not in use. Electronic files should be maintained in appropriate directories in the Bureau of Public Records Electronic System (BPRES) by all staff.

Special media, such as photographs, maps, and oversized materials, should be stored in appropriate cabinets. Please contact the ARMO for assistance if appropriate storage space is not available.

File drawers should be labeled to provide general information (such as subject) about the contents of each drawer.

All file stations and directories should have an up-to-date file plan readily available for users. The Records Officer maintains the official copy of the all file plans.

Each filing system (textual or electronic) should be maintained either by case number, chronologically, or by subject matter.

RESPONSIBILITIES

The RMO is responsible for detailing and making available to all Bureau staff general filing procedures to be followed by all Bureau offices.

RLOs are responsible for periodically reviewing the files in their program offices and applying approved dispositions to them. For further guidance, see “Section 4, Disposition of Records.”

CHAPTER III

BUREAU RECORDS

RECORDS COMMON TO MOST OFFICES

Correspondence Files: Incoming and outgoing correspondence including Congressional correspondence, correspondence with other Federal agencies, and the public. Maintain in labeled file folders arranged chronologically.

Subject Files: Correspondence, information flyers, bulletins, and other printed materials on a wide variety of subjects relating to Bureau matters. Arranged alphabetically.

Meeting Files: Files containing notices, agendas, minutes, and lists of attendees of periodic staff meetings. Also included are copies of any materials handed out at the meeting. Arranged chronologically by date of meeting.

Time and Attendance Files: Time or sign-in sheets, time cards flextime records, leave applications for jury and military duty. Arranged by pay period.

Travel files: Travel orders, per diem information, briefing books, and follow-up reports. Arranged alphabetically by location.

Tracking Files: Files documenting status of cases or other actions. May be paper, or electronic. Arranged by case number.

OFFICE OF THE ADMINISTRATOR (RA)

Program Files: Primary program files of the BPR Administrator. Maintain in labeled file folders. Arranged alphabetically.

Advisory Commissions: Commission's establishment, policy findings, original charter and amended charters, agendas, briefing books, studies, pamphlets, correspondences, substantive records relating to research studies and other projects. Arranged by topic and chronologically thereunder.

Meeting Minutes: of weekly top-level managerial meetings, maintained in labeled folders. Arranged chronologically.

Appointment Calendars: Maintained by administrative assistant.

Reorganization Plan Files: BPR reorganization file for 1995.

Organization, Authorities, and Functions: Files documenting the BPR organization, authorities, and functions. Arranged alphabetically by subject.

Management Survey Cases: Information relating to the systematic review of organizational or operational procedures. Arranged alphabetically by survey.

Long-range Studies: Long-range studies based on the BPR strategic directions, workload assessments, and technological forecasts. Arranged alphabetically by study.

Speeches Files: Copies of speeches arranged chronologically in labeled folders.

Personal Files: Files of a personal nature, such as medical insurance information. No specific requirements for labeling. These files should be kept separately from Federal records.

OFFICE OF THE ASSISTANT ADMINISTRATOR FOR RESOURCE EVALUATION, RESEARCH, AND POLICY (AARERP)

Program Files: Primary program files of the Administrator. Arranged alphabetically.

Appointment Calendars: Maintained by administrative assistant.

RESOURCES EVALUATION STAFF (RE)

Resource Management Project Files: Project files created in conjunction with the coordination of various programs. Arranged by project number.

ENVIRONMENTAL RESEARCH STAFF (ER)

Field and Laboratory Notebooks: Material received from field research staff. Maintained in labeled folders and arranged alphabetically by last name of researcher.

Survey Reports: Material compiled by research staff, including background information, survey data, and final report. Arranged alphabetically by subject.

Technical Files: Reports and records documenting the quality characteristics of each BPR industrial/scientific product.

Analytical Compilations: Analysis received from field staff dealing with a wide variety of subjects. File includes initial submission of data, working copies of data, all correspondence and internal memoranda, research results, reference materials, and copy of final report. Arranged alphabetically by name of staff member.

Erosion Control Study System Database: System documents past erosion problems and is used to mitigate potential future erosion risk.

POLICY DEVELOPMENT STAFF (PD)

Policy Development Case Files: Files dealing with the development of *terrestrial* and *aquatic* recreation policies. Contents include background information, land plats, maps, photographs, data analysis, correspondence, draft policies, endorsements and approvals, and final policy statement. Files are arranged alphabetically by recreation area.

Policy Proposal Files: Information about proposed Bureau policies. Arranged numerically by policy number.

Directives File: Copies of all directives that are issued as a result of changes in Bureau policy. Arranged by directive number.

Policy Background Files: Working papers, drafts, and background and reference information on various projects in the policy development staff. No arrangement.

Regulations File: Language and approval of a regulation issued by the Bureau that affects external organizations, including other Federal agencies. Included in the file are background documents, draft wording, reference information, and final approval. Arranged by regulation number.

ASSISTANT ADMINISTRATOR FOR ADMINISTRATION (AAA)

Program Files: Primary program files of the Administrator. Maintain in labeled file folders arranged alphabetically.

Appointment Calendars: Maintained by administrative assistant.

INFORMATION RESOURCES MANAGEMENT STAFF (IRM)

Planning Files: Files for Bureau systems including specifications and annual IT plan. Arranged chronologically by fiscal year in which system is proposed.

System Administration Files: System Documentation Files for all Bureau electronic systems including operational, interpretation, and maintenance information. Includes documentation for both off-the-shelf products and unique applications developed by agency staff. Arranged alphabetically by system name.

System Backup Tapes: Weekly backup tapes.

RECORDS MANAGEMENT (RM)

Records Management Files: Copies of forms used by RM staff.

ERA Record Schedules Arranged by disposition authority

ERA Transfer Request Arranged by disposition authority

SF 115s: Approved by NARA. Arranged by SF 115 number.

SF 135s: Arranged by accession number.

SF 258s: Arranged by disposition authority.

Bureau File Plans: Arranged alphabetically by name of office.

Records Inventory Forms: Arranged alphabetically by name of office.

Records Management Guidance: Bureau-developed help cards, training course outlines, and published guidance. Arranged by subject matter.

Other, including NARA Records management publications. Arranged by subject matter.

Bureau Directives Case Files: One copy of each directive and background information. Arranged numerically by directive number.

FREEDOM OF INFORMATION MANAGEMENT (FOIA)

Freedom of Information Act and Privacy Act Files: Files created in response to requests for information under the Freedom of Information Act (FOIA) or Privacy Act. These files should contain the original request, a copy of the reply, and all related supporting documents. Included with these records should be all administrative appeals related to FOIA or the Privacy Act. Files should be labeled by date and subject.

HUMAN RESOURCES STAFF (HR)

OPFs: Contain privacy protected materials, and HR staff must control access of the records at all times. Arranged numerically by employee identification number.

Vacancy Announcement Files: Arranged chronologically by year and thereunder by announcement number.

FISCAL MANAGEMENT STAFF (FM)

Budget and Finance Policy Files: Files which document agency policy and procedures governing budget administration. Arranged by subject.

Accounting Files: Financial reports, office supplies and equipment, payroll binders, purchase orders, contracts, vendors, obligation reports, forms, monthly accounting

reports, and receipts and vouchers. These files are kept in the supply room and are generally listed by subject and files in alphabetical order, and if appropriate, by fiscal year in chronological order.

Budget Estimates and Justifications: Copies of budget estimates and justifications prepared or consolidated in BPH HQ Budget Office. Arranged by year of budget.

Routine Procurement Files: Contracts, requisitions, purchase orders, lease bond surety, along with correspondence and related documentation. Arranged by case number and simplified acquisition threshold.

Budget Files: Files relating to the annual Bureau budget requests to the Department of the Environment. Includes document on budget justification, annual budget development, and final budget approval. Arranged by fiscal year.

Grant Project Files: Project files containing grant applications, bids site plans, and correspondence. Arranged by Grant number.

Information Collection Files: Information Collection Bulletins (OMB568-9A) as submitted to the Office of Management and Budget. Arranged by bulletin number.

ASSISTANT ADMINISTRATOR FOR RECREATION (AAR)

Program Files: Primary program files of the Administrator. Maintain in labeled file folders arranged alphabetically.

Appointment Calendars: Maintained by administrative assistant.

BPR Boating Accident Database: Database consisting of data on boating accidents occurring on property under BPR jurisdiction.

Accident and Incident Summary Reports Information System (AISS) System tracks BPR activity and response associated with terrestrial and aquatic accidents and incidents on BPR land and facilities.

TERRESTRIAL RECREATION STAFF (TR)

Policy Development Case Files: Files dealing with the development of *terrestrial* recreation policies. Contents include background information, land plats, maps, photographs, data analysis, correspondence, draft policies, endorsements and approvals, and final policy statement. Files are arranged alphabetically by recreation area.

Opinion Request Files: Documents relating to requests to the Office of the General Counsel for opinions and decisions relating to land use, consisting of original request, background materials, and decisions from OGC Arranged alphabetically by subject.

Reports and Analysis: Data gathered, background materials, and final analysis of soil samples. Arranged alphabetically by geographic location. NOTE: Some reports have been microfilmed. Microfilm is maintained in central filing cabinet.

Letters to State Recreation Directors: Letters sent annually to State recreation directors summarizing current policies and activities of the Bureau of Public Recreation. One copy of each letter is maintained in labeled files and arranged alphabetically.

Field Notebooks: Original laboratory notebooks containing observations, results of experiments, and analysis of data received from field staff. Arranged alphabetically by employee's name.

GIS/Paths and Trails: Computer program maintained on the computer located in Room 615.

Site Containment and Clean-Up Files: Records used in response, containment, and clean-up of uncontrolled hazardous waste sites. Arranged by case number. Maps and photos are arranged by site location.

Maps: Maps and other cartographic products produced by the Bureau.

Aerial Photographs: Photographs acquired from various sources and taken by BPR as part of over flight of sites being studied. Arranged by quadrant.

AQUATIC RECREATION STAFF (AR)

Policy Development Case Files: Files dealing with the development of *aquatic* recreation policies. Contents include background information, charts photographs, data analysis, correspondence, draft policies, endorsements and approvals, and final policy statement. Files are arranged alphabetically by recreation area.

Opinion Request Files: Documents relating to requests to the Office of the General Counsel for opinions and decisions relating to water use, consisting of original request, background materials, and decisions from OGC. Arranged alphabetically by subject.

Reports and Analysis: Data gathered, background materials, and final analysis of water samples. Arranged alphabetically by geographic location. NOTE: Some reports have been microfilmed. Microfilm is maintained in central filing cabinet.

Field Notebooks: Original laboratory notebooks containing observations, results of experiments, and analysis of data received from field staff. Arranged alphabetically by employee's name.

Letters to State Recreation Directors: Letters sent annually to State recreation directors summarizing current policies and activities of the Bureau of Public Recreation. One copy of each letter is maintained in labeled files and arranged alphabetically.

Charts: Charts and other cartographic products produced by the BPR. Arranged by production number.

ASSISTANT ADMINISTRATOR FOR GENERAL COUNSEL (GC)

Program Files: Primary program files of the Administrator. Maintain in labeled file folders arranged alphabetically.

Appointment Calendars: Maintained by administrative assistant.

Published Legal Opinions: Printed volumes of Bureau legal decisions and orders that merit publication. These books are already labeled upon publication, but should be kept in chronological order.

Ethics Files: Documents relating to recusals, waivers, certificates of divestiture, and ethics agreements, as well as copies of ethics opinions. Also included in the files should be reports and documents relating to ethics training. Arranged alphabetically by subject, and secured.

Miscellaneous: Various OGC documents that do not fit into any other file.

Photographs: Photographs of General Counsel staff taken during various office functions. Photographs are filed alphabetically by name of individual pictured. If more than one staff member is included in the photograph, file under “group.”

Rulemaking Files: Proposed rules, comments received, drafts, edits, tally sheets, and final rules. Files should be labeled by the subject of the regulation and filed in alphabetical order.

Alternative Dispute Resolution (ADR) Proceedings Files: Documents of the settlement or discontinuance of ADR cases. Arranged by case number.

Environmental Litigation Case Files: Information on actual or potential legal proceedings brought against the U.S. under environmental statutes in which the BPR has an interest. Arranged by case number.

LITIGATION SUPPORT STAFF (LS)

Case Files: Cases pending with the Department of the Environment, which include copies of pleadings, orders, decisions, original drafts, tally sheets, and original edits of orders and decisions. Files should be labeled with docket number and party name or identification, and filed in alphabetical order.

Case File Index: 5x7 index cards for every case involving the Bureau. Cards identify the case number, name of individual/organization filing case, date of receipt and disposition, attorney assigned, and other standard information. These cards are kept chronologically.

WILDERNESS ACT MONITORING STAFF (WAM)

Tracking System: Run on office PC and used to track relevant Wilderness Act processes.

ASSISTANT ADMINISTRATOR FOR PUBLIC AFFAIRS (PA)

Program Files: Primary program files of the Administrator. Arranged alphabetically.

Appointment Calendars: Maintained by administrative assistant.

Speeches: Speeches delivered by any Bureau employee. Files should be labeled by date and name of individual delivering speech.

Publications Case Files: Background information, interim drafts, final approval, and one copy of each Bureau publication. Includes publications such as internal newsletters, recreation center guides, and informational brochures, Bureau annual reports, and staff bulletins. Arranged alphabetically by type of publication and thereunder chronologically.

Photographs: Various photographs covering a wide range of Bureau activities. Arranged chronologically and thereunder by subject.

News Releases: One copy of each news release written by Bureau staff. Arranged chronologically.

Maps: Master set of guide maps prepared for the Bureau for public use. Maps are arranged alphabetically by state and thereunder chronologically. Maps are stored unfolded in map storage cabinets.

Miscellaneous Audiovisual Materials: Materials created by PAO to inform the public about Bureau activities and policies. Includes Public Service Announcements (including production file), videotape tours of center facilities, and tape recordings for use in touring facilities.

Exhibit Files: Records related to major exhibits developed by the agency. Arranged by topic.

CONGRESSIONAL LIAISON (CL)

Files on Individual Members of Congress: Information about their views on public recreational areas and the Bureau's interactions with the member. Includes correspondence, newspaper articles, etc. Arranged alphabetically.

INTRA GOVERNMENTAL LIAISON (IGL)

Agency files: Files on each Federal, state, and local government agency with which the Bureau has relations. Includes correspondence and relevant information. Arranged by level of government and thereunder alphabetically by agency name.

CHAPTER IV

DISPOSITION OF RECORDS

The following section provides instructions to employees concerning the disposition of records in their offices. Separate disposition schedules are provided for each group of Bureau offices and relate to the type of work created by those offices. However, no separate disposition schedule exists for the Administrative Office, which should refer to the publication entitled “General Records Schedules” published by NARA for instructions on records disposition for their administrative (housekeeping) records.

All items taken from disposition job number N1-700-98-1, approved by NARA on June 11, 1998, unless otherwise cited.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
100	RECORDS COMMON TO MOST OFFICES	
101	Correspondence Files Incoming and outgoing correspondence a. Program correspondence files maintained at the division level or above in BPR headquarters office and accumulated by the Administrator and Assistant Administrator and their immediate staffs, documenting policy-making decisions or significant program management functions. b. Administrative correspondence files relating to administrative matters such as finance, supplies, equipment, and travel.	a. PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cut off. Transfer to NARA 20 years after cut off. b. TEMPORARY Cut off at end of FY. Retain a minimum of 3 years and a maximum of 6 years based on the business need of the office. (N1-700-04-01)
102	Subject Files Correspondence, information flyers, bulletins, and other printed materials on a wide variety of subjects related to Bureau matters.	TEMPORARY Cut off at end of FY. Destroy 2 years after cutoff.
103	Meeting Files Files containing notices, agendas, and minutes of periodic staff meetings.	TEMPORARY Cut off at end of FY. Destroy 3 years after cutoff.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
104	Time and Attendance All time and attendance records upon which leave input data is based, such as: time or sign-in sheets; time card (such as Optional Form (OF) 1130); flextime records; leave applications for jury and military duty; and authorized premium pay. Records may be in either machine-readable or paper form.	VITAL RECORD TEMPORARY Destroy/delete after GAO audit or when 6 years old, whichever is sooner. GRS 2/7
105	Travel Files Files documenting travel by agency staff, including travel orders, information about per diem, briefing books, and follow-up reports.	TEMPORARY Cut off at end of FY. Destroy/delete 6 years after cutoff. GRS 1.1/010
106	Tracking Files Files documenting status of cases, correspondence, or other actions.	TEMPORARY Destroy/delete when no longer needed for reference.
107	Voicemail Incoming voicemail messages.	NONRECORD Destroy when no longer needed.
108	Technical Reference Copies of publications issued by other Federal, State, or County agencies.	NONRECORD Destroy when no longer needed for reference or when superseded, whichever is sooner.
200	RECORDS OF THE ADMINISTRATOR	
201	Program Files Primary program files of BPR administrator including letters, memoranda, studies, reports, forms, documenting or implementing plans, policies, procedures, and decisions pertaining to BPR program and staff activities. Arranged alphabetically by subject.	PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cut off. Transfer to NARA 20 years after cut off.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
202	<p>Substantive Committee Records (Non-Grant Review Committees)</p> <p>Exclusion: This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p>Records documenting the establishment and formation of committees and their significant actions and decisions. Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO. Only one copy of each record is considered permanent.</p> <p>Note: Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to NARA. Committee records should be arranged by committee, not by the type of record (e.g. NARA should not receive a collection of charters for multiple committees; original charters should be transferred with the other permanent records related to the committee, regardless of where they are maintained).</p>	<p>PERMANENT</p> <p>Transfer when records are 15 years old or upon termination of committee, whichever is sooner.</p> <p>GRS 6.2/10</p>
203	<p>Meeting Minutes</p> <p>Minutes of weekly top managerial meetings, maintained in labeled folders.</p>	<p>PERMANENT</p> <p>Cut off at end of FY. Transfer to NARA in 10-years blocks when most recent record is 5 years old (i.e., records dated 1980–1989 should be transferred in 1995).</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
204	Appointment Calendars Appointment calendars and schedules maintained by administrative assistants.	PERMANENT Cut off at end of FY. Transfer to NARA in 5-year blocks when most recent record is 5 years old (i.e., records dated 1996–2000 should be transferred in 2005).
205	Reorganization Plan Files Files documenting the organization of the Bureau of Public Recreation in 1995. Includes organization charts, correspondence, memoranda, and other internal communications concerning the planning and implementation of this reorganization.	PERMANENT Transfer to NARA upon approval of this schedule.
206	Organization, Authorities, and Functions Files documenting the Bureau's organizations, authorities, and functions. Includes organization charts, copies of laws and regulations, and functional statements for all Bureau components summarizing authorized activities.	PERMANENT Cut off at end of FY. Transfer to NARA 4 years after cutoff.
207	Management Survey Cases Information relating to the systematic review of organizational or operational procedures which accumulated in the office conducting the survey or the office sponsoring a contact for survey services. Included are documents reflecting request or authorization to conduct the survey, the finished report, and actions taken as a direct result of the survey.	PERMANENT Cut off at the end of the calendar year and then transfer to WNRC. WNRC will transfer the files to the National Archives in 5-year blocks when the records are 25 years old.
208	Long-range Studies Files relating to long-range operational, organizational, and material objectives based on the Bureau's strategic direction, workload assessments, and technological forecasts. Included are work force projections, functional statements, process and workflow layouts, and coordination actions.	TEMPORARY Cut off at the end of the calendar year and then transfer to FRC. FRC will dispose of the records 6 years after transfer.
209	Speech Files Copies of speeches maintained for convenience or reference. Arranged chronologically.	TEMPORARY Destroy/delete when no longer needed for reference.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
300	ASSISTANT ADMINISTRATOR FOR RESOURCES EVALUATION, RESEARCH, AND POLICY	
301	Program Files Primary program files of Administrator for Resources Evaluation includes letters, memoranda, studies, reports, forms, documenting or implementing plans, policies, procedures, and decisions pertaining to the program and staff activities. Arranged alphabetically by subject.	PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cut off. Transfer to NARA 20 years after cut off.
302	Appointment Calendars Appointment calendars and schedules maintained by administrative assistants.	TEMPORARY Cut off at end of FY. Destroy/Delete 3 years after cutoff. (GRS 23, item 5b)
RESOURCE EVALUATION STAFF		
303	Resource Management Project Files Project files created in conjunction with the coordination of various programs such as, but not limited to: Water Resource Program, National Water Quality Assessment Program, and Ground Water Resources Program. Files directly supports the development of policies or policy decisions in conjunction with ongoing or planned projects that support the programs and monitoring of the effects of the policy on the terrestrial and aquatic resources. a. Project Files Documentation related to the development and approval of policies that directly support ongoing programs. Files also include monitoring reports, quality assurance project plans, and final project report. b. Project working papers and administrative correspondence Includes completed questionnaires or other documents used to for data collection, drafts, or copies of interim progress reports.	PERMANENT Cut off upon completion of project. Transfer to FRC 3 years after cut off. Transfer to NARA 20 years after cutoff. TEMPORARY Cut off upon completion of project. Transfer to FRC 3 years after cut off. Destroy 6 years after cut off.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
ENVIRONMENTAL RESEARCH STAFF		
304	Field and Laboratory Notebooks Notebooks or similar records containing scientific and technical data accumulated during the conduct of research and development activities.	DISPOSITION SUSPENDED PENDING NARA APPROVAL
305	Survey Reports Reports compiled by research staff, including background information, survey data, and final report.	PERMANENT Cut off upon completion of survey. Transfer to NARA 1 year after cutoff.
306	Technical Files Technical data files consisting of records and reports documenting the quality characteristics of each BPR industrial/scientific product and pertaining to composition, machining, testing, and inspections.	TEMPORARY Cut off when product is discontinued. Destroy 5 years after cutoff.
307	Analytical Compilations Compilations of analysis received from field research staff. Files include submission of data, working copies of data, all correspondence and internal memoranda, research results, reference material, and copy of final report.	TEMPORARY Cut off upon completion of project. Destroy 20 years after cutoff.
308	Erosion Control Study System Database (ECSS) Erosion Control Study System (ECSS) Database, developed and administered by research staff. System documents past erosion problems and is used to mitigate potential future erosion risk. a. Administrative Files Correspondence, memoranda, and other documenting development and administration of databases. b. Input Files BPR Form 1123 Erosions Control Input form including those in paper and electronic forms. c. Output Files Annual erosion reports and other final analysis reports.	 a. TEMPORARY Cut off upon completion of database development. Destroy 20 years after cutoff. b. TEMPORARY Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use. (GRS 4.3, item 010). c. PERMANENT Transfer to NARA upon completion of project.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	d. Masterfile ECSS data includes which includes location of erosion, severity of the problem, date of the erosion, and number of occurrences per quadrant.	d. PERMANENT Send annual snapshots to NARA
	e. Supporting documentation User guides, specifications, table definitions codebooks, record layouts, user manual, and data dictionaries.	e. PERMANENT Transfer to NARA upon completion of project.
	POLICY DEVELOPMENT STAFF	
309	Policy Development Case Files Files documenting the development of agency policies concerning resource management. Includes background materials, correspondence, endorsements and approvals, final policy statement, and other records supporting the policy.	PERMANENT Cut off upon approval of policy. Transfer to the NARA 5 years after cutoff.
310	Policy Proposal Files Case files for proposed Bureau policies.	TEMPORARY Destroy when no longer needed for administrative action.
311	Directives Case files for Bureau directives.	PERMANENT Cut off upon issuance of directive. Transfer to NARA in 3-year blocks when most recent record is 1 year old (i.e., records dated 1993–1995 should be transferred in 1996).
312	Policy Background Files Working papers, drafts, and background and reference materials accumulated for policy development projects.	TEMPORARY Destroy when no longer needed for administrative purpose.
313	Regulations Files Files documenting the development of Bureau regulations. Includes background documents, drafts, approval memoranda (BPR # 12-908), and related records.	TEMPORARY Cut off upon issuance of regulation. Destroy 25 years after cutoff.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
400	ASSISTANT ADMINISTRATOR FOR ADMINISTRATION	
401	Program Files Primary program files of Assistant Administrator for Administration, includes letters, memoranda, studies, reports, forms, documenting or implementing plans, policies, procedures, and decisions pertaining to the program and staff activities. Arranged alphabetically by subject.	PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cut off. Transfer to NARA 20 years after cut off.
402	Appointment Calendars Appointment calendars and schedules maintained by administrative assistants	TEMPORARY Cut off at end of FY. Destroy/Delete 3 years after cutoff. (GRS 23, item 5b)
403	Program Review Files Includes letters and memoranda, evaluations of program status, associated studies and reports, and any other substantive documentation that reflects the status of a particular program or facet of such program.	TEMPORARY. Destroy when 5 yrs old or when no longer needed, whichever is later.
INFORMATION RESOURCES MANAGEMENT STAFF		
404	System Planning Files Files documenting the planning and development of Bureau information systems and annual IT plans.	VITAL RECORDS PERMANENT Cut off at end of FY. Transfer to NARA 3 to 5 years after cutoff.
405	System Administration Files Copies of documentation for all systems used in the Bureau, including both off-the-shelf products and unique applications developed by agency staff.	TEMPORARY Destroy when no longer needed to operate system.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
406	System Backup Tapes Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	VITAL RECORDS 1. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 3.1/040 2. Delete/destroy full backup tapes when second subsequent backup is verified as successful, or when no longer needed for system restoration, whichever is later. GRS 3.1/041
RECORDS MANAGEMENT		
407	Records Management Files Copies of forms used by the records management staff (SF 115—Request for Disposition Authority, SF 135—Records Transmittal and Receipt, et al.), as well as file plans and inventory forms. NOTE: Disposition authorities are for completed or processed forms only. a. Standard Forms Files Copies of approved SF 115s, SF 135s, SF 258s. b. Files Plans Files Copies of office files plans. c. Inventory Forms Inventory forms completed during surveys or other inventory projects.	a. TEMPORARY Delete/destroy when no longer needed for administrative use. b. TEMPORARY Destroy when superseded. VITAL RECORDS c. TEMPORARY Cut off at end of FY in which project was completed. Delete/destroy 2 years after cutoff.
408	Records Management Guidance Files a. Bureau-specific Guidance Bureau-specific records management guidance, including help cards, training course outlines, and published materials.	a. PERMANENT Cut off at end of FY. Transfer to NARA 5 years after cutoff.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	b. Other Records Management Guidance. Publications, bulletins, and other guidance received from NARA or other outside sources.	b. TEMPORARY Destroy/delete when no longer needed for administrative use.
	FREEDOM OF INFORMATION MANAGEMENT STAFF	
409	FOIA Administrative Files Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	TEMPORARY Destroy when 2 years old. GRS 14/15
410	FOIA Reports Files Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.	TEMPORARY Destroy when 2 years old. GRS 14/14
411	Freedom of Information Act and Privacy Act Files Files created in response to request for information under the Freedom of Information (FOIA) or Privacy Act (PA). Files containing the original request, copies of the reply, and all related supporting documents. Also included are administrative appeals. a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). (1) Granting access to all of the requested records. (2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. (a) Request not appealed. (b) Request appealed.	TEMPORARY Destroy 2 years after reply. GRS 14/11a1 Destroy 2 years after reply. GRS 14/11a2a Destroy as authorized under GRS 14/12. GRS 14/11a2b

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	<p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request not appealed.</p> <p>(b) Request appealed.</p> <p>Official file copy of requested records</p>	<p>Destroy 2 years after reply. GRS 14/11a3a</p> <p>Destroy as authorized under GRS 14/12a.</p> <p>Dispose of in accordance with approved agency disposition instruction for the related records or with the related FOIA request, whichever is later.</p>
HUMAN RESOURCE STAFF		
412	<p>Official Personnel Files</p> <p>Official personnel files for Bureau employees</p> <p>a. Transferred Employees</p> <p>b. Separated Employees</p>	<p>VITAL RECORDS</p> <p>a. Follow instructions FPM 401-01b.</p> <p>b. Hold 30 days and transfer to National Personnel Records Center (GRS 1 item b).</p>
413	<p>Vacancy Announcements Files</p> <p>Copies of vacancy announcements for positions in the Bureau.</p>	<p>TEMPORARY</p> <p>Cut off at end of FY in which announced. Destroy 2 years after cutoff.</p>
FISCAL MANAGEMENT STAFF		
414	<p>Budget and Finance Policy Files</p> <p>Correspondence and subject files accumulated in BPR HQ Budget Office which document agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.</p>	<p>PERMANENT</p> <p>Cut off at the end of the target budget year. Transfer to RC when 10 years old. Transfer to NARA in 10-year blocks when 20 years old.</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
415	Accounting Files Financial reports, request for office supplies and equipment, payroll binders, purchase orders, contracts, vendors, obligation reports, forms, monthly accounting reports, and receipts and vouchers.	TEMPORARY Cut off at end of FY. Destroy 6 years after cutoff.
416	Budget Estimates and Justifications Copies of budget estimates and justifications prepared or consolidated in BPR HQ Budget Office. Included are appropriation language sheets, narrative statements, transcripts of hearing, backup justification for hearings, and related records. (All policy and procedures documents should be filed under 414).	TEMPORARY Cut off at the end of the target budget year. Destroy when 5 years old.
417	Budget Files Files relating to the annual Bureau budget requests to the Department of the Environment. Includes document on budget justification, annual budget development, and final budget approval. Arranged by fiscal year.	TEMPORARY Cut off at end of FY. Destroy 10 years after cutoff.
418	Grant Project Files Project files containing grant applications, bids, site plans, and correspondence. a. Approved Grants—Files contain approved application, monthly narrative reports, financial reports, photographs, and a completion of work form. b. Disapproved Grants.	a. TEMPORARY Cut off at end of FY in which project is completed. Destroy 30 years after completion b. TEMPORARY Destroy 3 years after disapproval.
419	Routine Procurement Files Contracts, requisitions, purchase orders, leases, and bond surety records including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.	VITAL RECORDS TEMPORARY Destroy 6 years after final payment. GRS1.1/010

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
420	Information Collection Files Copies of Information Collection Bulletins (OMB 568-9A), as submitted to the Office of Management and Budget.	TEMPORARY Destroy at end of FY.
500	ASSISTANT ADMINISTRATOR FOR RECREATION	
501	Program Files Primary program files of Assistant Administrator for Recreation, includes letters, memoranda, studies, reports, forms, documenting or implementing plans, policies, procedures, and decisions pertaining to the program and staff activities. Arranged alphabetically by subject.	PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cut off. Transfer to NARA 20 years after cut off.
502	Appointment Calendars Appointment calendars and schedules maintained by administrative assistants	TEMPORARY Cut off at end of FY. Delete/destroy 3 years after cutoff. GRS 23, item 5b
503	Letters to State Recreation Directors Copies of letters to state recreation directors summarizing current or recent recreational policies and activities of the Bureau of Public Recreation.	TEMPORARY Cut off at end of FY. Destroy 1 year after cutoff.
504	Visitor Statistics Statistics reflecting such information as number of visitors, total visitor hours, types of visitor activities, visitor impacts on BPR facilities, modes of visitor transportation, and so forth.	TEMPORARY Destroy when 5 years old or when no longer needed, whichever is longer.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
505	<p>Accident and Incident Summary Reports Information System (AISS)</p> <p>The system tracks BPR activity and response associated with terrestrial and aquatic accidents and incidents on BPR land and facilities. It also supports program planning, implementation, and reporting of incident and accident reports. Output also includes data for the Biennial Report on BPR Incidents and Accidents, which is prepared under Congressional mandate, as well as ad hoc reports.</p> <p>AISS replaces the Biennial Reporting System (BRS) and the Accidents Information Systems (AccIS).</p> <p>The system interfaces with other BPR systems, including the Facility System (FS), which is scheduled separately.</p> <p>a. Input—BPR Form 2020 Accident and Incident Report</p> <p>b. Master Database—Includes but not limited to: type of accident or incident, location and date of accident or incident, name of accident victim, office symbol, reporting official.</p> <p>c. Output and reports—Biennial reports on BPR Incidents and Accidents, prepared under Congressional mandate.</p>	<p>a. TEMPORARY Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use. Destroy after verification. (GRS4.3 item 010)</p> <p>b. PERMANENT Cutoff at end of FY. Transfer data to NARA 10 years after cutoff, as specified in 36 CFR 1235.44 or applicable standards at the time. (DAA-0700-2012-007-0002)</p> <p>c. PERMANENT Close file upon publication of the report. Transfer to along with the electronic data (item b) to NARA 10 years after cutoff, as specified in 36 CFR or applicable standards at the time. (DAA-0700-2012-007-0003)</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	<p>d. Output and reports—Ad hoc reports</p> <p>e. Supporting documentation User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile.</p>	<p>d. Varies: File ad hoc reports and printouts with appropriate case file or related records. Follow instructions for related records.</p> <p>e. PERMANENT Transfer to NARA 10 years after cutoff, as specified in 36 CFR 1235.44 or standards applicable at the time, those records necessary to document how the system captures, manipulates, and outputs data. This documentation is transferred annually with the master database (item b). (DAA-0700-2012-007-0005)</p>
TERRESTRIAL AND AQUATIC RECREATION STAFF		
506	<p>Policy Development Case Files</p> <p>Case files documenting the development of terrestrial and aquatic recreation policies. Includes plats, charts, data analysis, background information, photographs, draft correspondence, endorsements and approvals, and final policy statements.</p>	<p>PERMANENT Cut off upon approval of policy. Transfer to NARA 5 years after cutoff.</p>
507	<p>Opinion Request Files</p> <p>Files include documents relating to requests to the office of the General Counsel for opinions and decisions relating to land and aquatic use. Includes the original request, background materials, and a copy of the decision form OGC.</p>	<p>PERMANENT Cut off at end of FY. Transfer to NARA 4 years after cutoff.</p>
508	<p>Reports and Analysis Files</p> <p>Files documenting the chemical, physical, or other investigatory analysis of terrain or water samples</p> <p>a. Paper copies</p> <p>b. Film</p>	<p>a. TEMPORARY Cut off upon completion of filming. Destroy 2 years after verification of film.</p> <p>b. TEMPORARY Destroy when no longer needed.</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
509	Field Notebooks Original field notebooks containing observations, and analysis of data received from field staff, excluding notebooks described elsewhere in this schedule.	TEMPORARY Cut off annually. Transfer to RC 2 years after cutoff. Destroy 10 years after cutoff if analysis data is no longer required by any division.
510	Special Use Permit Files Records relating to requests for special use permits on BPR lands. Special use activities may include commercial fishing, trapping, wildlife photography, transportation, and tree cutting. Included among the files are applications, recommendations for approval or rejection, letters of referral, copies of permit, correspondence, and related documentation.	
	a. Approved Permits	TEMPORARY Destroy 3 years after permit expiration or 3 years after termination date of latest applicable condition, whichever is later.
	b. Denied Applications	TEMPORARY- Destroy 1 year after final determination.
AQUATIC RECREATION STAFF		
511	Charts Charts, and other cartographic products produced by the Bureau, which include but not limited to depth and waterway charts.	VITAL RECORD PERMANENT Transfer to NARA in 5-year blocks when most recent record is 5 years old (i.e., records dated 1995-2000 transfer in 2005.)
TERRESTRIAL RECREATION STAFF		
512	Geographic Information Systems Geographic information systems, such as the Paths and Trails Finder (PTF), developed by Bureau staff. a. Input Data—Unaltered or Minimally Altered Input data, collected by agency staff or imported from another agency or a commercial source.	a. TEMPORARY Destroy when no longer needed for data verification.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	<p>b. Input Data—Unique or Significantly Altered Input data, collected specifically for a Bureau project or data received from another source that has been significantly altered.</p> <p>c. System Output</p> <p>d. Masterfile of all data input in the system</p> <p>e. System Documentation</p>	<p>b. TEMPORARY Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use. GRS 4.3 item 010</p> <p>c. PERMANENT Cutoff at end of FY. Transfer to NARA 1 year after cutoff.</p> <p>d. PERMANENT Cutoff at end of FY. Transfer to NARA 1 year after cutoff.</p> <p>e. PERMANENT Transfer the files to NARA with the associated master file.</p>
513	<p>Maps</p> <p>Maps and other cartographic products produced by the Bureau, which include but not limited to, boundary and trail maps, habitat site maps, endangered species maps, and cadastral surveys.</p>	<p>VITAL RECORD PERMANENT Transfer to NARA in 5-year blocks when most recent record is 5 years old (i.e., records dated 1995–2000 should be transferred in 2005).</p>
514	<p>Site Containment and Clean-Up File</p> <p>Records used in the response, containment, and clean-up of uncontrolled hazardous waste site pursuant to the Comprehensive Environmental Response Compensation and Liability Act.</p> <p>a. Case files</p> <p>Files documenting action taken by BPR pertaining to the containment and clean-up of old recreation sites.</p>	<p>a. TEMPORARY Cut off upon completion of all restoration and clean-up. Transfer to FRC 2 years after cutoff. Destroy when 50 years old.</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	<p>b. Maps</p> <p>Detail maps documenting BPR containment and clean-up of old recreation sites. Maps contain color-coded areas and notes that display a variety of information, regarding the nature, materials, and resources of the site containment and clean-ups.</p> <p>c. Photographs</p> <p>Photographs documenting BPR activities regarding the nature, material, and resources, of the site containment and clean-ups. Photographs containing notations and captions that provide information pertaining to the site.</p>	<p>b. WITHDRAWN</p> <p>c. WITHDRAWN</p>
515	<p>Historical Survey Reports.</p> <p>These reports document BPR surveys, research and investigation of wildlife, wildlife habitat, fish health, fishery biology, fishery management, and scientific research and investigation of contaminants.</p>	<p>PERMANENT Transfer to NARA when 10 years old.</p>
516	<p>Aerial Photographs</p> <p>The aerial photographic collection consists of photographs acquired from various sources such as NOAA and USGS, as well as those taken for BPR as part of overflight of sites being studied. Photographs are in roll and cut frames. The collection consists of over 150,000 frames of imagery dated from 1930 to the present.</p> <p>The collection also includes analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.</p> <p>The collection includes indexes.</p> <p>a: Photographic collection</p> <p>b(1): Record copy of analytical reports</p>	<p>a. PERMANENT Cut off at the end of the project. Keep inactive material in office 5 years after cutoff then retire to CRC. Transfer to NARA 10 years after cutoff.</p> <p>b(1). PERMANENT Cut off at the end of the project. Keep inactive material in office 5 years after cutoff then retire to CRC. Transfer to NARA 30 years after cutoff.</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
	<p>b(2): Electronic copies of reports created with word processing and electronic mail applications</p> <p>c(1): Record copy of indexes</p>	<p>b(2) TEMPORARY Delete when record copy is generated or when no longer needed for reference or updating.</p> <p>c(1). PERMANENT Cut off at the end of the project. Keep inactive material in office 5 years after cutoff then retire to CRC. Transfer to NARA 10 years after cutoff.</p>
600	ASSISTANT ADMINISTRATOR FOR OFFICE OF GENERAL COUNSEL	
601	<p>Program Files</p> <p>Primary program files of Assistant Administrator for General Counsel includes letters, memoranda, studies, reports, forms, documenting or implementing plans, policies, procedures, and decisions pertaining to the program and staff activities. Arranged alphabetically by subject.</p>	<p>PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cut off. NARA when 20 after cut off.</p>
602	<p>Appointment Calendars</p> <p>Appointment calendars and schedules maintained by administrative assistants</p>	<p>TEMPORARY Cut off at end of FY. Delete/destroy 3 years after cutoff. (GRS 23, item 5b)</p>
603	<p>Published Legal Opinions</p> <p>Printed volumes of Bureau legal decisions and orders that merit publication.</p> <p>a. Landmark Opinions</p> <ol style="list-style-type: none"> 1) Opinions on issues of national attention due to Congressional or public interest 2) Opinions that result in establishing a precedent 3) Opinions on issues with major economic impact 4.) Opinions on issues with major environmental impact <p>b. Routine Opinions</p> <p>Opinions that do not meet any of the criteria in 603a</p>	<p>a. PERMANENT Cut off at end of FY. Transfer to NARA in 10-year blocks when most recent is 5 years old.</p> <p>b. TEMPORARY Destroy when no longer needed for reference.</p>

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
604	Ethics Files Files relating to recusals, waivers, certificates of divestiture, and ethics agreements, copies of ethics opinions, and reports and documents relating to ethics training.	TEMPORARY Cut off at end of FY. Destroy 10 years after cutoff.
605	Functional Law Files Included are files generated by three functional areas: General Law, Claims, and Personnel Law. a. BPR General Law Files—General Law files includes but are not limited to records relating to ethics and standards of conduct, financial disclosures, contracts, appropriations, and real property, financial disclosure forms, and legal opinions and files. b. BPR Claims Files—Claims files consist of records relating to the considerations and settlement of claims by and against the U.S. The files include but are not limited to claim forms, claims waivers, claim collection actions, supporting documentation and other evidence, and Claims Officer determinations. c. BPR Personnel Law—Personnel law files consist of records related to discrimination, labor relations, adverse employee actions, and labor standards appeals or complaints. The files include but are not limited to complaint files of actions filed before administrative agencies or in Federal courts.	TEMPORARY Cut off the files at the end of the fiscal year. Keep in the current filing area 6 years after cut off, then transfer to the FRC. Destroy 10 years after cutoff. TEMPORARY Cut off at the final resolution of the claim. Transfer the file to the FRC 6 years after cut off. Destroy the records 10 years after transfer. WITHDRAWN
606	Rulemaking Files Files include proposed rules, comments received, drafts, edits, tally sheets, and final rules.	PERMANENT Cut off at end of FY. Transfer to NARA 3 years after cutoff.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
607	Alternative Dispute Resolution (ADR) Proceedings Files Files may include an agreement to use ADR, documents of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence.	TEMPORARY Destroy 3 years after settlement is implemented or case is discontinued. GRS 1, item 27b
608	Environmental Litigation Case Files Information on actual or potential legal proceedings brought against the United States under environmental statutes in which the BPR has an interest. This specifically includes redress under the Comprehensive Environmental Response, Compensation, and Liability Act, Resources Conservation and Recovery Act, National Environmental Policy Act, Wilderness Monitoring Act, and other environmental statutes. Included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, and other Federal agencies.	TEMPORARY Cut off all closed cases at the end of the fiscal year and then transfer to FRC. FRC will destroy the record 30 years after transfer.
WILDERNESS MONITORING		
609	Tracking Files Files documenting status of cases files relevant the Wilderness Act processes.	TEMPORARY Destroy/Delete when no longer needed for reference.
LITIGATION SUPPORT		
610	Legal Case Files Files documenting cases pending with the Department of Environment. Included are copies of pleading, orders, decision, original drafts, tally sheets, and original edits of orders and decisions.	TEMPORARY Cut off upon closure of case. Destroy 15 years after cutoff.
611	Case File Index Index cards (5 x 7) for every case involving the Bureau. Cards identify the case number, name of individual/organization filing case, date of receipt, and disposition, attorney assigned, and other standard case-locating information.	TEMPORARY Destroy when no longer needed for administrative use.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
700	ASSISTANT ADMINISTRATOR FOR OFFICE OF PUBLIC AFFAIRS	
701	Program Files Primary program correspondence files of Assistant Administrator for Public Affairs including letters, memoranda, studies, reports, forms, documenting or implementing plans, policies, procedures, and decisions pertaining to the program and staff activities. Arranged alphabetically by subject.	PERMANENT Cut off at end of FY. Transfer to FRC 5 years after cutoff. NARA when 20 after cutoff.
702	Appointment Calendars Appointment calendars and schedules maintained by administrative assistants	TEMPORARY Cut off at end of FY. Destroy 3 years after cutoff. (GRS 23, item 5b)
703	Publication Case Files Files containing background information, interim drafts, final approval, and one copy of each Bureau publication. Includes publications such as internal newsletters, recreation center guides, and informational brochures, Bureau annual reports, and staff bulletins.	PERMANENT Cut off upon completion of publication. Transfer to NARA 2 years after cutoff.
704	Photographs Various photographs covering a wide range of Bureau activities, includes administrative biographical files and special events.	PERMANENT Cut off at end of FY. Transfer to NARA 1 year after cutoff.
705	News Releases One copy of each news release written by Bureau staff.	PERMANENT Cut off at end of FY. Transfer to NARA 1 year after cutoff.
706	Miscellaneous Audiovisual Materials Other audiovisual material created by PAO to inform the public about Bureau activities and policies. Includes Public Service Announcements (includes productions files), videotape tours of center facilities, and tape recordings for use in touring facilities.	PERMANENT Cut off at end of FY. Transfer to NARA 5 years after cutoff.
707	Exhibit Files Files containing records related to major exhibits developed by the agency.	PERMANENT Cut off at end of FY. Transfer to NARA 20 years after cutoff.

ITEM NUMBER	TITLE AND DESCRIPTION	DISPOSITION AUTHORITY
CONGRESSIONAL LIAISON		
708	Congressional Liaison Files Files on individual members of Congress containing information about their views on public recreational areas and the Bureau. Includes correspondence, newspaper articles, etc.	TEMPORARY Destroy when no longer needed for reference.
INTERGOVERNMENTAL LIAISON		
709	Agency Files Files on each Federal, State, and local government agency with which the Bureau has relations. Includes correspondence and other relevant information.	TEMPORARY Destroy when no longer needed for reference.

CHAPTER V

ELECTRONIC RECORDS

Electronic Records Defined

An electronic record is any information that is recorded in a form that only a computer can process and that satisfies the definition of a record (NARA Regulations: 36 CFR 1220.18).

Electronic Records Policy

This policy applies Department-wide to ensure the effective and economical management of electronic records as a critical business asset.

1. Retention Requirements for Electronic Records

There is no single retention period that applies to all Bureau's electronic records, or all electronic records in a particular format such as email. Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside.

2. Naming Conventions

Organizations must set up standard conventions for naming the folders and the files stored under the folders. Users should help set up the conventions, ensuring that they meet particular needs.

There are many benefits to establishing conventions for directory and file names.

- ✓ Documents can be easily and quickly located, in your own as well as someone else's workspace, in shared workspace, on diskettes, on backup systems, in off-site storage, etc.
- ✓ Since adopting naming conventions allows employees to recognize documents that others may have filed, they can be re-used, and duplicating someone else's work is avoided.
- ✓ The file name can be used to distinguish final versions from drafts.

Use standard abbreviations whenever possible.

- ✓ The Records Manager can help identify standard abbreviations already in use in the department.

- ✓ The BPR web site and organizational charts and memos contain abbreviations for names of programs, offices, departments and business units.
- ✓ Department-wide conventions for names of individuals, locations, etc., can be developed and disseminated.

Once you have decided to use the program/activity structure as a model for the electronic workspace arrangement, you will have to decide how to allocate the eligible characters in the file name. Do NOT change the file extensions when creating names (i.e., leave “.docx,” “.pdf,” “.ppt,” etc., untouched). Characters can be saved by not repeating, in the file names, words and numbers that are already in the folder names. For instance, in a directory named BUDGET, the word “BUDGET” does not need to be used in the file names.

- ✓ One example of a naming convention is:
- ✓ NAME (File description)—MM-DD-YY (Date)—v(#) (Version number)

For example:

- ✓ “Letter Informing Agency of Accessioned Records_05-28-04_v1.docx”

3. Preservation of Electronic Records

There is often a presumption that because information is stored in the computer or on disk or tape, it is somehow automatically preserved for all time. Unfortunately, electronic storage media can easily become unreadable over time due to physical, chemical, or other deterioration. Special care and precautionary measures must be taken to avoid the loss of records stored on electronic media. BPR shall:

- ✓ Ensure all permanent or long-term electronic records are preserved in accordance with current federal standards
- ✓ Enforce a migration strategy for all electronic media in accordance with current federal standards
- ✓ Ensure all permanent electronic records will be pre-accessioned to NARA according to the BPR Disposition Schedule

4. Destruction of Electronic Records

BPR must ensure that all destruction of records is conducted in a manner that safeguards the interests of the agency, the country, and the security, and privacy of individuals.

In destroying records containing information that is confidential or exempt from disclosure, offices must use destruction methods that prevent unauthorized access to or use of the information and ensure that the information cannot practicably be read, reconstructed, or recovered.

BPR must specify the manner of destruction of such records when documenting disposition.

5. Email

Email which is created or received by a BPR employee in connection with the transaction of official business of the agency is considered a public record and is subject to inspection and/or copying in accordance with federal laws and regulations.

Emails created or received for personal use, are generally not considered public records and do not fall within the definition of public records by virtue of their placement on a government-owned computer system. However, if BPR discovers misuse of the email system, personal emails that are identified as being in violation of Department policy may become public record as part of an investigation.

Email, like other records, irrespective of its form, can have a variety of purposes and relate to a variety of program functions and activities. Users should associate email with related records (print/file/linking) when necessary. Dispose of emails in accordance with the authority for associated records located in the BPR Records Disposition Schedule. All nonrecord emails must be designated as nonrecords and placed in an email folder label nonrecords. All remaining emails will be captured in the BPR Email Spitfire Program and the rules defining accounts as permanent or temporary will be applied by the system.

It is the responsibility of each employee to ensure that emails in their custody are maintained for the required retention period(s). Although BPR routinely backs up its servers, each back-up is maintained only briefly for disaster recovery purposes and therefore cannot be regarded as a tool for meeting public records retention requirements.

6. Digital Imaging/Scanning

All organizations planning digital imaging projects must complete a cost benefit analysis before proceeding. Completing the analysis will assist the staff office to consider the records management implications of digitizing records and in determining the feasibility of undertaking the project based on benefit and cost. Keep in mind the costs for scanning will vary depending on such factors as the format, the indexing, and the storage and maintenance needs.

Federal record-keeping requirements (and other legal issues must be considered, including the trustworthiness of the system, integrity of the data, protecting Personally Identifiable Information (PII) and need for physical signatures.

The office conducting a digital imaging project is responsible for the maintenance, retrievability, quality, utility, and accessibility of the records, regardless of the media. Therefore, the digital imaging project must have a migration plan to adjust to changes in technology (hardware, applications, media life, etc.) over the retention span of the records. The scanned images must remain 100% accurate and legible over their lifetime. In addition, scanned images remain trustworthy and unalterable over their lifetime.

Finally, another factor to consider is the need to create, store, and refresh back-up copies of the scanned images.

Many of BPR's records are temporary, which means that ultimately after a specified period of time – the records are destroyed. Records that have been determined by the National Archives and Records Administration (NARA) to have insufficient value to warrant permanent preservation are assigned a temporary disposition, and their retention period is documented on an approved Records Disposition Schedule. Imaged copies of records already scheduled as temporary do not need a new schedule approved if the content of the imaged records remains identical to the description in the current schedule.

Permanent records are identified in the BPR records disposition schedules. The images and format must meet NARA minimum resolution (300 dpi) and format requirements for scanning permanent records.

7. Social Media

BPR staff and contractors need to create and manage records accurately to ensure decisions and actions are accounted for and recorded. This includes social media collaboration when staff are using social media in an official capacity to create BPR records.

Social Media Content as Federal Records

The principles for analyzing, scheduling, and managing records are based on content and are independent of the medium; where and how an BPR creates, uses, or stores information does not affect how agencies identify Federal records. When using social media platforms, the following of questions may help determine record status:

- ✓ Is the information unique and not available anywhere else?
- ✓ Does it contain evidence of BPR's policies, business, mission, etc.?
- ✓ Is this tool being used in relation to the BPR's work?
- ✓ Is use of the tool authorized by the agency?
- ✓ Is there a business need for the information?

If the answers to any of the above questions are yes, then the content is likely to be a Federal record. However, it is also important to distinguish between internal and commercial social media collaboration sites. Some commercial social media sites such as Twitter and Facebook are not viable for lifecycle records management at this time.

Ownership and control issues for commercial social media sites are muddled at best. Therefore, declaring content on these sites as official records is not technically possible in accordance with BPR guidance. Nonetheless, these postings must still be examined to see if they meet the standards of the above questions. If ownership is questionable, then

some provision must be made to capture the information content in BPR approved format and system.

When BPR content is duplicated across multiple platforms or elsewhere in the agency recordkeeping system, BPR may determine that the duplicate content is a non-record. For example, if social media platforms are used to simply re-post news and other public affairs communication items that are captured and managed elsewhere, then the social media content may be considered a non-record. Even if BPR determine the content is not a Federal record, we still have management responsibilities for non-record content.

Capturing Social Media Records

Who controls the content of social media records? In most cases, the owner and creator have full control over the content of everything posted to their sites. If they control the content, then they will usually control the retention of the records, therefore controlling the entire records management process.

Unfortunately, it is difficult to manage what you have no control over. Most social media sites have little to no records management capabilities since they view this type of information as ephemeral. Remember, just because social media records may be viewed as temporary and casual does not mean that records created or received are transitory.

Methods of capturing social media content as a record vary according to the technological environment in which the records are created and the tools available to the owners of the records. The business owner who controls the content of the social media site is responsible for capturing records of business activities. IT, records management and the content owner should collaborate to devise the most effective means of records capture that conforms to the guidance in this bulletin.

If content hosted on a third party site, such as Facebook or Twitter, is to be captured, it is important to remember that context may be lost, and therefore, authenticity and integrity issues will make the records vulnerable to evidential challenges. Whenever technologically feasible, all appropriate metadata should be captured along with associated social media record in accordance with BPR records management policies.

It is preferable to capture and preserve social media records through its active retention period in its native format in accordance with requirements set forth in Federal Rules of Civil Procedure, Title V, Rule 34:

- (E) Producing the Documents or Electronically Stored Information. Unless otherwise stipulated or ordered by the court, these procedures apply to producing documents or electronically stored information:
 - (i) A party must produce documents as they are kept in the usual course of business or must organize and label them to correspond to the categories in the request;

- (ii) If a request does not specify a form for producing electronically stored information, a party must produce it in a form or forms in which it is ordinarily maintained or in a reasonably usable form or forms;

At a minimum, a digital date time stamp of creation and some form of proof of the chain of custody are required.

Retaining and Preserving Social Media Records

The transitory nature of most social media content does not mean that any records created or received while using these tools will be transitory. It is the content and the function of the records that determines whether this content qualifies as a record and determines which type of record series is most appropriate for the information. In turn, the records series will then determine the retention and disposition needed for such records.

The owner of social media records should categorize the records using the BPR file plan. Social media identified as official records should also be added to the content description of the proper records series in the existing file plan. The owner of the records must then establish procedures to manage the records in accordance with BPR policy for the entire lifecycle of the record

It is important to anticipate and plan for continued preservation and access to records. Records should be transferred and stored in a manner that facilitates preservation and migration. Upon expiration of the retention period, permanent records stored on a social media site, must be transferred in a media format consistent with NARA's accepted archival transfer standards.

CHAPTER VI

VITAL RECORDS PLAN

Regulations setting forth the requirements for Vital Records Programs (also referred to as Essential Records Program) may be found at 36 CFR Part 1223. This vital records program policy was developed to serve as part of the Continuity of Operations (COOP) Plan as required by the Federal Emergency Management Agency (FEMA) to ensure that Agency records are protected and efficiently recovered or salvaged using cost-effective methods necessary to resume agency operations during and after a disaster.

I. Identification of Vital Records

The term vital records is defined as essential agency records necessary to maintain the continuity of BPR operations during an emergency, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and the Government. Agencies are required to take appropriate action to ensure the survival of vital records or copies of vital records in case of emergency or disaster (36 CFR. § 1223.22). In the case of electronic records, agencies are considered to have taken such appropriate action if the information needed is available in a copy made for general security purposes, even if the copy contains other information. The two basic categories of vital records are emergency operating records and rights and interests records.

A. Emergency Operating Records

Records necessary to support the continuity of BPR operations during an emergency, to provide necessary support to other Federal agencies during an emergency, and to recover full operations following an emergency. The following Bureau operating records should be considered vital:

- ✓ Hard paper copy of records management handbook, which would contain file plans describing record series and electronic information systems, and the Bureau's inventory of vital records and procedures for storing, retrieving, and updating vital records;
- ✓ Hard paper copy of memorandum to the Director of the Office of Management and Budget (OMB) from Chairman Bean, dated September 5, 2013, regarding the Bureau's contingency plan for operations in case of an appropriations hiatus; and
- ✓ Computer network backup tapes for each office covering one-month periods of time. System documentation used to bring systems up after a system crash.

B Rights and Interests Records

Records required for the preservation of the rights and interests of individual citizens and the Government. The following Bureau legal and financial rights records should be considered vital:

- ✓ list of current Bureau employees and their Social Security numbers, addresses, home telephone numbers, emergency contacts, enter-on-duty dates, and service computation dates;
- ✓ Program files such as: Personal Injury (Accident) Case Files, EEO Files, Site Containment and Clean-Up files, Waterway Charts, Critical Habitat Endanger Species and Cadastral Surveys;
- ✓ Computer network backup tapes of the Washington, D.C. office, covering one-month periods of time.

II. Protection of Vital Records

Appropriate measures shall be taken to guarantee access to all vital records in case of a loss of records through manmade or natural causes. Once the vital records are identified, the Records Management Office will work with office staff to decide on the best way to protect the records, and who is responsible for the different parts of the process. The decisions made in this part of the process are added to the File Plan. There are three basic choices for protecting vital records:

- a. Dispersal. Dispersal is the act of placing copies of vital records in locations other than those housing the originals. An extra copy of the vital record is made for storage in a secure location, usually remote from the organization's primary place of business.
- b. System backups. Electronic records determined as vital records are protected by creating an extra copy of the vital data resident on a computer and placing that copy in a secure location remote from the site where the computer is located.
- c. Duplication. There are basically two types of duplicating, each of which may also involve dispersal.
 1. The first type of duplication involves preparing extra copies at the time the vital record is originally created. These copies generally serve several purposes besides protection.
 2. The second type of duplication involves scheduled reproduction of existing records by any process, such as microfilming, electronic imaging or photocopying for the specific purpose of dispersing to a remote storage location in compliance with SEPA's Vital Records Program.1.Washington, DC

CHAPTER VII

RECORDS MANAGEMENT POLICIES

CLEAN DESK POLICY

Overview

The purpose for this policy is to establish a culture of security and trust for all employees at BPR. An effective clean desk effort involving the participation and support of all BPR employees can greatly protect paper documents that contain sensitive information about our clients, customers and vendors. All employees should familiarize themselves with the guidelines of this policy.

Purpose

The main reasons for a clean desk policy are:

- ✓ A clean desk can produce a positive image when our customers visit the company.
- ✓ It reduces the threat of a security incident as confidential information will be locked away when unattended.
- ✓ Sensitive documents left in the open can be stolen by a malicious entity.

Responsibility

All staff, employees and entities working on behalf of BPR are subject to this policy

Scope

When you are away from your desk for extended periods of time, such as a lunch break, sensitive working papers are expected to be placed in locked drawers.

At the end of the working day the employee is expected to tidy their desk and to put away all office papers. BPR provides locking desks and filing cabinets for this purpose.

Action

- ✓ Allocate time in your calendar to clear away your paperwork.
- ✓ Always clear your workspace before leaving for longer periods of time.
- ✓ Consider scanning paper items and filing them electronically in your workstation.
- ✓ Use the recycling bins for sensitive documents when you no longer needed.
- ✓ Lock your desk and filing cabinets at the end of the day
- ✓ Lock away portable computing devices such as laptops or PDA devices

- ✓ Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Revision History

Policy is in effect on October 1, 2003

DEPARTING EMPLOYEE RECORD INTERVIEW POLICY

Regulations setting forth the requirements for management of records and information can be found at 36 CFR Part 1220 Subpart B—Agency Records Management Responsibilities.

Purpose

The purpose for this policy is to ensure that prior to leaving the agency, a departing employee safeguard against the erroneous disposal of records and information that the employee created and maintained

Responsibility and Procedures

All staff, employees and entities working on behalf of BPR are subject to this policy.

Human Resource

Notify Records Management by phone or email as soon as the employee submits a letter of resignation/retirement.

Records Management (RM)

The RM staff is required to meet with exiting employee within two days of notification from Human Resource Department. RM staff is required to ensure that the exiting employee:

- ✓ is aware of all BPR records management policies and procedures
- ✓ can distinguish between official record/information and non-record business information
- ✓ is aware of all disposal procedures for non-record business information that is no longer needed.
- ✓ is aware that no record/non-record business information leaves the agency without the review of the RM staff.
- ✓ conduct a final review and clearance

Employee

Departing employee must not delete or destroy any documentation until after meeting with someone from the RM staff. Following that visit the employee is responsible for the:

- ✓ review of all files, documents, and emails to determine if the information is an official record or business information that must be maintained per BPR Disposition Manual.
- ✓ disposal of non-records business information according to BPR procedures
- ✓ turn over all official records to the RM staff (official files, access to all electronic information)
- ✓ notify RM staff of all official records eligible for final disposition

Enforcement

Any employee found to have violated this policy may be subject to penalties for the unlawful or accidental removal, defacing, alteration, or destruction of Federal records or attempt to do so that include a fine or imprisonment or both (18 U.S.C. 641, and 2071.)

Revision History

Policy is in effect on October 1, 2009

SERIES INVENTORY FORM

1. DATE PREPARED		2. OFFICE MAINTAINING THE FILES <i>(Name and symbol)</i>	
3. INVENTORY PERSONNEL <i>(Name, office, phone number)</i>		4. SERIES LOCATION	
5. SERIES TITLE		5. INCLUSIVE DATES	
7. SERIES DESCRIPTION			
8. MEDIUM <i>(check all that apply)</i> <input type="checkbox"/> Paper <input type="checkbox"/> Microform <input type="checkbox"/> Electronic <i>(use information system form)</i> <input type="checkbox"/> Audiovisual <i>(use audiovisual form)</i>		13. REFERENCE ACTIVITY <i>(after cutoff)</i> <input type="checkbox"/> Current <i>(at least once a month per file unit)</i> For how long after cutoff? <input type="checkbox"/> Semicurrent <i>(Less than once a month per file unit)</i> <input type="checkbox"/> Noncurrent <i>(Not used for current agency business)</i>	
9. ARRANGEMENT <input type="checkbox"/> Subject file classification system <input type="checkbox"/> Alphabetical by name <input type="checkbox"/> Alphabetical by subject <input type="checkbox"/> Geographical by <i>(specify)</i> <input type="checkbox"/> Numerical by <i>(specify)</i> Alphanumeric by contract <input type="checkbox"/> Chronological <input type="checkbox"/> Other <i>(specify)</i>		14. VITAL RECORDS STATUS <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, indicate type here; use entry 15 to show any duplication.)</i> ___ Emergency-operating ___ Rights-and-interest ___ Both 15. DUPLICATION Are documents in this series available in another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, explain where and in what medium)</i>	
10. VOLUME <i>(in cubic feet)</i>		16. FINDING AIDS <i>(if any)</i>	
11. ANNUAL ACCUMULATION <i>(in cubic feet or inches)</i>		17. RESTRICTIONS ON ACCESS AND USE	
12. CUT-OFF <i>(e.g., end of FY)</i>		18. CONDITION OF PERMANENT RECORDS <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Comments	
19. DISPOSITION AUTHORITY Does the series have an approved disposition authority? <input type="checkbox"/> Yes <i>(List the schedule and item number, give the current disposition instructions, and justify any proposed changes.)</i> <input type="checkbox"/> No <i>(Propose an appropriate retention period.)</i>			

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Information System Description Form

1. SYSTEM TITLE	2. SYSTEM CONTROL NUMBER
3. AGENCY PROGRAM SUPPORTED BY SYSTEM	4. PROGRAM AUTHORITY
5. SYSTEM DESCRIPTION	
5A. PURPOSE/FUNCTION OF SYSTEM	
5B. SOURCE(S) OF DATA (Include inputs from other systems)	
5C. INFORMATION CONTENT	
5D. SYSTEM OUTPUTS (Include outputs from other systems)	
6. NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room numbers)	
7. AGENCY CONTACTS (Names, addresses, and phone numbers of system and program personnel who can provide additional information about the system and the program it supports)	
8. PREVIOUS DISPOSITION JOBS	
9A. PREPARER'S NAME	9B. OFFICE NAME AND ADDRESS
9C. PHONE NUMBER	
SIGNATURE	DATE
NA FORM 14028 (9-88)	

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BPR ELECTRONIC RECORDS INVENTORY

Department/Unit/Branch Name:	Liaison: Phone:
Person responsible for maintaining the system: Phone:	Location
Electronic System Name:	
Inclusive dates of records in the system:	
What is the purpose or function of the electronic records system?	
How is information entered into the system, i.e., what are the system inputs?	
What information is maintained in the Master Files of the system? How is it arranged?	
What are the system outputs, i.e., screens of information, printouts, publications, final studies, tapes used for other electronic systems, etc.?	
Are the data in this system duplicated in either paper or electronic form elsewhere in the office or in BPR? If yes, please explain.	

How often are the records in the system updated or changed?	
How long does the information in the system need to be maintained for current agency business? Please explain briefly.	
How long does the information need to be maintained for legal, fiscal, or other administrative reasons? Please explain briefly.	
When does the information cease to have value to your program, or to BPR? Please explain briefly.	
Are there any restrictions on the release of the information or data? If so, what are they?	
What hardware is used for this system?	
What software (application) is used on this system?	
What database or system documentation is available, i.e., operator or user manuals, data dictionaries, code books, file layouts, system design and analysis manuals, etc.?	
Department/Service/Staff Head Approval:	Date:

Electronic Records Appraisal Questions

1. What is the name of this system?
2. What is the purpose of the system and which agency program does it support?
3. What is the content of the system and what does it cover?
4. Does this system link or support any other system?
5. What are the sources of input for this system?
6. What are the outputs from this system?
7. What are the applications this system supports? How are the records or the data that make up the records manipulated once they have been input?
8. What is the primary key/unit analysis for each file?
9. Supply the record layout and codes for the files in the system.
10. What documentation is available for this system?
11. What is the name of the agency responsible for this system?
12. What major subdivision of the agency listed is responsible for this system?
13. What minor subdivision?
14. Are there restrictions on the release of these records? If yes, can any segregable portions of the files be released?
15. Does the system produce a public use version?
16. Are the records or the data that make up the records in this system duplicated in electronic form elsewhere? If yes, explain.

17. Explain the update and backup for the system?
18. What hardware is used for this system?
19. What software is used on this system?
20. Can you produce files from this system that meet the following specifications?
- Independent logical files ---
 - Hardware and software independent files -----
 - ASCII or EBCDIC character set -----
 - No internal control characters -----
 - Blocked no higher than 32,760 bytes -----
 - ☐ inch magnetic tape -----
 - 9 track open-reel at 800, 1600 or 6250 bpi OR ---disk packs -----
 - 18 track 3480-class cartridge at 37,871 bpi -----
 - CD-ROMs which include fielded data files or text files scheduled to be preserved in NARA that are:
 - (1) in conformance with the International Standards Organization (ISO) 9660 standard;**
 - (2) in compliance with the American Standard Code for Information Interchange (ASCII) standard as defined in the Federal Information Processing Standard 1-2 (11/14/84);**
 - (3) not dependent on control characters or codes which are not defined in the ASCII character set;**
 - (4) not compressed unless NARA has approved the transfer of the compressed form in advance;**
 - (5) individually addressable; and**
 - (6) in compliance with the documentation requirements of 36 CFR 1236.**

Audiovisual Records Series Inventory Form

1a. PREPARED BY:	1b. ORGANIZATION:	1c. PHONE NUMBER
2. SERIES LOCATION:	3. CREATING OFFICE:	
4. SERIES DESCRIPTION:		
5. DATES:	6. ARRANGEMENT:	7. VOLUME:
8. RESTRICTIONS:		9. ANNUAL ACCUMULATION ~Cubic Feet ~ Items
10. NATURE AND FREQUENCY OF USE:		
11. CUTOFF INSTRUCTIONS:		12. RETIRE REGULARLY? ~ Yes ~ No
13. PRESENT DISPOSITION:		
14. RECOMMENDATIONS FOR DISPOSITION:		
15. COMMENTS:		

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RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PG. 1 OF 1
PAGE(S)

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1232.10.) NARA-Pacific Region (Laguna Niguel)
5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

2. AGENCY TRANSFER INFORMATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE
3. AGENCY CONTACT	Name & Title TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)	
4. RECORDS CENTER RECEIPT	Name (Phone number)	DATE
RECORDS RECEIVED BY (Signature and title)		

RECORDS DATA

(fold here)

ACCESSION NUMBER		VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RETENTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER											
RG (a)	FY (b)	NO. (c)	(d)					(e)	LOCATION	Sign (k)	Sign (l)	Alloc. (m)							

NSN 7540-00-634-4093 Prescribed by NARA 36 CFR 1232.12

135-107 Standard Form 135 (Rev. 7-85)

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SERIES INVENTORY FORM

1. DATE PREPARED XX/XX/XX		2. OFFICE MAINTAINING THE FILES (Name and symbol)	
3. INVENTORY PERSONNEL (Name, office, phone number) Sandy Rules GC 897-987-9876		4. SERIES LOCATION Storage shed Cabinet 1 Drawer 1 through Cabinet 3 Drawer 2	
5. SERIES TITLE Environmental Litigation Case Files		5. INCLUSIVE DATES 10/1/1998– 9/30/05	
7. SERIES DESCRIPTION Environmental Litigation Case files containing advisory reports copies of pleadings, communication with the U.S. Attorneys. Files relate to the Wilderness Monitoring Act and Resources Conservation and Recovery Act. Files opened in FY1999-2000 and all closed in 2005			
8. MEDIUM (check all that apply) <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Microform <input type="checkbox"/> Electronic (use information system form) <input type="checkbox"/> Audiovisual (use audiovisual form)		13. REFERENCE ACTIVITY (after cutoff) <input type="checkbox"/> Current (at least once a month per file unit) For how long after cutoff? <input type="checkbox"/> Semicurrent (Less than once a month per file unit) <input type="checkbox"/> Noncurrent (Not used for current agency business)	
9. ARRANGEMENT <input type="checkbox"/> Subject file classification system <input type="checkbox"/> Alphabetical by name <input type="checkbox"/> Alphabetical by subject <input type="checkbox"/> Geographical by (specify) <input checked="" type="checkbox"/> Numerical by (specify) Alphanumeric by contract <input type="checkbox"/> Chronological <input type="checkbox"/> Other(specify)		14. VITAL RECORDS STATUS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, indicate type here; use entry 15 to show any duplication.) ___ Emergency-operating <input checked="" type="checkbox"/> Rights-and-interest ___ Both	
		15. DUPLICATION Are documents in this series available in another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain where and in what medium)	
10. VOLUME (in cubic feet) Approximately 18 cf (based on 1.5 cf per drawer, 7.5 cf per cabinet)		16. FINDING AIDS (if any) Yes Tracking files	
11. ANNUAL ACCUMULATION (in cubic feet or inches) 3 cf		17. RESTRICTIONS ON ACCESS AND USE None	
12. CUT-OFF (e.g., end of FY) By fiscal year		18. CONDITION OF PERMANENT RECORDS <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Comments	
19. DISPOSITION AUTHORITY Does the series have an approved disposition authority? Yes (List the schedule and item number, give the current disposition instructions, and justify any proposed changes.) N1-700-98-1 item 608 <input type="checkbox"/> No (Propose an appropriate retention period.)			

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Information System Description Form

1. SYSTEM TITLE: BPR \$25K Plus System		2. SYSTEM CONTROL NUMBER 12N23756M	
3. AGENCY PROGRAM SUPPORTED BY SYSTEM Office of Fiscal Management		4. PROGRAM AUTHORITY N/A	
5. SYSTEM DESCRIPTION: Tracking spreadsheet for contracts involving procurements over \$25,000.			
5A. PURPOSE/FUNCTION OF SYSTEM Allows agency to track data pertinent to the management of BPR contracts over \$25,000			
5B. SOURCE(S) OF DATA (Include inputs from other systems) Information is entered by individual contracting specialist as contract is awarded.			
5C. INFORMATION CONTENT: The system contains the following data fields concerning BPR contracts over \$25,000: date opened, date closed, intended date span of contract, amount of contract, actual amount paid, contract purpose, contractor, and notes.			
5D. SYSTEM OUTPUTS (Include outputs from other systems) Contract activity reports: Contract completion reports; financial expenditure reports			
6. NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room numbers) BPR Fiscal Management Division, Washington DC			
7. AGENCY CONTACTS (Names, addresses, and phone numbers of system and program personnel who can provide additional information about the system and the program it supports) Aurora T. Bucks, Contract Management Specialist, 202-345-4567			
8. PREVIOUS DISPOSITION JOBS: None			
9A. PREPARER'S NAME Evan T. Rory		9B. OFFICE NAME AND ADDRESS Fiscal Management Division 23886 Pay Road Washington, D.C.	
9C. PHONE NUMBER 202-345-2251			
SIGNATURE <i>Evan T. Rory</i> NA FORM 14028 (9-88)		DATE	

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BPR ELECTRONIC RECORDS INVENTORY

Department/Unit/Branch Name: Department of the Environment Bureau of Public Recreation Office of Recreational Impact	Liaison: Alexander (Sandy) Shore Phone: (200) 555 1234
Person responsible for maintaining the system: Metta Data and Sandy Shore Phone:	Location (Bldg. & Room #): Suite 300, 605 New York Ave, NE, Washington, DC, 20222
Electronic System Name: BPR-3, Recreational Impact Data Examination Systems (RIDES)	
Inclusive dates of records in the system: ???	
What is the purpose or function of the electronic records system? Track and assess the impact of various types of recreational activities.	
How is information entered into the system, i.e., what are the system inputs? BPR Form 911 (Accident Reports) BPR Form 615 (Camping Registration) BPR Form 001(Traffic Survey) Periodic input on terrestrial recreational activities.	
What information is maintained in the Master Files of the system? How is it arranged? File a., Recreational Watercraft Tracking and Analysis Data File File b., Motorized Vehicle Tracking and Analysis Data File File c., Terrestrial Recreation Activities. Arranged by BPR recreation area.	
What are the system outputs, i.e., screens of information, printouts, publications, final studies, tapes used for other electronic systems, etc.? <i>Fast Recreation</i> , annual report Files A and B to EARTHIS File C to BPR GIS	

Are the data in this system duplicated in either paper or electronic form elsewhere in the office or in BPR? If yes, please explain.

Paper Forms

Some data is summarized and sent to other files.

How often are the records in the system updated or changed?

All three files at end of FY

How long does the information in the system need to be maintained for **current** agency business? Please explain briefly.

At least one year because of annual report (permanent because of mission). (A and B could be long-term temporary, may constitute a compilation of data over time and are used for statistical projections, fiscal planning, and modeling and simulation projects.)

How long does the information need to be maintained for legal, fiscal or other administrative reasons? Please explain briefly.

BPR Form 911 (Accident Reports) (File A) – Information in file a. relating to injuries in recreational areas must be kept for 6 years for legal purposes. (see TRAC explanation)

BPR Form 615 (Camping Registration)(File B) – May be kept for fiscal reasons.

BPR Form 001(Traffic Survey) (File C) – May be kept for administrative reasons or historical.

Periodic input on terrestrial recreational activities.

When does the information cease to have value to your program, or to BPR? Please explain briefly.

Files A – B cease to have value over time. Temporary – mundane and repetitive.

Some inputs cease to have value after they are verified. Outputs cease to have value after transfer to another system. Item C maybe used as promotional tool.

Are there any restrictions on the release of the information or data? If so, what are they?

BPR Form 911 and 615 may have privacy data.

What hardware is used for this system?

UNIX server, Dell workstations on LAN. (Planned: a JANUS server and Web-based applications for new intranet)

What software (application) is used on this system?
Microsoft Office Products

What database or system documentation is available, i.e., operator or user manuals, data dictionaries, code books, file layouts, system design and analysis manuals, etc.?

Don't know

Department/Service/Staff Head Approval:
Metta Data

Date:

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Electronic Records Appraisal Questions

1. What is the name of this system?

Recreational Impact Data Examinations Systems (RIDES)

2. What is the purpose of the system and which agency program does it support?

RIDES is used to track and assess the impact of various types of recreational activities on the BPR's public lands and waterways.

3. What is the content of the system and what does it cover? *There are three data files: (a) Recreational Watercraft Tracking and Analysis Data File contains data on types of watercraft allowed by the area, registration, and activity; (b) Motorized Vehicle Tracking and Analysis Data File – Contains data on each recreation area, the number and type vehicles registered and admitted to the area; and (c) Terrestrial Recreation Activities - Contains information sponsored by the areas on terrestrial recreational activities, such as mountain bike races, snowmobile tours, and spring swamp romps [Florida and Louisiana only]; data include type of event, date, number of participants, and other logistical information.*

4. Does this system link or support any other system? *Some information is uploaded to BPR GIS.*

5. What are the sources of input for this system? *Inputs from BPR Form 911 Watercraft Accident Reports, BPR 615 Recreational Vehicle Camping Registration, and 001 (Traffic Survey).*

6. What are the outputs from this system? *Fast Recreation (Published report)*

7. What are the applications this system supports? *Both text and source. How are the records or the data that make up the records manipulated once they have been input? All three files are updated at the end of the fiscal year. If no update information has been received from an area that area's records are left unchanged. Updates are provided at various times during the year.*

8. What is the primary key/unit analysis for each file? *Recreational Activities*

9. Supply the record layout and codes for the files in the system. *Attached*
10. What documentation is available for this system? *Systems specifications, file specification, codebooks, records layout user guides, and output specifications are all available.*
11. What is the name of the agency responsible for this system? *Department of the Environment*
12. What major subdivision of the agency listed is responsible for this system?
Bureau of Public Recreation
13. What minor subdivision? *Office of Terrestrial and Aquatic Recreation*
14. Are there restrictions on the release of these records? If yes, can any segregable portions of the files be released? *No*
15. Does the system produce a public use version? *Yes*
16. Are the records or the data that make up the records in this system duplicated in electronic form elsewhere? If yes, explain. *Yes RIDES provides summary information from Recreational Watercraft Tracking and Analysis Data File and Motorized Vehicle Tracking and Analysis Data File.*
17. Explain the update and backup for the system? *The system is backed up every night and backup tapes are stored off site in the BPR records warehouse.*
18. What hardware is used for this system? *Oracle*
19. What software is used on this system? *FileMarker Pro DB*

20. Can you produce files from this system that meet the following specifications?

Independent logical files --- *Yes*

Hardware and software independent files ----- *Yes*

ASCII or EBCDIC character set -----

No internal control characters -----

Blocked no higher than 32,760 bytes -----

☐ inch magnetic tape -----

9 track open-reel at 800, 1600 or 6250 bpi OR ---disk packs -----

18 track 3480-class cartridge at 37,871 bpi -----

CD-ROMs which include fielded data files or text files scheduled to be preserved in NARA that are:

(1) in conformance with the International Standards Organization (ISO) 9660 standard;

(2) in compliance with the American Standard Code for Information Interchange (ASCII) standard as defined in the Federal Information Processing Standard 1-2 (11/14/84);

(3) not dependent on control characters or codes which are not defined in the ASCII character set;

(4) not compressed unless NARA has approved the transfer of the compressed form in advance;

(5) individually addressable; and

(6) in compliance with the documentation requirements of 36 CFR 1236.

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Audiovisual Records Series Inventory Form

1a. PREPARED BY: Alexander (Sandy) Shore	1b. ORGANIZATION: BPR-Assist Administrator for Recreation	1c. PHONE NUMBER (200) 555-1234
2. SERIES LOCATION: Storage shed	3. CREATING OFFICE: Terrestrial and Aquatic Recreation	
4. SERIES DESCRIPTION: Site Clean-up Photos B/W and Color Photos Photo documenting BPR activities regarding the nature, material, and resources, of the site containment and clean-ups. Photos contain notions and captions that provide information pertaining to the site.		
5. DATES: 10/84 to present	6. ARRANGEMENT: Alphabetical by site	7. VOLUME: 2 cubic feet
8. RESTRICTIONS: Same as Site Containment and Clean-up Files		9. ANNUAL ACCUMULATION .5~Cubic Feet ~ Items
10. NATURE AND FREQUENCY OF USE: Activity heavy two years after cases are closed. Minimal use thereafter.		
11. CUTOFF INSTRUCTIONS:		12. RETIRE REGULARLY? ~ Yes X No
13. PRESENT DISPOSITION: Unscheduled		
14. RECOMMENDATIONS FOR DISPOSITION:		
15. COMMENTS:		

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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-700-04-01	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1/05/2004	
1. FROM (Agency or establishment) Department of the Environment		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 Bureau of Public Recreation			
3. MINOR SUBDIVISION Administrator Office			
4. NAME OF PERSON WITH WHOM TO CONFER Hudson Ray	5. TELEPHONE NUMBER 301-555-1234	DATE 10/2/05	ARCHIVIST OF THE UNITED STATES Archie Visit
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 _____ page(s) are not needed now for the business for 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 12/16/2004	SIGNATURE OF AGENCY REPRESENTATIVE Hudson Ray		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	101b Administrative correspondence files relating to administrative matters such as finance, supplies, equipment and travel. TEMPORARY Cut off at end of FY. Retain a minimum of 3 years and a maximum of 6 years based on the business need of the office.		

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Request for Records Disposition Authority

Records Schedule Number **DAA-0700-2012-0007**

Schedule Status **Approved**

Agency or Establishment. Department of the Environment

Record Group/Schedule Group 700

Record Schedule applies to Assistant Administration for Recreation

Major Subdivision Bureau of Public Recreation

Minor Subdivision Aquatic and Terrestrial Staff

Internal agency concurrences will be provided Yes

Background Information Accident and Incident Summary Report Information System (AISS) tracks BPR activity and response associated with terrestrial and aquatic accidents and incidents on BPR land and facilities. It also supports program planning, implementation, and reporting of incident and accident reports. Output also includes data for the Biennial Report on BPR Incidents and Accidents, which is prepared under Congressional mandate, as well as ad hoc reports.

AISS replaces the Biennial Reporting System (BRS) and the Accidents Information Systems (AccIS).

The system interfaces with other BPR systems, including the Facility System (FS), which is scheduled separately.

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

Outline of Records Schedule Items for DAA-700-2012-0007

Sequence Number	
1	Inputs Disposition Authority Number DAA-700-2012-7000-0001
2	Master Database Disposition Authority Number DAA-700-2012-7000-0002
3	Outputs and reports-Biennial reports Disposition Authority Number DAA-700-2012-7000-0003
4	Outputs and reports-Ad hoc reports Disposition Authority Number DAA-700-2012-7000-0004
5	Supporting Documentation Disposition Authority Number DAA-700-2012-7000-0005

Records Schedule Items

Sequence Number		
1	Inputs	
	Disposition Authority Number	DAA-0700-2012-0007-0001
	Date input into AISS was derived from BPR Form 2020 Accident and Incident Report. The information is manually entered into the system by Recreation staff.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Not requesting medial neutrality. Hard copy records covered under GRS 20-2/4
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	No
	Do any of the records covered by this item exist as structured electronic data?	No
	Withdrawn Status Explanation	Records are covered by GRS 20-2 item 4
	Disposition Instruction	Destroy after verification
	Retention Period	Until verification is completed
	Additional Information	
	GAO Approval	Not required

Sequence Number		
2	Master Database	
	Disposition Authority Number	DAA-0700-2012-0007-0002
	Includes but not limited to: type of accident or incident, location and date of accident or incident, name of accident victim, office symbol, reporting official.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Applies only to electronic records
	Do any of the records covered by this item currently exist covered by this item currently exist in electronic format(s) other exist in electronic format(s) other than email and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	Cutoff at the end of the FY. Transfer data to NARA 10 years after cutoff, as specified in 36 CFR or applicable standards at the time.
	Retention Period	10 years after cutoff
	Additional Information	Pre-accession 3 years after cutoff
	GAO Approval	Not required

Sequence Number		
3	Outputs and Reports-Biennial reports	
	Disposition Authority Number	DAA-0700-2012-0007-0003
	Biennial reports on BPR Incidents and Accidents, prepared under Congressional mandate.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Applies only to electronic records
	Do any of the records covered by this item currently exist covered by this item currently exist in electronic format(s) other exist in electronic format(s) other than email and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Withdrawn Status Explanation	
	Disposition Instruction	Close file upon publication of the report. Transfer data along with electronic database to NARA 10 years after cutoff, as specified in 36 CFR or applicable standards at the time.
	Retention Period	10 years after cutoff
	Additional Information	Pre-accession 3 years after cutoff
	GAO Approval	Not required

Sequence Number		
4	Output and reports Ad hoc reports	
	Disposition Authority Number	DAA-0700-2012-0007-0004
	Ad hoc reports and printouts used as supporting evidence for related case files.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	Applies only to electronic records
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Withdrawn Status Explanation	
	Disposition Instruction	File ad hoc reports and printouts with appropriate case file or related records. Follow instructions for related records
	Retention Period	Follow instructions for related records
	Additional Information	
	GAO Approval	Not required

Sequence Number		
5	Supporting Documentation	
	Disposition Authority Number	DAA-0700-2012-0007-0005
	User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Applies only to electronic records
	Do any of the records covered by this item currently exist covered by this item currently exist in electronic format(s) other exist in electronic format(s) other than email and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	Cutoff at the end of the FY. Transfer data to NARA 10 years after cutoff, as specified in 36 CFR or applicable standards at the time those records necessary to document how the system captures, manipulates, and outputs data. .
	Retention Period	10 years after cutoff
	Additional Information	This documentation is transferred with the master database.
	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
06/18/2012	Certify	Hudson Ray	Records Management Officer	Bureau of Public Recreation
08/22/2012	Submit for Concurrence	Leonard L. Bean	Administrator	National Archives and Records Administration – Records Management Services
08/30/2012	Concur	James Adams	Director of Records Management Services	National Archives and Records Administration – Records Management Services
09/04/2012	Concur	Conroy Rightway	Director, National Records Management Program	National Archives and Records Administration – Records Management Services
09/06/2012	Approve	Archie Visit	Archivist of the United States	Office of the Archivist-Office of the Archivist

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PG. 1	OF 1
			PAGE(S)	

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1232.10.)

NARA-Pacific Region
Address
City State Zip

Bureau of Public Recreation
Office of Administration
Address
City State Zip

2. AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (Signature and title)

DATE

Frank Farkel, Division Chief

XX/XX/XX

3. AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)

Annie Rightway, Records Clerk

DATE

4. RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and title)

6. RECORDS DATA

(fold here)

ACCESSION NUMBER			VOLUME (cu ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (Within inclusive dates of records)		RES TRIC TION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER		
RG (a)	FY (b)	NO. (c)	(d)	(e)	(f)		(g)	(h)	(i)	LOCATION (j)	Serial Page (k)	Auth'd by (m)
700		0012	5	1-5	CONTRACTS, FY 10-15 Closed FY 2015		R	N1-700-98-1 BPR Item 419	10/2021	98574620	S	A N

NSN 7540-00-634-4093 Prescribed by NARA
36 CFR 1232.12

135-107 Standard Form 135 (Rev. 7-85)

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AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES		1. INTERIM CONTROL NO. (NARA Use Only)
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">TERMS OF</p> <p>The records described below and on the attached ____ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.</p> <p>In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256, and such other rules and regulations as may be prescribed by the Archivist of the United States (The Archivist). Unless specified and justified below, no restrictions on the use of these records will be imposed other than the general and specific</p> </div> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">AGREEMENT</p> <p>restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the <i>Guide to the National Archives of the United States</i>. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, non-archival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of non-archival materials contained in this deposit.</p> </div> </div>		
2A. AGENCY APPROVAL Signature _____ Date _____	3A. NARA APPROVAL Signature _____ Date _____	
2B. NAME, TITLE, MAILING ADDRESS	3B. NAME, TITLE, MAILING ADDRESS	

RECORDS INFORMATION

4A. RECORDS SERIES TITLE Policy Development Case Files 1999 -2000	
DATE SPAN OF SERIES (Attach any additional description)	
5A. AGENCY OR ESTABLISHMENT Department of the Environment	9. PHYSICAL FORMS check where applicable <input type="checkbox"/> X Paper Documents <input type="checkbox"/> Posters <input type="checkbox"/> Paper Publications <input type="checkbox"/> Maps and Charts <input type="checkbox"/> Microfilm/Microfiche <input type="checkbox"/> Arch/Eng Drawings <input type="checkbox"/> Electronic Records <input type="checkbox"/> Motion/Sound/Video <input type="checkbox"/> Photographs <input type="checkbox"/> Other (specify): _____
5B. AGENCY MAJOR SUBDIVISION Bureau of Public Recreation	
5C. AGENCY MINOR SUBDIVISION Assistant Administrator for Resource Evaluation, Resource and Policy	
5D. UNIT THAT CREATED RECORDS Policy Development	10. VOLUME: CONTAINERS: Cu. Mtr.: Cu.Ft.: 1 Number: 1-1 Type:
5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS Name: Sammy Sails Telephone Number: 555-555-5555	1. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES 1/2006
6. DISPOSITION AUTHORITY: N1-700-98-1/309	12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE? <input type="checkbox"/> X YES <input type="checkbox"/> NO (If no, attach limits on use and justification)
7. IS SECURITY CLASSIFIED INFORMATION PRESENT? <input type="checkbox"/> NO <input type="checkbox"/> YES LEVEL: <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret SPECIAL MARKINGS: <input type="checkbox"/> RD/FRD <input type="checkbox"/> SCI <input type="checkbox"/> NATO <input type="checkbox"/> Other INFORMATION STATUS: <input type="checkbox"/> Segregated <input type="checkbox"/> Declassified	13. ARE RECORDS SUBJECT TO THE PRIVACY ACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)
8. CURRENT LOCATION OF RECORDS <input type="checkbox"/> Agency (Complete 8A only) <input checked="" type="checkbox"/> X Federal Records Center (Complete 8B only)	14. ATTACHMENTS <input type="checkbox"/> Agency Manual Except <input checked="" type="checkbox"/> X Listing of Records Transferred <input type="checkbox"/> Additional Description <input type="checkbox"/> NA Form 14097 or Equivalent <input type="checkbox"/> Privacy Act Notice <input type="checkbox"/> Microform Inspection Report <input type="checkbox"/> Other (specify): <input type="checkbox"/> SF(s) 135
8A. ADDRESS:	
8B. FRC ACCESSION NUMBER CONTAINER NUMBERS FRC LOCATION 700-99-0012 1 03348957	

NARA PROVIDES

15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION	RG
16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES Signature _____ Date _____	17. NATIONAL ARCHIVES ACCESSION NO.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

SF 258 (9/95)
Prescribed by NARA 36 CFR 1228

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Transfer Request ID TR-0700-2012-0001
Legal Transfer Instrument ID
Status Approved
Agency or Establishment. Department of the Environment
Major Subdivision Bureau of Public Recreation
Minor Subdivision General Counsel
Record Group/Schedule Group 0700 - Department of the Environment
Transfer Group Description Program Files of Assistant Administrator for the Office of General Counsel including memoranda, reports, policies and procedures.
Inclusive Dates From: 10/1/1992 To:9/30/1990
Transfer Group Disposition Date 08/24/2012
Type of Legal Transfer Direct Offer
Effective Date
Disposition Authority
Disposition Authority Number DAL-0700-2011-0078-0010
Legacy Disposition Authority Number N1-700-98-1/601

Manual Citation

Manual Citation	Manual Title
BPR/601	

Records Schedule Item Title Program Files

Cutoff

Transaction Type

Transaction Number Type	Transaction Number
-------------------------	--------------------

Records Center

Records Center Transfer Number

Legacy Accession

Legacy Accession Number

Access Restriction

Access Restriction Status Unrestricted

Privacy Act Notice Number No

Use Restriction

Use Restriction

Records Type

General Records Type Textual Records

Transfer Details

Current Physical Location of Records

Agency Location Yes
Agency Name and Address Bureau of Public Recreation Office of General Counsel
605 New York Ave, NE Washington, DC 20222

Destination Physical Location of Records

Location College Park, MD

Destination Custodial Unit Archival Operations, College Park, MD

Transfer Method

Electronic Means

Electronic Records Transferred by
Electronic Means No

Electronic Push No

Electronic Records Volume

Description

Physical Media Types – Electronic Records

Electronic Records on Physical Media No

Quality	Transfer Media Type	Estimated Volume	Container Description
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Media Disposition

Physical Media Types – Non-Electronic Records

Physical Transfer on Non-Electronic Records Yes

Quality	Transfer Media Type	Container Description
14	Paper	Boxes

List of Containers

Number of Containers	Container Type	Container Description	Depth (inches)	Height (inches)	Width (inches)
14	FRC-S-FRC Carton, Standard		15.000	10.125	12.250

Total Number of Containers 14

Total Container Volume (cubic feet) 15.073

Container Numbers

Transferring Agency Official

Contact Information

Transferring Agency Official

Barbara Jones, General Counsel,
barbara.jones@bpr.gov, 202-555-2345, Bureau of
Public Recreation

Agency Approving Official

Hudson Ray, Agency Records Officer,
Hudson.ray@bpr.gov, 202-555-1132

NARA Contact

Mary Welch, Director of Archival Operations 301-223-
2152, College Park , MD

Other Contacts (Agency /NARA

Term of Agreement

The records described above are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring entity certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR Part 1256 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified above, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of the records in the National Archives of the United States that have been published in 36 CFR Part 1256 or the Guide to the National Archives of the United States.

The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, non-archival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original documents. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of non-archival materials contained in this deposit.

Signatory Information

Action	By	Title	Organization
Submit	Barbara Jones	General Counsel	Office of General Counsel
Submit	Hudson Ray	Agency Records Officer	Department of the Environment Bureau of Recreation Office of Information Collection
Submit	Mary Welch	Director	National Archives and Records Administration

Series Title	Series Description	Series Location	Inclusive Dates	Medium	Arrangement	Volume	Cut-Off	Condition of Permanent Records	Annual Accumulation
BPR Contract Files	Contract Files (procurements)	Storage Shed Cabinet 1 Drawer 1 through Cabinet 3 Drawer 2	3/11 to date	Paper	Numerical	Approx. 18cf (based on 1.5cf per drawer, 7.6 cf per cabinet)	By Fiscal Year		
Old shoes, water bottles, used sports equipment	Nonrecord Material	Storage Shed Cabinet 3 Drawer 3	None			Approx. 1.5 cf	N/A		
Administrative & Program Correspondence	Administrative and program files regarding policy decisions, personnel, budget, vendors, correspondence, various sporting event schedules, reports, contracting guidelines, etc. Administrative and Program correspondence intermixed.	Storage sheet Cabinet 3 Drawers 4-5	1985 to date	Paper	Alphabetical by Name	Approx. 3cf	No cut-offs made		
Employee Award Files	Awards by Employee Names	Storage Shed Cabinet 4 Drawer 1	1985 to date	Paper	Alphabetical by Name	Approx. 1.5cf	None		
Time & Attendance Records	T&A Sign-in sheets, leave applications, and OF 1130	Storage Shed Cabinet 4 Drawers 2-3	1985 to date	Paper	Alphabetical by Name	Approx. 3cf	None		
Old Recreation Site Clean-up Files	Series consists of site files pertaining to the containment and cleanup of old recreation sites	Storage shed Cabinet 4 Drawers 4-5 through Cabinet 5 Drawers 1-2	1985 to date	Paper	Alphabetical by Name	Approx. 6cf	None Made		
Recreation / Sports Products - Technical Files	Series consists of technical data files pertaining to discontinued BPR recreation/sports products	Storage shed Cabinet 5 Drawers 3-4	1990 to 2002	Paper	Alphabetical by Name	Approx. 3.0cf	None		
Organizational Plans	Records include correspondence relating to the establishment and reorganization of the Agency; mission, functions, and changes in organizational directives, functional statements; delegations of authority, including headquarters, regional & field offices.	Office of the Administrator	1992 to Present	Paper	Other	Approx. 13 cf	Break file when superseded or canceled		1 cf

Series Title	Series Description	Series Location	Inclusive Dates	Medium	Arrangement	Volume	Cut-Off	Condition of Permanent Records	Annual Accumulation
Photographs Supporting Evaluation, Research & Policy	Still photographic images of mission activities including all emergency planning, readiness', response, and recovery functions related to floods, earthquakes, hurricanes, tornadoes, and other natural disasters; fires, hazardous materials spills, terrorist incidents, and other human-caused disasters (COMMENTS: Series also consists of finding aids for the identification, retrieval, and use of the records)	Office of the Assistant Administrator for Resources, Evaluation, Research and Policy	1992 to Present		Arranged in accordance with BPR- assigned numbering scheme	Approx. 6 cf			
Functional Law Files	Contains BPR general law files, including records related to ethics and standards of conduct, financial disclosures, contracts, appropriations, and real property, financial disclosure forms and legal opinions and files. Contains BPR claims files consisting of records related to the considerations and settlement of claims by and against the U.S. Includes Federal tort claims, employees' claims, waivers of claims, claim collection actions and other related actions. Records consist of claims forms, supporting documentation and other evidence, and Claims Officers determinations. Also contains BPR personnel law files, consisting of records related to discrimination, labor relations, adverse employee actions and labor standards appeals or complaints. Records consist of complaint files of actions filed before administrative agencies or in Federal	Office of General Counsel	1992 to Present	Paper	Other		Varies		
Site Containment and Clean-Up Maps	This series consists of detailed maps containing information of BPR sites pertaining to the containment and cleanup of old recreation sites. These maps contain color coded areas and notes displaying a variety of information regarding the nature, materials, resources and states of the site containment and cleanups.	Storage shed Cabinet 4 Drawers 4-5 through Cabinet 5 Drawers 1-2	10/01/84 to date		Alphabetical by Name of Site	Circa 6 cf 26 maps			

Series Title	Series Description	Series Location	Inclusive Dates	Medium	Arrangement	Volume	Cut-Off	Condition of Permanent Records	Annual Accumulation
Site Containment and Clean-up Photographs	This series consists of photographs of containment and cleanup of old recreation sites containing notations and captions that provide information pertaining to containment and cleanup of old recreation sites. These photographs document BPR activities regarding the nature, materials, resources and states of the site containment and cleanups.	Storage shed Cabinet 4 Drawers 4-5 through Cabinet 5 Drawers 1-2	10/01/84 to date		Alphabetical by Name of Site	Circa 6 cf			

System Title	System Description	Purpose or Function of System	Agency Program Supported by System	System Inputs	Masterfile	System Outputs	System Documentation
Erosion Control Study System (ECSS)	This is an electronic information system documents past erosion problems.	ECSS is used to mitigate potential future erosion risk.	Assistant Administrator for Resources Evaluation, Research, and Policy	BPR Form 1123 Erosions Control	ECSS data which includes location of erosion, severity of the problem, date of the erosion, and number of occurrences per quadrant	Annual erosion reports and other final analysis reports.	User guides, specifications, table definitions codebooks, record layouts, user manual, and data dictionaries.
Special Project Automated Management System (SPAMS)	SPAMS is a web-based system created in 1997 that provides a centralized repository for all information relating to special projects. Special projects are those directly sponsored and funded by the Secretary of the Environment.	SPAMS data presents a complete picture of each project from initiation to termination and provides the Secretary with total visibility of each project.	Office of the Assistant Administrator for Administration	System inputs are data extracts from the various staff offices' special projects files via BPR Form 1313 or equivalent.	SPAMS contains project authorization data, summary budgetary data, project plans, implementation schedules, technical guidance, substantive correspondence relating to each project (any correspondence that influenced the course of action on a project), findings, recommendations, executive summaries, comments on drafts or reports, and final reports.	System outputs include ad hoc queries, statistical reports on the number of projects complete, number of staff hours expended, and the total number of projects reported.	User guides, specifications, codebooks, database record layout, and other documentation used to interpret the data in the masterfile

System Title	System Description	Purpose or Function of System	Agency Program Supported by System	System Inputs	Masterfile	System Outputs	System Documentation
BPR 1, Terrestrial Recreation Analysis System (TRACS)	TRACS is an information system used in the management of the BPR's terrestrial resources. The system has three data files: (a) Land use, (b) Terrestrial wildlife, and (c) Environmental impact. Analysis data is gathered quarterly from each recreational area. TRAC was created in 1992. TRAC is a feeder system for other Bureau data systems	TRACS serves as a single source repository for all analytical data relating to the impact of recreational activities on public lands.	Assistant Administration for Recreation	Quarterly reports generated by each recreational area in each area of analysis	Type of activity, name of facilities, number of visitors, number and type of injuries, type and number of controlled hunts, number of permits issued, types of pollutants, type and number of species killed by pollutants.	Analytical compilations, statistical reports, and research results.	User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile
Accident and Incident Summary Reports Information System (AISS)	This system tracks BPR activity and response associated with terrestrial and aquatic accidents and incidents on BPR land and facilities.	AISS supports program planning, implementation, and reporting of incident and accident reports.	Assistant Administration for Recreation	BPR Form 2020 Accident and Incident Report	Includes but not limited to: type of accident or incident, location and date of accident or incident, name of accident victim, office symbol, reporting official.	Outputs include data for the Biennial Report on BPR incidents and Accidents, prepared under Congressional mandate, and ad hoc reports	User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile

System Title	System Description	Purpose or Function of System	Agency Program Supported by System	System Inputs	Masterfile	System Outputs	System Documentation
Management Data Warehouse (MDW)	Web-based system designed to track best practices in business management. The system was created in 2001. MDW data is updated or overwritten as new best practices are identified or as existing best practices become superseded or obsolete. MDW is a read-only database.	MDW provides Bureau leaders instant access to thousands of proven business solutions to use as benchmarks	Office of the Administrator	Best practices are gathered from leading U.S. Corporations and Federal agency, profile data, and BPR organizational data	Best practice documents, applicable business discipline codes, BPR organizational codes, office symbols, permission to use statements, authors, and general profile data on the corporation or agency that created the best practice.	MDW outputs include user statistical reports on number of users from each office, discipline and/or field, and functional area.	User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile
Administrators' and Assistant Administrators' Speeches Database (AAASD)	Searchable Lotus Notes database containing the text of speeches and remarks. Documents are searchable by year and title.	Serves as an online reference repository for all speeches delivered by BPR high level officials.	Office of Public Affairs	Inputs consist of paper printouts of speeches used for reference purposes only.	Masterfile contains speeches and remarks of the Administrators from November 1995 forward and from Assistant Administrators from 1997 forward. Currently there are over 50,000 speeches and remarks in the database.	Outputs are electronic copies posted on the BPR website for public access. Statistical reports of number of users in-house and outside the agency.	Codebooks, record layouts, and other documents used to update or interpret the data in the masterfile

System Title	System Description	Purpose or Function of System	Agency Program Supported by System	System Inputs	Masterfile	System Outputs	System Documentation
Personal Injury Claims Database (PICD)	This is a web-based system designed to provide the basic information on all personal injury claims for and against the Bureau. Data is entered by claim officers at various locations. System data is from 1992 to June 2005.	PICD serves primarily as an indexing system for all GC's paper-based personal injury claim files.	Office of General Counsel – Litigation Support	BPR Form 1111 Claim Officer's Report (or equivalent)	PICD data includes claimant name social security number, and address, claim number, date of incident, type of injury, place where injury occurred, date claim filed, name and, address of attorney (if any), and key actions on claim (payment denial, retirement of file)	Standard statistical reports on the number of pending or closed claims, number handled by each attorney, and the number generated at each facility.	User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile
Regulation Tracking Database (RTD)	Web-based Oracle database designed to track proposed changes to BPR regulations.	RTD provides the Bureau with an online tool to collaborate and manage changes to BPR regulations. RTD, which was created in 1998, serves primarily as a tracking system for the paper-based records scheduled under item number 313 of the current schedule.	Office of the Assistant Administrator for Resources Evaluations, Research, and Policy	Inputs include BPR form 1212 which contains general information relating to the proposed change to include the name of the requesting organization, type of change, and identifier number.	RTD contains such information as the regulation identifier number, current regulation entry, proposed change, type of change (proposed/adopted), and BPR organization proposing change and approval authority.	Outputs include ad hoc queries and similar administrative type reports.	User guides, specifications, codebooks, record layouts, and other documentation used to interpret the data in the masterfile

BPR File Plan

DISPOSITION INSTRUCTIONS						VITAL RECORDS	PRIVACY ACT
100 Organization							
102	Subject Files		When no longer needed	Main File Station-A			
103	Meeting Files-Staff April-June January -March July-September October-December		When no longer needed	Main File Station-RA			
104	Time and Attendance		Delete 6 yrs	s:\\01MisOrg\\R100\\T&A	✓		✓
105	Travel Files (a) January (b) February (c) March (d) April (e) May (f) June (g) July (h) August (i) September (j) October (k) November (l) December		Delete 6 Yr	s:\\01MisOrg\\R100\\Travel			✓
106	Tracking Files		When no longer needed	Main File Stations-RA			

DISPOSITION INSTRUCTIONS							LOCATION	VITAL RECORDS	PRIVACY ACT
200 Administrator (A)									
A101a	Correspondence Files		PERM Transfer NARA 20 yrs		Main File Station-RA				
A101b	Correspondence Files		TEMP Min 3 yrs Max 6 yrs		Main File Station-AR				
A201	Program Files		PERM Transfer 20 yrs		Main File Stations-A				
A203	Meeting Minutes		PERM Transfer to NARA 10 yrs		Main File Stations-A				
A204	Appointment Calendars		PERM Transfer 5 yr blocks		S:\VA200\204Calendars				
A206	Organization, Authorities, and Functions		PERM Transfer 4 yrs after cutoff		Main File Station-A				
A207	Management Survey Cases		PERM Transfer 5 yr blocks		Main Filing Station-A				
A208	Long-range Plans		TEMP Destroy 6 yrs		Main Filing Station-A				
A209	Speech Files		TEMP Delete No longer needed		S:\VA200\209Speeches				
	MDW		UNSCHEDULE		S:\VA200\MDW				
	Management Improvement Projects		UNSCHEDULE		Main Filing Station-A				
	Office of the Administrator Biographical Files		UNSCHEDULE		Main Filing Station-A				

DISPOSITION INSTRUCTIONS							LOCATION		VITAL RECORDS		PRIVACY ACT	
300 Assistant Administrator For Resources Evaluation, Research And Policy (AARR)												
RER101b	Correspondence Files	TEMP Min 3 yrs Max 6 yrs		Main File Station -FM								
RER 301	Program Files	PERM Transfer 20 yrs after cut off		Main File Station-AARR								
RER302	Appointment Calendars	TEMP Destroy 3 yrs after cutoff		S:\VA300\302\Calendars								
RE	RESOURCE EVALUATION STAFF											
RE 303a	Resource Management Project Files	PERM Transfer to NARA 20 yrs after cutoff		Main File Station-RE								
ER	ENVIRONMENTAL RESEARCH STAFF											
ER304	Field and Laboratory Notebooks	PENDING		Bookcase RE office								
ER305	Survey Books	PERM Transfer to NARA		Main File Stations-RE								
ER306	Technical Files	TEMP Destroy 5 yrs		Main File Station-RE								
ER307	Analytical Compilations	TEMP Destroy 20 yrs		Main File Station-RE								
ER308a	ECSS-Administrative Files	TEMP Destroy 20 yrs		Main File Station-RE								
ER308b	ECSS- Inputs	upon verification of data										
ER308c	ECSS - Output Files	PERM Transfer to NARA		s:\\ER300\\ECSS\\Report								
PD	POLICY DEVELOPMENT											

DISPOSITION INSTRUCTIONS						LOCATION	VITAL RECORDS	PRIVACY ACT
PD309	Policy/ Development Case Files BPR Initiatives Budget Budget-Funding Hiatus Correspondence -Congressional Correspondence -Divisional Credit Card Purchases Delegation of Authority Disaster Preparedness E-Policy E-mail E-Policy Instant Messaging E-Policy Web General Administration Indoctrination of New Employees Internet Instructions Labor-Management Relations Mail and Postage Personnel Procurement Publications Security Clearances Telephones Cell - Office Travel	PERM Transfer to NARA	s:\04Policy\PD310\PDRI Reference Main File Stations-RE					
PD310	Policy Proposal Files	TEMP Dest. when no longer needed	Main File station-PD					
PD311	Directives	PERM Transfer to NARA 3 yr blocks	Main File station-PD					
PD312	Policy Background Files	When no longer needed	Main File station-PD					
PD313	Regulations Files	TEMP Destroy 25 yrs	Main File station-PD					
	Regulation Tracking Database (RTD)	UNSCHEDULED	S:\PD300\Reg_Trac					
	Conservation Plans	UNSCHEDULED	Main File Station-PD					
	Erosion Control Maps	UNSCHEDULED	Map Cabinets-PD					

DISPOSITION INSTRUCTIONS							LOCATION	VITAL RECORDS	PRIVACY ACT
400 Assistant Administrator for Administration (AAA)									
AAA101b	Correspondence Files	TEMP Destroy Min 3 yrs Max 6 yrs		Main File Station -FM					
AAA401	Program Files	PERM Transfer 20 yrs after cut off		Main File Station-AAA					
AAA402	Appointment Calendars	TEMP Destroy/delete 3 yrs after cutoff		S:\VA400\402\Calendars					
AAA403	Program Review Files	TEMP Destroy 5 yrs		Main File Station-AAA					
IRM	INFORMATION RESOURCES MANAGEMENT STAFF								
IRM404	System Planning Files	PERM Transfer to NARA		Main File Station-IRM					
IRM405	System Administration Files	When no longer needed		Off-site			✓		
IRM406	System Backup Tapes	TEMP Delete after 2nd full backup		Off-site			✓		
RM	RECORDS MANAGEMENT								
RM407a	Records Management Files Standard Forms	When no longer needed		Main File Station					
RM407b	Files Plans	When superseded		Main File Station					
RM407c	Records Management Files- Inventory Forms	TEMP Destroy 2 yrs		Main File Station-IRM			✓		
RM408a	Records Management Guidance Files - Bureau Specific	PERM Transfer to NARA 5 yrs		s:\\05RM\Guidance\IRM407\Bureau					
RM5408b	Records Management Guidance Files – Other	Delete When no longer needed		s:\\05RM\Guidance\IRM407b\Other					

DISPOSITION INSTRUCTIONS				LOCATION	VITAL RECORDS	PRIVACY ACT
FREEDOM OF INFORMATION STAFF						
FOIA						
FOIA409	FOIA Administrative Files		TEMP Destroy 2 yrs	Main File Station-FOIA		
FOIA410	FOIA Reports Files		TEMP Destroy 2 yrs	Main File Station-FOIA		
FOIA411a 1	Granted access		TEMP Destroy 2 yrs	Main File Station-FOIA		
FOIA411a 2	Request not Appealed		TEMP Destroy 2 yrs	Main File Station-FOIA		
HR						
HUMAN RESOURCE STAFF						
HR412a	Official Personnel Files		Follow instructions FPM 401-01b	Main File Station –HR	✓	✓
HR412b	Separated Employees		Hold 30 days transfer to NPRC	Main File Station-HR	✓	✓
HR413	Vacancy Announcements		TEMP Destroy 2 yrs	Main File Station-HR		
FM						
FISCAL MANAGEMENT STAFF						
FM414	Budget and Finance Policy Files		PERM Transfer to NARA 10 yr block when 20 yrs old	Main File Station-FM		
FM412	Accounting Files		TEMP Destroy 6yr	Main File Station-FM		
FM413	Budget Estimates and Justification		TEMP Destroy 5 yrs old	Main File Station-FM		
FM414	Budget Files		TEMP Destroy 10 yrs after cutoff	Main File Station-FM		
FM418a	Approved Grants		TEMP Destroy 30 yrs after completion	Main File Station-FM		
FM418b	Denied Grants		TEMP Destroy 3 yrs after disapproval	Main File Station-FM		

		DISPOSITION INSTRUCTIONS		LOCATION	VITAL RECORDS	PRIVACY ACT
FM419	Routine Procurement Files	TEMP Destroy 6 yr		Main File Station-FM	✓	
FM420	Information Collection Files	TEMP 2 yrs		Main File Station-FM		
	Special Project Automated Management System (SPAMS)	UNSCHEDULED		S:\400\SPAMS		
	Risk Assessment Files	UNSCHEDULED		Main File Station-FM		
	Bureau Organizational Chart	UNSCHEDULED		Main File Station-FM		

DISPOSITION INSTRUCTIONS				LOCATION	VITAL RECORDS	PRIVACY ACT
500 Assistant Administrator for Recreation (AAR)						
AAR101b	Correspondence Files		TEMP Destroy Min 3 yrs Max 6 yrs	Main File Station -AAR		
AAR501	Program Files		PERM Transfer 20 yrs after cut off	Main File Station-AAR		
AAR502	Appointment Calendars		TEMP Delete 3 yrs after cutoff	S:\\500\\502\\Calendars		
AAR503	Letters to State Recreation Directors		TEMP Destroy 1 yr	Main File Station-AAR		
AAR504	Visitor Statistics		TEMP Destroy 5 yrs	Main File Station-AAR		
AAR505a	AISS Inputs		TEMP Destroy/delete after successful transfer	S:\\500\\506a\\Recreation\\AISS\\Inputs		
AAR505c	AISS Outputs Biennial Report		PERM Transfer annually to NARA	S:\\500\\506c\\Recreation\\AISS		
TA						
TERRESTRIAL AND AQUATIC RECREATION STAFF						
TA506	Policy Development Case Files		PERM Transfer to NARA 5 yrs after cutoff	Main File Station-TA		
TA507	Opinion Request Files		PERM Transfer to NARA	Main File Station-TA		
TA508a	Reports and Analysis Files		TEMP Destroy 2 yrs	Main File Station-TA		
TA508b	Reports and Analysis Files-Film		TEMP When no longer needed	Blue shelves-TA		
TA509	Field Notebooks		TEMP Destroy 10 yrs	Green shelves-TA		
TA510a	Special Use Files- Approved Permits		TEMP Destroy 3 yrs	Main File Station-TA		
TA510b	Special Use Files- Denied Applications		TEMP Destroy 1 yrs	Main File Station-TA		

		DISPOSITION INSTRUCTIONS		LOCATION	VITAL RECORDS	PRIVACY ACT
AR		AQUATIC RECREATION STAFF				
AR511	Charts		PERM Transfer to NARA 5 yrs block when recent records are 5 yrs old	Map Case-AR		
TR		TERRESTRIAL RECREATION STAFF				
TR512a	Geographic Information System-Inputs Data Unaltered		No longer needed			
TR512b	Geographic Information System-Inputs Data Unique		PERM Transfer to NARA	S:\500\512\GIS		
TR513c	Maps		PERM Transfer to NARA 5 yr blocks recent record is 5 yrs old	Main File Station-TR		
TR514a	Site Containment and Clean-up Files-Case Files		TEMP Destroy 50 yrs	Main File Station-TR		
TR514b	Site Containment and Clean-up Files-Maps		Withdrawn	Main File Station-TR		
TR514c	Site Containment and Clean-up Files-Photographs		Withdrawn	Main File Station-TR		
TR 515a	Aerial Photographs		PERM Transfer to NARA 5yr blocks when 10 yrs old	Main File Station-TR		
TR515b	Analytical Report		PERM Transfer to NARA 30 yrs after cutoff	Main File Station-TR		
	TRACS		UNSCHEDULE	S:\500\TRACS		
	Fish and Wildlife Surveys		UNSCHEDULE	Main File Station-AR		

DISPOSITION INSTRUCTIONS							LOCATION	VITAL RECORDS	PRIVACY ACT
600 Assistant Administrator For Office Of General Counsel (AAGC)									
GC101b	Correspondence Files		TEMP Destroy Min 3 yrs Max 6 yrs	Main Filing Station -GC					
GC601	Program Files		PERM Transfer to NARA 20 yrs	Main File Station-GC					
GC602	Appointment Calendars		TEMP Destroy/delete 3 yrs	S:\600\602Calendars					
GC903	Legal Case Files		TEMP Destroy 15 yrs	Main File Station-GC					
GC904	Case File Index		When no longer needed	Main File Station-GC					
GC603a	Published Legal Opinions- Landmark		PERM Transfer to NARA -10 yr blocks	Main File Station-GC					
GC603b	Published Legal Opinions - Routine Copies of replies Supporting documents		When no longer needed	Main File Station-GC					
GC604	Ethic Files		TEMP Dest10 yrs	Main File Station-GC					
GC605a	General Law Files		TEMP Destroy 10 yrs	Main File Station-GC					
GC605b	Claims Files		TEMP Destroy 6 yrs	Main File Station-GC					
GC605c	Personnel Law Files		WITHDRAWN	Main File Station-GC					
GC606	Rulemaking Files		PERM Transfer to NARA	Main File Station-GC					
GC607	Alternative Dispute Resolutions (ADR) Proceedings Files		TEMP Destroy 3 yrs	Main File Station-GC					
GC608	Environmental Litigation Case Files		TEMP Destroy 30 yrs	Main File Station-GC					

		DISPOSITION INSTRUCTIONS		LOCATION	VITAL RECORDS	PRIVACY ACT
		WILDERNESS MONITORING STAFF				
GC609	Tracking Files	TEMP Destroy 6 yrs or sooner	S:\600\Track_Case			
		LITIGATION SUPPORT STAFF				
GC610	Legal Case Files	TEMP Destroy 15 yrs	Main File Station-LS			
GC611	Case File Index	UNSCHEDULED	Main File Station-LS			
	Personal Injury Database (PICD)	UNSCHEDULED	S:\600\PICD			
	Critical Habitat Map	UNSCHEDULED	Main File Station-LS			

DISPOSITION INSTRUCTIONS								LOCATION		VITAL RECORDS		PRIVACY ACT	
700 Assistant Administrator For Office Of Public Affairs (AAPA)													
PA101b	Correspondence Files	Min 3 yrs Max 6 yrs		Main File Station -FM									
PA701	Program Files	PERM Transfer FRC 5 yrs NARA when 20 yrs old		Main File Station-PAO									
PA702	Appointment Calendars	TEMP Destroy/delete 3 yrs		S:\VA700\702\Calendars									
PA703	Publication Case Files	PERM Transfer 2 yrs		Main File Station PAO									
PA704	Photographs	PERM Transfer 1 yr		Vault -Photo Boxes - PAO									
PA705	News Releases	PERM Transfer 1 yr		Main File Station PAO									
PA706	Miscellaneous Audiovisual Material	PERM Transfer 5 yrs		Vault PAO									
PA707	Exhibit Files	PERM Transfer 20 years		Main File Station-PAO									
CONGRESSIONAL LIAISON													
PA708	Congressional Liaison Files	No longer needed		Main File Station-PAO									
INTERGOVERNMENTAL LIAISON													
PA709	Agency Files Bureau of Land Management (BLM) California central California northern California southern DOI-BLM CA DOI-BLM FL DOI-BLM NV Fish and Wildlife Los Angeles County Kern County	No longer needed		Main File Station-PAO									

DISPOSITION INSTRUCTIONS					VITAL RECORDS	PRIVACY ACT
LOCATION						
	Administrator's and Assistant Administrators Database (AAASD)	UNSCHEDULED	S:\A800\AAASD			
	Presidential Environmental Youth Award Program (PEYA)	UNSCHEDULED	Main File Station-PAO			
	Flight of the Big-Eared Bat	UNSCHEDULED	Fireproof safe			

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Bureau of Public Recreation
VITAL RECORDS INVENTORY

VR ITEM #	RECORD DESCRIPTION	SCHEDULE ITEM	MEDIA TYPE	RECOVERY PRIORITY	VITAL RECORD TYPE	OFFICE	PROTECTION METHOD	VR CYCLING	REMARKS
1	OFFICIAL PERSONNEL FOLDERS (OPFs) Records filed on right side of the OPF	412	Paper	Not immediately required during emergency	Legal and Financial Rights	Field offices	Employees may have copies. FPPS contains some info.	Cycle as contents change	
2	ROUTINE PROCUREMENT TRANSACTION FILES	419	Paper	Not immediately required during emergency	Legal and Financial Rights	Field offices	Backups of credit card transactions at contractor (CitiBank). E- records in IDEAS Program.		
3	FILE PLAN and Records Locations	407b	Paper and electronic	Immediately	Emergency Operating	Field offices	Copy and maintain off site	Cycle when superseded	
4	SYSTEMS MANUALS	404		Immediately	Emergency Operating	Field offices	Copy and maintain off site	Cycle when superseded	Are some of these system manuals available on websites?
5	SYSTEMS Documentation - The documentation used to bring the system up after a systems crash	404	Paper and electronic	Immediately	Emergency Operating	Field offices	Copy and maintain off site	Cycle when superseded	Should maintain duplicate copy at hdqtrs IT shop.

VR ITEM #	RECORD DESCRIPTION	SCHEDULE ITEM	MEDIA TYPE	RECOVERY PRIORITY	VITAL RECORD TYPE	OFFICE	PROTECTION METHOD	VR CYCLING	REMARKS
6	SYSTEM BACKUPS - Electronic copies of software and data stored in the computer system	406		Within 72 hours	Emergency Operating		Currently part of overall systems backup. Store tapes offsite at location more than 20 miles away.	Cycle after 90 days	
7	DISASTER RESPONSE PLAN - Occupancy Emergency Plan, Contingency Plan		Paper	Immediately	Emergency Operating	Field offices	Copies are distributed to response team. Maintain copy offsite.	Until superseded cycle update quarterly	Part of COOP
8	DELEGATIONS OF AUTHORITIES - Org charts, orders of succession		Paper & Electronic	Immediately	Emergency Operating	Field offices	Copy and maintain off site. Also on BPR Intranet site and in the COOP plan		Part of COOP
9	Personal Property Receipts (BPR-105)		Paper	Not immediately required during emergency	Legal and Financial Rights	Field offices	Custodial officers have record. E- records of high cost and sensitive items in property database. No backup of original BPR- 105's. Employees may have copies		

VR ITEM #	RECORD DESCRIPTION	SCHEDULE ITEM	MEDIA TYPE	RECOVERY PRIORITY	VITAL RECORD TYPE	OFFICE	PROTECTION METHOD	VR CYCLING	REMARKS
10	SITE CONTAINMENT AND CLEAN-UP FILES	514	Paper	Not immediately required during emergency	Legal and Financial Rights	Field offices	Copy pertinent information and maintain offsite. Some parts of the file are maintained in Regional Office	Cycle as contents change	
11	EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES Forms: SF-278		Paper	Not immediately required during emergency	Legal and Financial Rights	Field offices	Some cases copy sent to Hdqtrs. No backup of source documents		
12	PERSONAL INJURY (ACCIDENT) CASE FILES		Paper	Not immediately required during emergency	Legal and Financial Rights	Field offices	Originals to OWCP if there is lost time. Copy in Employee Medical File.		
13	TIME AND ATTENDANCE SOURCE RECORDS	104	Electronic	Not immediately required during emergency.	Legal and Financial Rights	Field offices	Backup of PAPERS/ FPPS stored offsite in Denver		As a contingency plan, in the event of an emergency, the computer can be programmed to pay everyone 80 hrs for the pay period.

VR ITEM #	RECORD DESCRIPTION	SCHEDULE ITEM	MEDIA TYPE	RECOVERY PRIORITY	VITAL RECORD TYPE	OFFICE	PROTECTION METHOD	VR CYCLING	REMARKS
14	CHARTS- WATERWAY CHARTS	511	Paper	Immediately	Emergency Operating	Aquatic Recreation	Copies of charts reside with local U.S. Coast Guard Unit		Depending on the emergency charts may be needed in the first 2 hours.
15	MAPS – CRITICAL HABITAT, ENDANGERED SPECIES AND CADASTRAL SURVEYS		Paper	Immediately	Emergency Operating	Terrestrial Recreation	Copies of maps can be found in GC files. Scan current version of all maps and send scan version to FRC for storage.	Cycle as contents change	Depending on the emergency maps may be needed in the first 2 hours