

## What is ARCIS?

Archives and Records Centers Information System (ARCIS) is a Web-based IT system of the Federal Records Centers Program (FRCP) of the National Archives and Records Administration. The system is the online portal through which agencies can do business with the FRC facilities.

ARCIS is a secure system that runs on standard browsers, allowing agencies to conduct transactions online, saving time and reducing paperwork. It allows for the tracking of agency transactions electronically, giving instance access to information about your records.

ARCIS can expedite your data entry. The system saves your profile, so frequently entered information, such as your record group and your mailing address, is filed in automatically every time you log in. There are easy-to-use drop-down menus that allow you to select the right option for your transaction.

An upgraded version of ARCIS is now available. In addition to Reference Requests, there are three new interdependent modules: User Administration, Access Controls, and Records Transfers.

The User Administration module gives Agency Records Officers complete control over:

- How many users have access to the system
- Who those users are
- What they are allowed to do:
  - Create records transfers and reference requests
  - Give authority to approve and submit records transfer to the National Archives
  - Create other administrators to distribute workload in a hierarchical structure

Access Controls restrict users to the records with which they can interact via:

- Records Center
- Record Group
- Charge Account (if the Record Group uses stratified billing)
- Security Classification and Security Level
- Branch (optional)
- Agency Defined Fields (optional)

The Records Transfers module enables:

- Creation of an SF 135 (Records and Transmittal and Receipt) online
- Submission of a new SF 135 directly to an FRC facility
- Forwarding of a new SF 135 to an agency internal approver prior to submission to an FRC facility
- Limitation of users so they can only create specific attributes of a new records transfer as defined by the users access rights

Once the Records Transfer module is turned on for your agency, it will replace the current SF 135 process.

**Are Agencies required to use ARCIS for reference requests?**

Agency are not required to use ARCIS, however, submitting a reference request using ARCIS is highly recommend as it provides the agency with 100% tracking information for the processing and shipping of the request.

**How do I sign up for ARCIS?**

For assistance in getting an ARCIS account please contact the ARCIS help desk at [arcishelp@nara.gov](mailto:arcishelp@nara.gov) or 314-801-9300.

**Is there ARCIS Training?**

The Federal Records Centers have developed a number of resources to help you learn about ARCIS. The FRCP offers computer-based training tutorials on a number of topics that you can review anytime and learn at your own pace. From time to time, there are free, instructor-led webinars and instructor-led training on individual ARCIS modules. You can also download the ARCIS manual at <http://www.archives.gov/frc/training/>.

## What is ERA?

The Electronic Records Archives (ERA) is the National Archives and Records Administration's (NARA) system that allows Federal agencies to perform critical records transactions with NARA online. ERA is designed to preserve and manage NARA's electronic records and to manage the lifecycle of records and other holdings, including support for records retention schedules and the accessioning process for all Federal records.

ERA does more than just store data. ERA provides a true digital archive that complies with all laws and regulations that apply to Federal, Presidential, and Congressional records. ERA also provides workflow support for many of the transactions that occur between NARA and its agency customers to process and preserve electronic records.

ERA also makes certain unstructured electronic records available to the public through the Online Public Access (OPA) tool at <http://www.archives.gov/research/search/>.

### Are agencies required to use ERA?

NARA Bulletin 2012-03, issued August 21, 2012, informed Federal agencies that, beginning October 1, 2012, they are instructed to use ERA for scheduling records and transferring permanent records to the National Archives. NARA will revise the Code of Federal Regulations (CFR) and other publications regarding the use of ERA, and until NARA issues the CFR revisions, agencies should follow the instructions in NARA Bulletin 2012-03.

For the complete text of the bulletin, please go to <http://archives.gov/records-mgmt/bulletins/2012/2012-03.html>.

### Who uses ERA and what does it do?

Federal agencies use NARA's ERA to:

- Perform records management transactions online
- Draft new records retention schedules (SF 115s) for records *in any format*
- Officially submit records retention schedules (SF 115s) for approval
- Request the transfer of permanent records (SF 258s) in any format for accessioning or pre-accessioning
- Submit electronic records for storage in the ERA electronic records repository

NARA staff use ERA to:

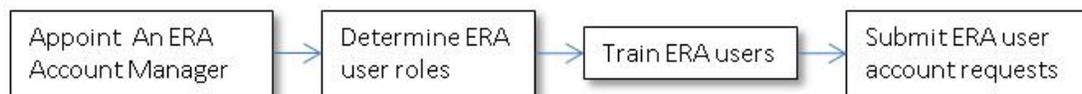
- Review and approve or reject proposed record schedules
- Review and approve or reject transfer requests that authorize an agency to transmit records to NARA
- Review and approve or reject legal transfer instruments

- Create and submit a transfer request on behalf of an agency or a legacy migration transfer on behalf of NARA
- Package legacy NARA electronic records, as well as other files received by NARA on behalf of an agency and send them to ERA
- Ingest digital records
- Document certain discrepancies; NARA accessioning staff will document transfer discrepancies via the transfer processing results – which is visible to agencies but not editable

Watch a You-Tube video of ERA in the process of accessioning records at <http://www.youtube.com/watch?v=lNXpaAXcCvk>

### How do agencies get started using ERA?

Getting started in ERA is a four step process, as illustrated below:



#### Step One – Appoint an ERA Account Manager

The ERA Account Manager is the person within an agency who approves user access to ERA. Frequently, the Agency Records Officer serves as the ERA Account Manager. The Agency Records Officer should email the name of the ERA Account Manager to [ERAaccounts@nara.gov](mailto:ERAaccounts@nara.gov).

#### Step Two – Determine ERA User Roles

ERA is a role-based system. Individuals approved to function in a particular role can access the screens needed to perform that function and take certain actions, such as submitting records schedule (SF 115) and transfer requests (SF 135 and 258) information. More than one person can be assigned multiple roles, and one person can be assigned many or all of the roles.

Permissions determine what functions ERA and NARA users can view and access. Agency users can access record schedules and transfer requests for their agency only. NARA users will have access to multiple agencies.

#### Roles for Scheduling Records

- Records Scheduler: This role should be assigned to users who will be preparing records schedules and submitting them to the Certifying Official for approval
- Certifying Official: This role should be assigned to users who will be certifying that the agency is officially submitting records schedule information to NARA for approval. The paper equivalent of this role is the person who signs in Box 6 of the SF 115.

## Roles for Transferring Permanent Records to NARA

- Transferring Official: This role should be assigned to users who will create transfer requests and submit them to the Transfer Approving Official for approval
- Electronic Transfer Staff: For electronic records transfers only, this role should be assigned to users who will package and transmit electronic files to ERA via an electronic transfer method
- Transfer Approving Official: This role should be assigned to users who have authority to approve transfer requests and legal transfer instruments on behalf of the agency. The paper equivalent of this role is the person who signs in Box 2A of the SF 258.

## Step Three – Train ERA users

Once the ERA Account Manager has identified the agency staff and their roles, the staff members must complete online training before they can obtain an ERA user ID and password.

Online training is available at <http://www.archives.gov/era/training/>.

Scheduling Records training contains two lessons:

- Lesson 1 – Creating a Records Schedule
- Lesson 2 – Creating Record Schedule Items

Transferring Records training contains six lessons:

- Lesson 1 – Creating a Transfer Request
- Lesson 2 – Submitting a Transfer Request to NARA
- Lesson 3 – Preparing Files for Transfer Using the Packaging Tool (Agency)
- Lesson 4 – Finalizing the Creation of a Package (Agency)
- Lesson 5 – Transferring Electronic Files into ERA via HTTPS
- Lesson 6 – Secure File Transfer Protocol

The ERA Agency User Manual and other support materials are located here <http://www.archives.gov/records-mgmt/era/>.

## Step Four – Submit ERA User Account Requests

After training, staff members submit a request for a NARA user account by completing an online ERA User Account Request Form (NA 3070 – see link below). Staff should submit the form to the NARA Account Representative who reviews the information and sends it via email to the agency ERA Account Manager. The ERA Account Manager approves the user account request by typing “approve” in the body of the email and sending it back to the NARA Account Representative. The ERA help desk will then contact the new user and arrange for a user ID and temporary password to be established for the user.

Link to ERA Account Request Form <http://www.archives.gov/forms/era/era-account-request.html>.

## How does the paper SF-258 map to ERA Transfer Request (TR) fields?

To help users transition from paper forms to ERA, cross-walk documents have been created to show how SF 258 fields correspond to ERA Transfer Request (TR) fields for:

- Textual Records
- Motion and Analog Records
- Stills and Digital Records
- Electronic Records

All cross-walk documents are included in the ERA Agency User Manual Appendix. Individual cross-walk documents can also be found here <http://www.archives.gov/records-mgmt/era/crosswalk.html>.

## How is a legacy schedule added to ERA?

In order to create a transfer request in ERA, the user must select the disposition authority for the records. Not all currently approved disposition authorities have been entered into ERA. Records Management Services (ACNR) is implementing a project to systematically enter legacy disposition authorities into ERA. In the meantime, ACNR will enter legacy disposition authorities upon request. To request entry of a legacy disposition authority:

1. Send your request via email to [legacy.schedule@nara.gov](mailto:legacy.schedule@nara.gov). Your request must be a complete disposition authority citation (NARA SF 115 job number and item number). We will not accept manual citations.
2. You will receive a confirmation email. The authority should be entered and available within two business days of receipt of the request. If you request more than five (5) authorities in one day, NARA cannot guarantee the request will be fulfilled within 48 hours. If you need to request more than five (5) authorities, please submit your request and we will give you an estimate on how long it will take to enter them in the system.
3. You will receive a message from [legacy.schedule@nara.gov](mailto:legacy.schedule@nara.gov) when the disposition authority is ready for use

## ERA Connectivity

ERA is accessed via the Internet. It works best using Firefox, Chrome, or Internet Explorer through Version 10. There are technical issues that may prohibit other browsers from working effectively with ERA.

Users should contact [ERAhelp@nara.gov](mailto:ERAhelp@nara.gov) with questions about browser compatibility.

NARA will need the range of Internet Protocol (IP) addresses each agency uses. Send questions to [ERAaccounts@nara.gov](mailto:ERAaccounts@nara.gov), which can provide additional information.

## Link to ERA log-on page

The ERA log-on screen for agency and NARA users is here <http://www.archives.gov/records-mgmt/era/>.

## Help for all ERA users – Agency and NARA

For technical ERA system issues such as resetting of passwords, etc., all users should call the ERA Help Desk. Agency personnel who have questions about record schedules, transfer requests or other records management business processes should contact their agency's NARA representative at <http://www.archives.gov/records-mgmt/appraisal/index.html>.

- The ERA Help Desk can be reached from 6 a.m. to 8 p.m. EST at 1-877-372-9594
- The ERA Help Desk can be reached by email. Send questions to [ERAHelp@nara.gov](mailto:ERAHelp@nara.gov).

## NARA Staff (non-Agency) Training Materials

- Online Training: [NARA Staff ERA Training: Non-electronic Transfer](#)
- [ERA Internal User Manual – Textual Accessioning](#)
- [ERA Internal User Manual – Special Media Accessioning](#)
- [ERA Internal User Manual – Electronic Records](#)

All the above manuals are located here: [http://www.nara-at-work.gov/project\\_information/era/index.html](http://www.nara-at-work.gov/project_information/era/index.html).

NOTE: These links are only accessible inside NARA's firewall.

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## Guidelines for Estimating Record Volume

Although volume information is important, the figure for each series need not be measured with extreme accuracy. Precise accuracy is not needed in gauging the volume of any series that is obviously large. Simply sample the file drawers to see if they are relatively full, and then multiply the number of full file drawers by the pertinent conversion ratio. For those records not stored in filing equipment, estimate the number of file drawers the records would occupy, and then apply the appropriate conversion ratio.

### Cubic Footage Conversion Table

- One letter-size file drawer holds 1.5 cubic feet of records
- One legal-size file drawer holds 2 cubic feet of records
- Seven reels of standard digital computer tape (2,400 feet long, one-half-inch wide) equal 1 cubic foot
- One standard records center carton holds 1 cubic foot
- Fifty 100-foot 35-mm microfilm reels equal 1 cubic foot
- One hundred 100-foot 16-mm microfilm reels equal 1 cubic foot
- One letter-size National Archives and Records Administration box holds 0.35 cubic feet of records
- One legal-size National Archives and Records Administration box holds 0.43 cubic feet of records

### Document Conversion Table

- One cubic foot contains 2,000 sheets of paper
- One compact disk contains about 2,000 sheets of paper
- One gigabyte is equivalent to about a:
  - Pick-up truck filled with paper
  - Symphony in high-fidelity sound
  - Movie at television quality

**Paper-to-Electronic Estimate Conversion Table**

<b>Boxes of Documents</b>	<b>Approximate Total Pages</b>	<b>Megabytes, Gigabytes, Terabytes</b>	
1	2,500	50	Megabytes
10	25,000	500	Megabytes
20	50,000	1	Gigabyte
100	250,000	5	Gigabyte
200	500,000	10	Gigabyte
300	750,000	15	Gigabyte
400	1,000,000	20	Gigabyte
500	1,250,000	25	Gigabyte
1,000	2,500,000	50	Gigabyte
2,000	5,000,000	100	Gigabyte
5,000	12,500,000	250	Gigabyte
10,000	25,000,000	500	Gigabyte
20,000	50,000,000	1	Terabyte
40,000	100,000,000	2	Terabyte
60,000	150,000,000	3	Terabyte

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
1. Office of the Administrator	Management Data Warehouse (MDW)	Web-based system designed to track best practices in business management. The system was created in 2007 MDW data are 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	Frank Walker Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	Best practices are gathered from leading U.S. Corporations and Federal agencies along with profile data. BPR organizational data are also added.	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. Reports are incorporated into the BPR annual report on system usability.	User guides, specifications, codebooks, and record layouts and other documentation used to interpret the data in the Masterfile	CY 2007 to present	Electronic			No cutoffs made			N	N
2. Office of the Administrator	Management Improvement Projects	Information relating to projects which initiate changes in the manner or method of planning, directing, controlling, or conducting work to increase effectiveness, efficiency, and economy. Included are studies, charts, coordination information, recommendations, statistical data, and similar information on management improvement projects to include Total Quality Management.		Administrator Central Files C1D1 - C3D5 Bonnie Smith, (432) 601-8764 Room 2300 BPR Headquarters 999 Bear Creek Rd, Lake Placid CA 92776 (432)0601-8765					CY 1995 to present	Paper	Alpha by subject	Approx. 15 cf.	By Calendar Year			N	N
3. Office of the Administrator	Management Survey Cases	Information relating to the systematic review of organizational structure or operational procedures which accumulated in the office conducting the survey or the office sponsoring a contract for survey services. Individual studies and surveys may range in scope from a comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished report, and actions taken as a direct result of the survey.		Administrator Central Files C4D1 - C4D5 Bonnie Smith, (432) 601-8764 Room 2300 BPR Headquarters 999 Bear Creek Road, Lake Placid CA 92776 (432)0601-8765					CY 1995 to present	Paper	Alpha by subject	Approx. 7.5 cf	By Calendar Year		BPR 207	N	N
4. Office of the Administrator	Long-range Studies	Files relating to long-range operational, organizational and materiel 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 coordinating actions.		Administrator Central Files C5D1 - C5D2 Bonnie Smith, (432) 601-8764 Room 2300 BPR Headquarters 999 Bear Creek Rd, Lake Placid CA 92776 (432)0601-8765					CY 1999 to present	Paper	Alpha by subject	Approx. 3 cf	By Calendar Year		BPR 208	N	N

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5. Office of the Administrator	Office of the Administrator Biographical Files	Information used to create and update the Office of the Administrator status board of Administrators. Included are still photographs (8x10 prints only) and brief biographical sketches on all former and current administrators since 1978. The files are copies of records maintained by the Bureau's Office of Public Affairs.		Administrator Central Files C5D3 Bonnie Smith, (432) 601-8764 Room 2300 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1978 to present	Paper and photos	Chrono by term	Approx. 1.5 cf	No cut-offs made	Some of the older prints are showing signs of wear along the edges		N	N
6. Office of General Counsel—Litigation Support	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 are entered by claim officers at various locations. System data are from 1992 to 2013.	PICD serves primarily as an indexing system for all GC's paper-based personal injury claim files.	Joshua Beckham Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	BPR Form 1111 Claim Officer's Report (or equivalent)	PICD data include 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, and record layouts and other documentation used to interpret the data in the Masterfile					No cutoffs made			N	N
7. Office of the Assistant Administrator for General Counsel Office	Alternative Dispute Resolution (ADR) Proceeding Files	The files may include an agreement to use ADR, documentation 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.		GC Central Files C1D1 - C1D2 Bonnie Smith, (432) 601-8764 Room 2500 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1999 to present	Paper	Numerical by case number	Approx. 3cf	No cut-offs made		BPR 607	N	N

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
8. Office of the Assistant Administrator for General Counsel Office	Critical Habitat Maps	Copies of maps showing areas on BPR lands designated as critical habitats. Critical habitats areas contain features essential for the conservation of a threatened or endangered species that require special management and protection. Recreational use of these areas is strictly prohibited by the Wilderness Monitoring Act of 1964. The Wilderness Monitoring (WR) staff is responsible for monitoring these areas for trespassers. The maps, which contain the names of species (common and scientific), status (threatened or endangered) type of species (plant or animal) numbers of species, Endangered Species List number, and habitat zones of each species are annotated by WR staff to show legal property descriptions. Most of the maps are 3ft x 4 ft in dimension. Maps are arranged by legal property descriptions and are dated from 1965 to present. New maps are created for habitat areas as needed or every 3 years. The original maps resides in Terrestrial Recreation.		GC Central Files MD 1 - MD3 Bonnie Smith, (432) 601-8764 Room 2500 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1965 to present	Paper	Numerical by legal property description (Township and Range)		No cut-offs made			Y	N
9. Office of the Assistant Administrator for General Counsel Office	General Counsel Functional Files	Included are files generated by 3 functional areas: General Law, Claims, and Personnel Law. General Law files includes but are not limited to records relating to ethics and standards of conducts, financial disclosures, contracts, appropriations, and real property financial disclosure forms and legal opinions and 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 claims forms, claims, waivers, claim collection actions, supporting documentation and other evidence, and Claim Officer determinations. Personnel law files consist of records related to discrimination, labor relations, adverse employee actions, and labor standards appeals or complaints. The files include but not limited to complaint files of actions filed before administrative agencies or in Federal courts. Case files from FY 2000 through current FY are arranged by type and case number there under. Open and closed files are filed together. There are 3 drawers of General Law files, 10 drawers of Claims files, and 2 drawers of Personnel Law files.		GC Central Files C1D3 - C2D2 Bonnie Smith, (432) 601-8764 Room 2500 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					FY 1985 to date	Paper	By case type and number	Approx. 22.5cf	By Fiscal Year			N	N

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
10. Office of the Assistant Administrator for General Counsel Office	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, Resource Conservation and Recovery Act, Wilderness Monitoring Act of 1964, National Environmental Policy 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.		GC Central Files C2D3 - C2D5 Bonnie Smith, (432) 601-8764 Room 2500 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1995 to present	Paper	By Act and case number	Approx 4.5 cf	By Fiscal Year		BPR 608	N	N
11. Office of Public Affairs	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 on-line reference repository for all speeches delivered by BPR high level officials.	Jill Wittenberger Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	Inputs consist of paper printouts of speeches used for reference purposes only.	Master file 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 along with statistical reports	Codebooks, record layouts and other documents used to update or interpret the data in the Masterfile.					No cutoffs made			N	N
12. Office of the Assistant Administrator for Public Affairs	News Releases	Files contain a copy of each news release written by Bureau staff since 1996		PA Central Files C1D1 - C1D1 Bonnie Smith, (432) 601-8764 Room 2600 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1996 to present	Paper	Chronological	Approx. 1.5 cf	No cut-offs made		BPR 705	N	N
13. Office of the Assistant Administrator for Public Affairs	Presidential Environmental Youth Awards Program (PEYA) File	Documentation relates to a program established to honor students (primary and secondary levels) and youth groups (Boy Scouts) who commit themselves to constructive environmental service. Records consist of copies of government and commercial publications, newsletters, regional promotion plans, Congressional hearing reports, reviews of accomplishments, Executive Orders, and data on history of programs.		PA Central Files C1D3-C1D4 Bonnie Smith, (432) 601-8764 Room 2600 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1992 to present	Paper	Alpha by program name	Approx. 3 cf	No cut-off made			N	N

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
14. Office of the Assistant Administrator for Public Affairs	Motion picture film: Plight of the Big-Eared Bat	Documentary film highlighting contributing factors to the low birth rate of the Big-Eared Bats to include vandalism at their cave and roost sites, disturbance in hibernation cycles, and predation at cave entrances by raccoons, screech owls, bobcats, and snakes. As result of this landmark film, the Big-Eared Bat was added to the US Fish and Wildlife's List of Endangered Species. The film is in 35 mm color format and was produced in 1979		PA Fireproof Safe Bonnie Smith, (432) 601-8764 Room 2600 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1979	35 mm Color	N/A	1 film	1979	Film is beginning to deteriorate		N	N
15. Office of the Assistant Administrator for Public Affairs	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.		PA Central Files C1D4 - C2D5 Bonnie Smith, (432) 601-8764 Room 2600 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					2001 to present	Paper	Alpha by subject then date	Approx. 9 cf	No cut-offs made	<1 cf	BPR 703	N	N
16. Office of the Assistant Administrator for Resources Evaluations, Research, and Policy	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 primary as a tracking system for the paper-based records scheduled under item number 313 of the current schedule.	Patrick Fischer Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	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, and record layouts and other documentation used to interpret the data in the Masterfile					No cutoffs made			N	N
17. Office of the Assistant Administrator for Resource Evaluation, Research, and Policy	Conservation Plans	Documents the planning and development of conservation plans to address how conservation is managed for resources and land use, information on the impact of proposed actions on species and habitats, measures that will be taken to monitor and minimize the impacts, and alternate actions that were considered. Plans may address conservation coordination and cooperative activities, outreach, funding, and monitoring activity for wildlife refuges (comprehensive conservation plans and comprehensive management plans), ecosystems, wildlife, and habitat. May include proposals, comments, hearing transcripts, reports, correspondence, outreach documentation, funding information, land ownership records, final plans, monitoring documentation and reports, status and progress reports, and related documentation.		RER&P Central Files C1D1 - C3D5 Bonnie Smith, (432) 601-8764 Room 2700 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1989 to present	Paper	Alpha by plan	Approx. 22.5 cf	No cut-offs made			N	N

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
18. Office of the Assistant Administrator for Resource Evaluation, Research, and Policy	Erosion Control Maps	Maps showing beach erosion on BPR lands bordering the Jack Knife River. Included are general topographic maps annotated to show land contour lines and beach profiles. The maps are also annotated to show revetments, sand traps, break walls, and other shoreline structures designed to protect the beaches from erosion. The date range of the maps is from 1964 to the present. The maps are 3ft x 5ft in dimensions and are arranged in numerical sequence by map number. The maps are accompanied by indexes showing a pictorial layout of each map. The indexes are 11"x14" in dimension and each layout is annotated with the corresponding map numbers.		RER&P Central Files MD1 - MD2 Bonnie Smith, (432) 601-8764 Room 2700 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1964 to date	Paper	Numerical by map or index number		No cut-offs made	Most of the maps are water-damaged		N	N
19. Office of the Assistant Administrator for Resource Evaluation, Research, and Policy	Technical Files	Series consists of technical data files pertaining to discontinued BPR recreation/sports products		RER&P Central Files C4D1 - C4D2 Bonnie Smith, (432) 601-8764 Room 2700 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1995 to 2002	Paper	Alphabetical by name	Approx. 3 cf	No cut-offs made		BPR 306	N	N
20. Office of the Assistant Administrator for Resource Evaluation, Research, and Policy	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.		RER&P Central Files C4D3 - C4D4 Bonnie Smith, (432) 601-8764 Room 2700 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1999 to present	Paper	Numerical by project number	Approx. 3 cf	No cutoff made			N	N
21. Office of the Assistant Administrator for Administration	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 present a complete picture of each project from initiation to termination and provide the Secretary with total visibility of each project.	John Fultz Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	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	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, and database record layout and other documentation used to interpret the data in the Masterfile	1997 to present				No cutoffs made			N	N

Bureau of Public Recreation

BPR Series and System Inventory Spreadsheet  
Handout 3.03

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
22. Assistant Administrator for Administration Office	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 thereof. Reviews are completed every 5 years.		Admin Central Files C1D1 - C2D5 Bonnie Smith, (432) 601-8764 Room 2400 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					FY 1998 to present	Paper and Electronic	Alpha by program	Approx. 5 cf.	No cut-offs made		BPR 403	N	N
23. Assistant Administrator for Administration Office	Risk Assessment Files	Records created by the heads of program offices that document efforts taken to identify potential problems, assess risk, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.		Admin Central Files C3D1 - C3D3 Bonnie Smith, (432) 601-8764 Room 2400 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					FY 1999 to present	Paper	Alpha by assessment	Approx. 5 cf.	No cutoffs made			N	N
24. Assistant Administrator for Administration Office	Bureau Organizational Chart	Chart showing the Bureau's organizational structure as it existed at its inception in 1992 currently hangs in the Administrators office. Affixed to the chart is a signed copy (wet signature) of the Presidential Order establishing the Bureau. The chart also bears the original signatures of the Secretary of the Environment, the Administrator, and all Assistant Administrators that were on staff at the Bureau's inception. The chart is oversized (4ft x 8ft) and is encased in a gold laced Mylar sleeve.		Assistant Administrator for Administration office wall Bonnie Smith, (432) 601-8764 Room 2400 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1992				No cutoffs made			N	Y
25. Assistant Administrator for Administration Office	Routine Procurement Files	Contract Files		Admin Central Files C3D4 - C6D1 Bonnie Smith, (432) 601-8764 Room 2400 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					FY 2004 to present	Paper	Numerical	Approx. 18cf	By Fiscal Year		BPR 419	Y	N

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
26. Assistant Administration for Recreation	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 analysis data file, (b) Terrestrial wildlife analysis data file, (c) Environmental impact analysis gathered from each recreational area. TRACS was created in 1992 and is updated on quarterly. TRACS is a feeder system for other Bureau data systems	TRACS serves as a single source repository for all analytical data relating to the impact on recreational activities on public lands	Franklin Chase Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	Quarterly reports generated by each recreational area in each area of analysis	Type of activity, name of facilities, number of visitor, number and type of injuries, type and number of wildlife, 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, and record layouts and other documentation used to interpret the data in the Masterfile					No cutoffs made			N	N
27. Assistant Administration for Recreation	Fish and Wildlife Surveys	Survey data and summary reports of fish and wildlife numbers and locations, including fish counts, weir monitoring statistics, harvest data, escapement, stream surveys, fish flow data, habitat data, species counts for fish passage at dams and rivers and coastal structures, animal counts, herd statistics, habitat data, tagging and transponder data, and aerial count information. These surveys are used to produce publications and reports that track long-term trends.		AR Central Files C1D1 - C1D2 Bonnie Smith, (432) 601-8764 Room 2800 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1978 to present	Paper	Alpha by survey	Approx. 3 cf	No cutoffs made			N	N
28. Assistant Administration for Recreation	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.		AR Central Files C1D3 Bonnie Smith, (432) 601-8764 Room 2800 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1998 to present	Paper	Chronological	Approx 1.5cf	No cut-off made		BPR 504		

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
29. Assistant Administration for Recreation	Site Contamination and Clean-up Files	Records used in the response, containment, and clean-up of uncontrolled hazardous waste site pursuant to the Comprehensive Environmental Response Compensation and Liability Act. (CERCLA). (CERCLA), commonly known as Superfund, was enacted by Congress on December 11, 1980. The date range of the BPR files is from 1981 to the present. Files include detailed maps documenting BPR containment and clean up efforts on old recreation sites. The maps are color-coded to show contaminated areas and notes that display a variety of information, regarding the nature, materials, and resources of the sited containment and clean-ups. Also include are b/w photographs documenting BPR activities regarding the nature, materials, and resources of the site containment and clean-ups. Photographs containing notations and captions that provide information pertaining to the site.		AR Central Files C1D4 C4D5 Bonnie Smith, (432) 601-8764 Room 2800 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1981 to present	Paper and b/w prints	Alphabetical by site	Approx. 24 cf paper 1 cf photos	No cutoffs made	Maps are folded and stored in file drawers with files and b/w prints.		Y	N
30. Assistant Administration for Recreation	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.		AR Central Files C5D1 C5D5 Bonnie Smith, (432) 601-8764 Room 2800 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776					1999 to present	Paper	Alpha by name	Approx. 7.5 cf	Cut off when permit expires		BPR 510	N	N
31. Assistant Administrator for Resources Evaluation, Research and Policy	Erosion Control Study System (ECSS)	Electronic Information system designed to track past erosion problems	ECSS is used to mitigate potential future erosion risk.	Franklin Chase Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	BPR Form 1123 Erosions Control	ECSS data include which includes location of erosion, severity of the problem, date of the erosion and number of occurrences per quadrant	Annual accident rerosion reports and other final analysis reports.	User guides, specifications, table definitions codebooks, and record layouts user manual and data dictionaries.	FY 1968 to present	Electronic	by location					N	N

Agency Program Supported by system or Records	Series or Info System Title	Series or Info System Description	Purpose or Function of System or Series	Series/Info System Location	System Inputs	Masterfile	System Outputs	System Documentation	Inclusive Dates	Medium	Arrange	Volume	Cutoff	Condition of Records	Schedule item	Vital Records Y/N	Privacy Act Y/N
32 Assistant Administration for Recreation	Accident and Incident Summary Reports Information System (AISS)	This system tracks BPR activity and response associated with terrestrial and aquatic accidents and incident on BPR land and facilities.	AISS supports program planning, implementation, and reporting of incident and accident reports	Franklin Chase Room 2410 BPR HQ 999 Bear Creek Rd Lake Placid CA 92776	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, and record layouts and other documentation used to interpret the data in the Masterfile	FY 2002-2012	Electronic	by date report issued		End of the FY in which Report is submitted to Congress			N	N

## The NARA Learning Center

### If I had an account in the last learning management system (LMS), how do I access the Learning Center and request a password for access?

1. Visit <https://nara.csod.com>.
2. Click the **Forgot Password?** Link.
3. Enter your email address in the **login credential** field and click submit.
4. You will receive an email with a link to reset your password.

Your login will be the email address. You can reset your password using the Forgot Password? feature at any time.



### If I have trouble accessing the Learning Center, who do I contact for help?

If you encounter problems accessing the Learning Center, please request assistance using this link: <https://clientsupport.eskillz.com/Launch/LiveSupport.aspx?RoomID=355>. Be prepared to provide your first and last name, email address, phone number, and a description of the problem you're having.

### How do I see what Records Management Training Courses are available if I do not have an account?

Copy and paste this URL into your browser:

<https://nara.csod.com/default.aspx?c=%255e%255e%255ePmn2Ns5zyP6NG9q6M1ZXfw%253d%253d>. You will be able to view the course catalog and other information about the training program.

### I did not have an account in the old LMS. How do I create an account in the new Learning Center?

Copy and paste this URL into your browser:

<https://nara.csod.com/default.aspx?c=%255e%255e%255ePmn2Ns5zyP6NG9q6M1ZXfw%253d%253d> Click the Create an Account button.

## My transcript is missing some of my coursework history. How do I report missing learning records?

Please note that the transcript history for the initial release contains a limited set of records. We will be loading historical data over the coming weeks. If you are missing transcript history for the Records Management Training Program and need that information, please email [RMT1@nara.gov](mailto:RMT1@nara.gov).

## How do I register and pay for courses?

1. After you login, hover over Learning and select **Browse for Training** or **Events Calendar**.



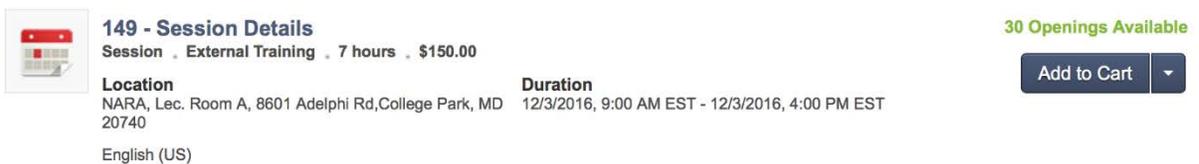
2. Click on the course you want to attend.

### Browse for Training

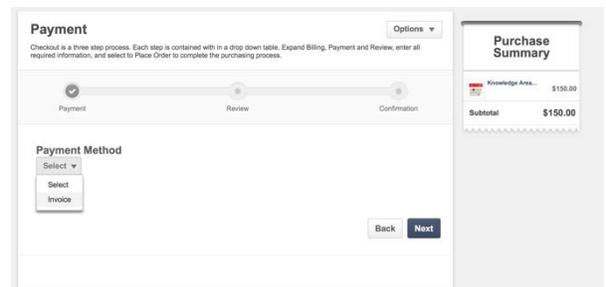
#### My Subjects



3. The course description will be displayed with the course sessions that are available. The session details include the class location, dates, times, and cost. Click **Add to Cart** next to the session that you want to attend.

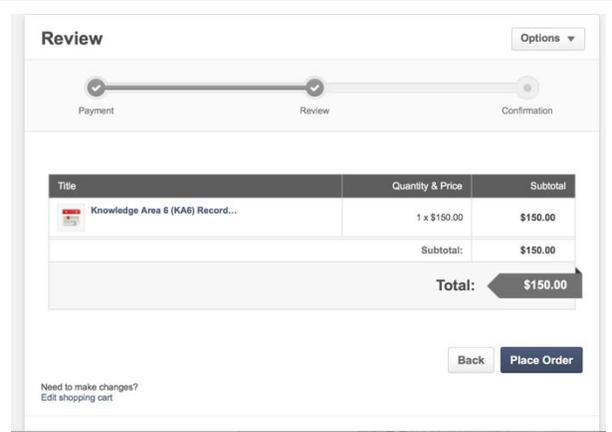


4. When you are done adding courses, click **Proceed to Checkout**. On the next screen, select Invoice as the billing method and click **Next**.



5. Review your order and click **Place Order**. You will receive an email confirming your request for the course and an email confirming the pending payment status of your request. Both emails contain information on how to submit your payment.

*We will enable credit card payments in the shopping cart in the coming months so that you can complete your payment without sending us any forms.*



## Series Inventory Form

<b>1. DATE PREPARED</b>	<b>2. OFFICE MAINTAINING THE FILES</b> <i>(Name and symbol)</i>
<b>3. INVENTORY PERSONNEL</b> <i>(Name, office, phone number)</i>	<b>4. SERIES LOCATION</b>
<b>5. SERIES TITLE</b>	<b>5. INCLUSIVE DATES</b>
<b>7. SERIES DESCRIPTION</b>	
<b>8. MEDIUM</b> <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>	<b>13. REFERENCE ACTIVITY</b> <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>
<b>9. ARRANGEMENT</b> <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>	<b>14. VITAL RECORDS STATUS</b> <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> <i>(If yes, indicate type here; use entry 15 to show any duplication.)</i>  ___ Emergency-operating    ___ Rights-and-interest    ___ Both
	<b>15. DUPLICATION</b> Are documents in this series available in another medium? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> <i>(If yes, explain where and in what medium)</i>
<b>10. VOLUME</b> <i>(in cubic feet)</i>	<b>16. FINDING AIDS</b> <i>(if any)</i>
<b>11. ANNUAL ACCUMULATION</b> <i>(in cubic feet or inches)</i>	<b>17. RESTRICTIONS ON ACCESS AND USE</b>
<b>12. CUT-OFF</b> <i>(e.g., end of FY)</i>	<b>18. CONDITION OF PERMANENT RECORDS</b> <input type="checkbox"/> Good <span style="float: right;"><input type="checkbox"/> Fair</span> <span style="float: right;"><input type="checkbox"/> Poor</span>  <i>Comments</i>
<b>19. DISPOSITION AUTHORITY</b> 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

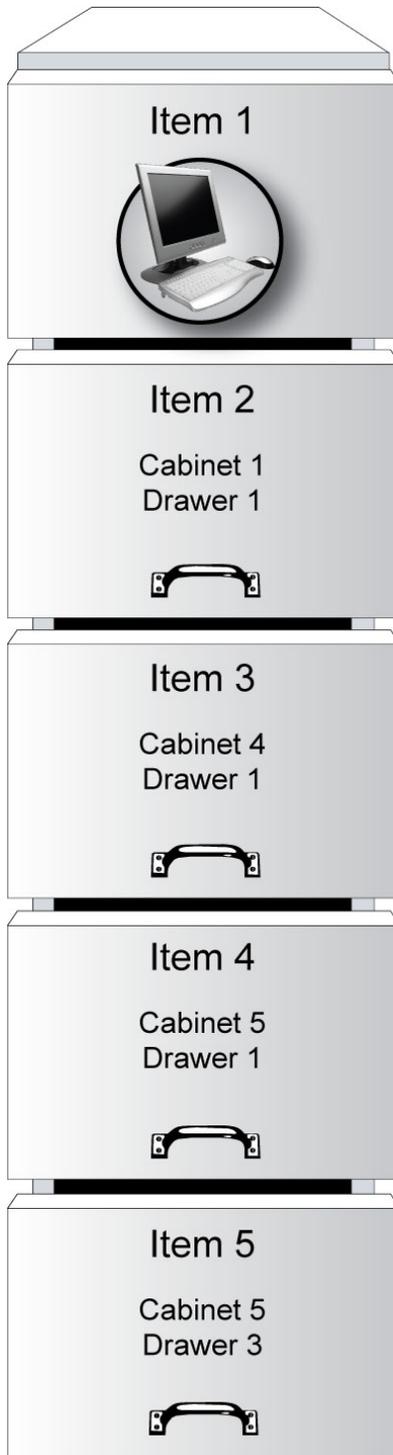
<b>1. SYSTEM TITLE</b>	<b>2. SYSTEM CONTROL NUMBER</b>
<b>3. AGENCY PROGRAM SUPPORTED BY SYSTEM</b>	<b>4. PROGRAM AUTHORITY</b>
<b>5. SYSTEM DESCRIPTION</b>	
<b>5A. PURPOSE/FUNCTION OF SYSTEM</b>	
<b>5B. SOURCE(S) OF DATA</b> (Include inputs from other systems)	
<b>5C. INFORMATION CONTENT</b>	
<b>5D.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

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# BPR Organization Records Set

## Record Set 1

## Office of the Administrator



### **Item 1: The Management Data Warehouse (MDW)**

Best Practice (BP) – Mgmt of E Systems – Microsoft 2011  
BP – Mgmt of our Waterways – FWS – CY2012  
BP – BPR Mgmt of Our Nation’s Trails CY2010  
BP – Keeping our Lakes Clean Dow Chemical CO CY2008  
Statistical Report – Number of Users Each BPR Office CY2007, 2009, 2012  
System contains the profile of BPR organizations, Federal agencies, and corporations along with Permission to Use Statements

### **Item 2: Management Improvement Projects (10 drawers)**

BRP As-is Model CY1995, studies, charts, planning documents  
BPR To-Be Model CY2000, recommendations, statistical data  
BPR As-is Model CY2006 studies, charts, planning documents  
BPR To-Be Model CY2011 recommendations, statistical data  
Business Process Analysis CY1995, 1998, 2001, 2007 statistical data, charts  
E-Business Solutions for Records Management CY1999 recommendations  
Management Techniques for Total Quality Management – CY1995, 2001 and 2005 planning and recommendations, for effective and efficiency in BPR

### **Item 3: Management Survey Cases (5 drawers)**

Final Report – Management of Wilderness Act CY2001  
Mgmt Survey – How General Counsel Process Complaints CY1999  
Mgmt Survey – Process of Release Information to the Public CY1995, 2006  
Request to conduct survey of the Assistant Administration for Recreation Organization CY2007  
Study of the Water Resource Program CY2004  
Study of the Ground Water Resource Program CY1998

### **Item 4: Long-Range Studies (2 drawers)**

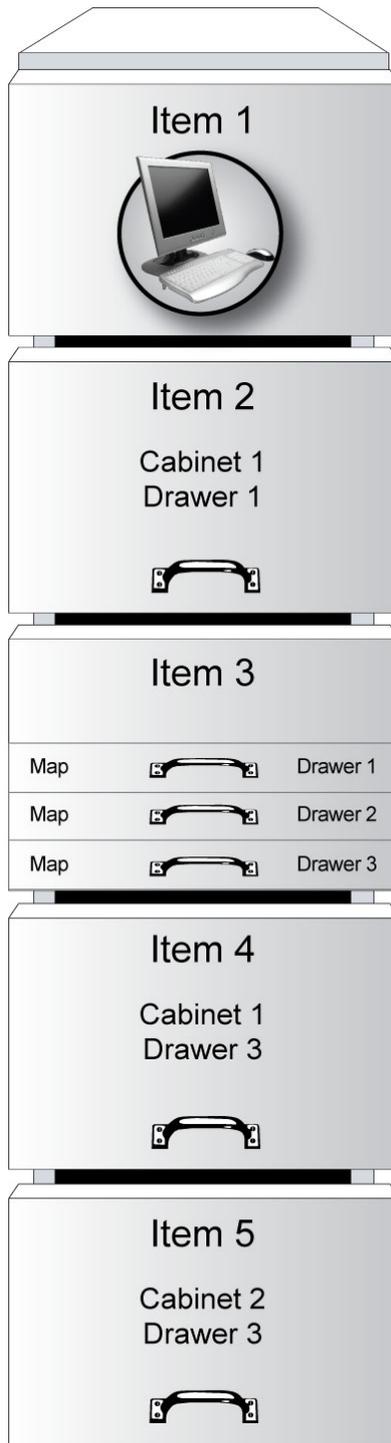
Improving Water Mgmt within BRP Regions CY1999 Organization strategic direction, technological forecasts workflow layouts.  
Innovative Approaches to Transportation within Recreation Sites CY2006 work force projections and functional statements, new technology  
Natural Area Management Plan CY2007 Operational coordinating actions within BPR to meet strategic direction, workforce projections  
Terrestrial’s Refuge Master Plan CY2004 workload assessment

### **Item 5: Office of the Administrator Biographical Files (1 drawer)**

Samuel Adams 1978–1984 biographical sketches and 8×10 prints  
James Bennett 1981–1990 biographical sketches and 8×10 prints  
George Allen 1991–1993 biographical sketches and 8×10 prints  
Dean Williams 1994–1998 biographical sketches and 8×10 prints  
Jane Adams 1999–2004 biographical sketches and 8×10 prints  
Diane Petrol 2005–to Present biographical sketches and 8×10 prints

## Record Set 2

## Assistant Administrator for the Office of General Counsel



### **Item 1: Personal Injury Claims Database (PICD)**

BPR Form 1111 – Claim Officer’s Report  
-Thomas, J – Summit Trail – Leg injury 1992  
-Wilson, M – James Lake – Diving head injury 2005  
Open claims statistical report CY 2003, 2005, 2008, 2010, 2013  
Closed claims statistical report as of CY 2005 through 2013  
System contains claimant name and address, SS#, date and type of injury, attorney’s address, final action – payment, denial retirement of file

### **Item 2: Alternative Dispute Resolution (ADR) Proceedings Files (2 drawers)**

AD 2108 Adams, K vs. BPR 2007 – Settlement  
AD 2132 Cuttingham, R vs. BPR 2013 – Discontinuance  
AD 3490 Gonzales, R vs. BPR 2007 – Correspondence, Written Evaluation, Settlement  
AD 3576 Jones, G vs. BPR 1999 – Written Evaluation, Settlement  
AD 4578 Sims, M vs. BPR 2001 Discontinuance – Correspondence  
AD 94876 Westin, B vs. BPR 2012 – Written Evaluation, Discontinuance

### **Item 3: Critical Habitat Maps (3 map drawers)**

Critical Habitat Maps for 1965,68,71,74,77,80,83,86,89,92,95,98,01,03,07 Critical Habitat Area 1 T1R5  
Critical Habitat Area 1 T1R6  
Critical Habitat Area 1 T1R10  
Critical Habitat Area 1 T2R3  
Critical Habitat Area 1 T2R4  
Critical Habitat Area 1 T4R5

### **Item 4: General Counsel Functional Files (5 drawers)**

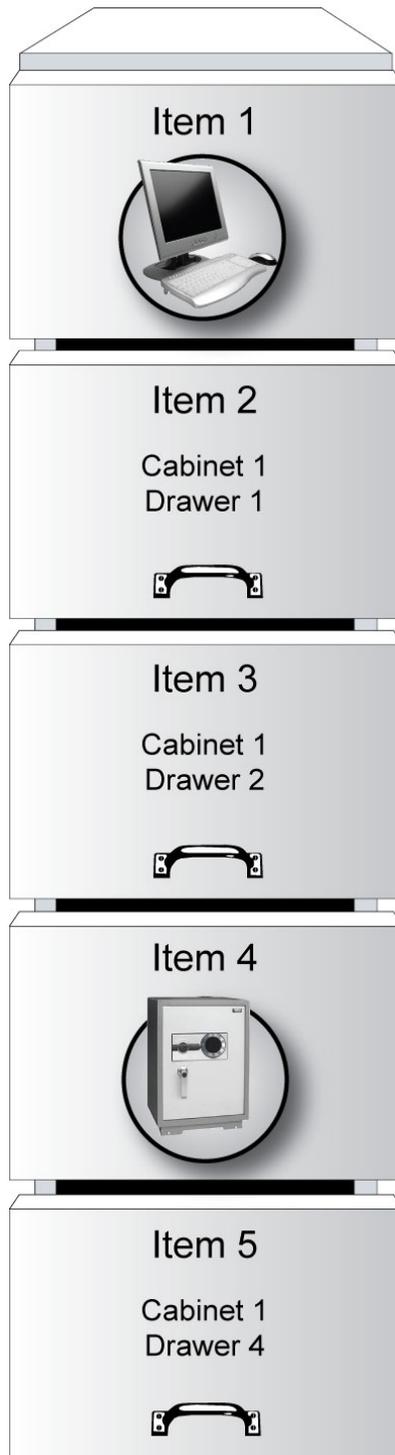
Claim – Connor, L Settlement FY1996  
Claim – Jet Stream Skis Settlement FY2007  
General Law – Ethics and Standard of Conduct Opinion FY1985  
General Law – Financial Disclosure FY2005  
Personnel Law – Discrimination – Smith, J FY1999  
Personnel Law – Labor Relations – Williams, K FY2006  
Personnel Law – Labor Standard Complaint Zone, J FY2013

### **Item 5: Environmental Litigation Case Files (3 drawers)**

Comprehensive Environmental Response – #2345  
Investigation Report, Motions, Communication U.S. Attorney FY2007  
National Environmental Policy Act – #1245  
Litigation Report, Copies of Pleading FY1995  
Wilderness Monitoring Act – #3578  
Investigation Report, Advisory Report FY2011  
Wilderness Monitoring Act – #4778  
Litigation Report, Communication – USFW, BLM FY2006

## Record Set 3

## Assistant Administrator for Public Affairs



### **Item 1: The Administrators' and Assistant Administrators Speeches Database (AAASD)**

Administrator Williams – Speeches 11/95, 3/96, 5/097, Remarks 8/89  
Administrator Adams Speeches 3/99, 7,99, 3/00,6/02, 3/03 5/03, 5/04  
Administrator Petrol 2/05, 8/05, 3/06, 5/06, 11/07 – Remarks 11/06  
Assistant Administrator Recreation – Johnson – Speeches 11/09, 3/10, 5/12  
Assistant Administrator Public Affairs – Wilson – Remarks 11/07  
Statistical report on number of users in-house  
Statistical report of number of user – outside agency  
System includes subject and text of speech, date written, given and released

### **Item 2: News Releases (1 drawer)**

News Releases FY1996–1997  
News Releases FY1998–1999  
News Releases FY2000–2001  
News Releases FY2002–2003  
News Releases FY2004–2005  
News Releases FY2006–2007

### **Item 3: Presidential Environmental Youth Awards Program (PEYA) Files (2 drawers)**

*Eagle Head Trail Project* – 1992–1999 Program history, Boy Scout commitment, BPR Newsletters, National Boy Scout Magazine Article  
*Protect Our Endangered Species Project* – 1996–2001 – Congressional Hearing Report, Primary School Program, Accomplishments.  
*Save Our Lakes Project* – 2000–2007 Executive Orders, History of programs, Congressional Hearing Report, Secondary School Program, BPR Publication, BPR Newsletters, Correspondence and review of Secondary School Program, Accomplishments

### **Item 4: Motion Picture Film**

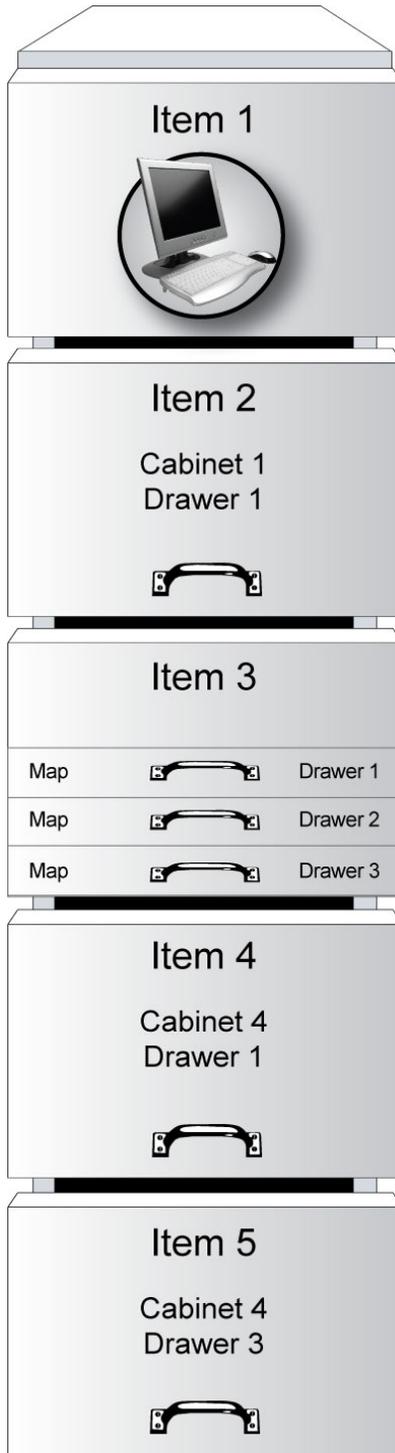
Original 1979 landmark 35-mm color film titled “Plight of the Big-Eared Bat”

### **Item 5: Publication Case Files (6 drawers)**

BPR – Saving of the Rainbow Trout in Our Nation’s Waterways – 2001 – interim drafts, final approval, final publications.  
Jake Knife River Recreation Guide – 2002  
Smitty Hill Recreational Site Informational Brochure – 2005  
BPR Annual Reports 2001–2007  
Staff Bulletins – 2003–006

## Record Set 4

### Assistant Administrator for Resources Evaluation, Research, and Policy



#### Item 1



#### Item 1: Regulation Tracking Databases

BPR Form 1212 – Proposed Change to Regulation – Terrestrial Recreation  
- BPR REG 2345, Change in procedure 2006, approval AA for Recreation  
BPR Form 1212 – Proposed Change to Regulation – Public Affairs–BPR  
-REG 1245, Change to procedure for releasing information 1998, 2010, approved  
by the AA for Public Affairs  
Administration reports 1998, 1999, 2001, 2004, 2007, 2010  
List of proposed changes – 2013  
List of proposed changes – not changes 2011

#### Item 2

Cabinet 1  
Drawer 1



#### Item 2: Conservation Plans (15 drawers)

Analyzing Spatial Data for Land Conservation Plan 2006  
Cameron Prairie Conservation Plan 1994  
Crocodile Lake Conservation Plan 2004  
Habitat Conservation in Smitty Trail Recreation Area 1989  
Jake Snake River Conservation Plan 2007  
Protection of Wildlife Refuge at Bear Creek 2005

#### Item 3

Map  Drawer 1  
Map  Drawer 2  
Map  Drawer 3

#### Item 3: Erosion Control Maps (2 map drawers)

Jake Knife River maps from 1964 to present Map numbers 2635-2897  
2635 Jake Knife River, EC Mile 0-1  
2690 Jake Knife River, EC Mile 1-2  
2750 Jake Knife River, EC Mile 2-3  
2781 Jake Knife River, EC Mile 3-4  
2897 Jake Knife River, EC Mile 4-5

#### Item 4

Cabinet 4  
Drawer 1



#### Item 4: Technical Files (2 drawers)

Archery Arrows – Curved Discontinued 1990  
Bowling Balls – Oval Discontinued 1995  
Flavored Fishing Hooks Discontinued 2000  
Nuclear Speedboats Discontinued 2002

#### Item 5

Cabinet 4  
Drawer 3

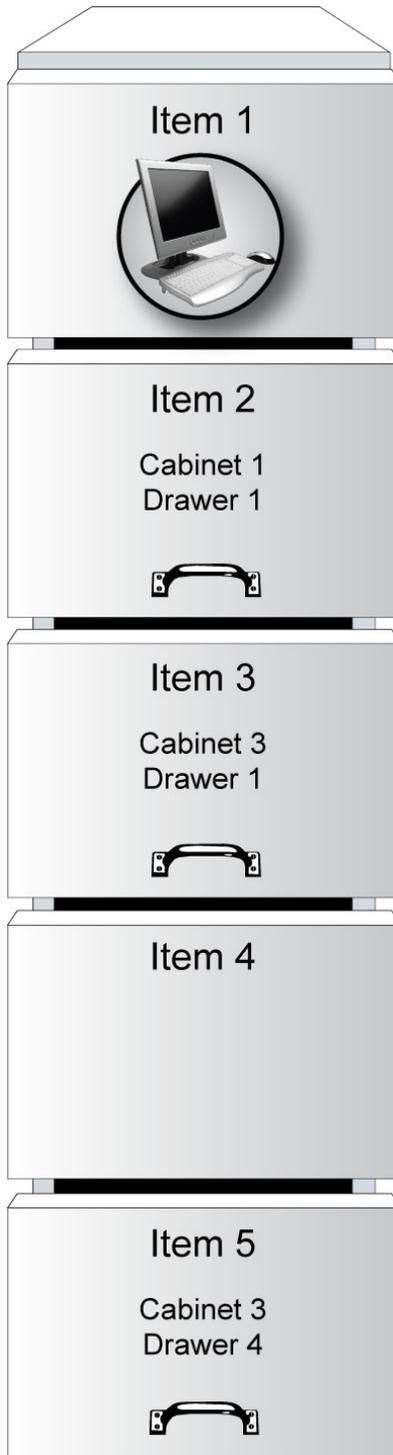


#### Item 5: Analytical Compilations (2 drawers)

C1265 Bear Mountain FY 2007  
Reference material, correspondence, working data and final report  
C2567 Crocodile Lake FY1999  
Compilation of data water flow, research results and final report  
C3589 Beaver Creek FY2003  
Compilations and research data water quality before and after boat race

## Record Set 5

## Assistant Administrator for Administration



### Item 1: Special Project Automated Management System (SPAMS)

BRP Form 1313 Special Projects – Bear Mountain 1997, 2005

Budgetary data, technical guidance, correspondence, final report

BRP Form 1313 Special Projects – Crocodile Lake 1998, 2007

Project Plan, findings, executive summaries, final report,

BRP Form 1313 Special Project Bass River 1999 Project plan, implementation schedule, comments on draft report and final report

Statistical report number of active projects and staff hours expended 2007

Statistical report total number of project open and closed 2007

### Item 2: Program Review Files (10 drawers)

Aquatic Recreation Program Review FY2007

Associated study and report

General Counsel Program Evaluation FY2001

Evaluation Program Status, Letters and memoranda,

Terrestrial Recreation Program Review FY1998

Associated Study and Report, Evaluation Program Status

### Item 3: Risk Assessment Files (3 drawers)

Aquatic Animal Health Assessment FY1999 and 2005

Ecological Risk of Environmental Contaminants FY1999 and 2000

Environmental Contaminants in the Parks FY200 and 2001

Erosion of the Rivers in BPR FY 1985, 2002 and 2005

Urban Runoff Draining into the Lowlands FY2003 and 2007

### Item 4: Bureau Organizational Chart

1992 Organizational Chart with wet signatures of the Presidential Order establishing the Bureau. Chart is 4ft×8ft in size, currently hanging in the Administrator's office and has original signatures of the Secretary of the Environment, Administrator and Assistant Administrators.

### Item 5: Routine Procurement Files (12 drawers)

B36-94-0215 Open 3/94 Clsd 8/96 over \$25,000

J02-96-0015 Open 5/96 Clsd 7/96 under \$25,000

L42-01- 0410 Open 7/01 Clsd 9/01 over \$50,000

P34-07-0234 Open 3/07 Clsd 8/07 under \$50,000

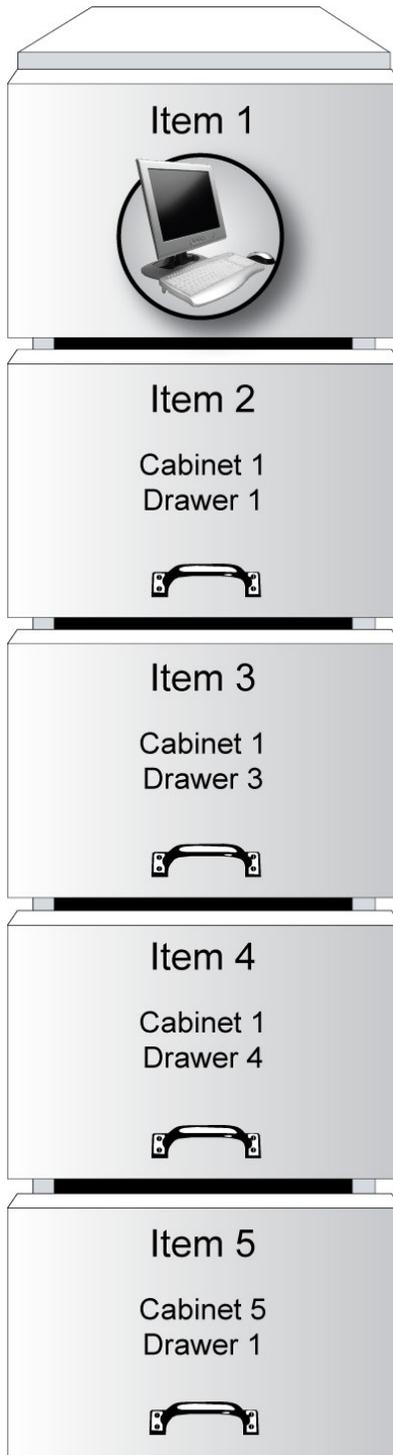
S56-00-2365 Open 2/00 Clsd 6/00 over \$50,000

V21-94-0285 Open 3/94 Clsd 7/95 over \$25,000

Z10-07-0021 Open 03/07 Clsd 8/07 over \$50,000

## Record Set 6

## Assistant Administration for Recreation



### Item 1: Terrestrial Recreation Analysis System (TRACS)

Terrestrial quarterly data entries - number of hunting permits issues and controlled hunts, number and type of wildlife sighted.  
Land Use quarterly date entries – number of visitors, overnight hikers, day hikers, and cyclists, number of injuries  
Environmental impact quarterly data entries – location and types of pollutants discovered, number of wildlife killed by pollutants.  
Statistical reports containing analytical compilations – Effects of cyclists on the environment – 1992, 1997, 2003  
Statistical reports containing analytical compilations – Effects of hunting on the wildlife population – 1998, 2003, 2007

### Item 2: Fish and Wildlife Surveys (2 drawers)

Bald Eagle 2001  
Douglas Fir Trees 1978  
Redwood Trees 1988  
Scrub Brush Underground 2007  
Spotted Deer 2002  
Squaw Creek Waterfowl 2006  
Webfoot Fowl in Jake Knife River 2005

### Item 3: Visitor Statistics (1 drawers)

Statistical Report of number of visitors 1998–2007  
Statistical Report on Types of Visitor Activity 2001–2007  
Statistical Report Modes of Transportation in the Park 2003–2007  
Statistical Report of Visitor Impact on BPR Facilities 2002–2007

### Item 4: Site Contamination and Clean-Up Files (16 drawers)

Anaheim Waterway – Action taken, map of clean-up site and b/w photo 1981  
Borrego Springs Recreation Area – Action taken, correspondence color map b/w photos of spill 2007  
Davis Recreation Area – Correspondence, type of contamination condition, action taken, maps and b/w photos of spill - 2006  
Lake View Recreation Area – Clean-up action, CERCLA documentation, maps and b/w photos 1989  
Newberry Springs Lake Final report, b/w photos 1995

### Item 5: Special Use Permit Files (5 drawers)

April Firewood 2007 – Approved Permit, correspondence  
Jacks Outfitters 2003 – Approved Permit, letters of referral  
Kit Logging Company 2000 – Rejected Permit, Correspondence  
MGM Studios Movie Shoot 2001 – Approved permit  
Purple Trip Outfitters 1999 – Approved Permit correspondence with trail limited transportation limitation letter of referral  
Zdot Wildlife Photography 2006 – Approved Permit, application

## 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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# Big Bucket Schedule

## Example of 'Big Bucket' Schedule

- U.S. Patent and Trademark Office recently used the Big Bucket approach for Trademark Registration and Maintenance process
- The Schedule addresses both paper and electronic records
- The schedule updated and superseded the existing schedule while adding new items at the same time. A crosswalk was designed to help implement the changes.  
(Refer to **Handout 4.03** – Crosswalk for Big Bucket Schedule in your Participant Guide.)

## Trademarks Registration and Maintenance

Records scheduled under the Trademark Registration and Maintenance series contain official Federal records that reflect registration and maintenance of trademarks.

A trademark is a word, phrase, symbol, or design, or a combination of words, phrases, symbols, or designs, that identifies and distinguishes the source of the goods of one party from those of others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product. Throughout this document, the term “trademark” refers to both trademarks and service marks.

The United States Patent and Trademark Office (USPTO) reviews trademark applications for Federal registration and determines whether an applicant meets the requirements for Federal registration. Federal registration of trademarks is governed by the Trademark Act of 1946, 15 U.S.C. §1051 et seq., and the Trademark Rules of Practice, 37 C.F.R. Part 2.

The following constitute the series:

- Trademarks Program and Policy Subject Files. These records cover issues that affect the overall direction, operation, programs of the Trademark Organization and official policy actions of the Commissioner for Trademarks.
  - This covers official record copy of manuals, reports, studies, memoranda, committee papers, minutes of meetings, calendars, notes, and similar records that pertain to overall high-level management, oversight, and direction of trademark policies.
  - Also included are Trademark procedures, decisions, projects, training, and programs. The records include the official copy of the *Trademark Manual of Examining Procedure (TMEP)*; files pertaining to the development of new programs such as implementation of the Madrid International Protocol for processing and examining trademark applications; internal training programs for examination and registration of trademarks; briefing books prepared for the Commissioner and other high-level officials; issue papers and reports to higher levels on USPTO programs and plans; strategic and long-range planning files.

PERMANENT: Transfer to NARA 20 years after closure or when superseded.

- Trademark Case File Records and Related Indexes. This series consists of the trademark applications and case files, as well as any related index or finding aids for the case files. Documents include records of intake, examination, prosecution, assignment, registration and post-examination activity that constitute the record of a case file.

PERMANENT: Transfer to NARA six years after trademark registrations are cancelled or expired.

- Trademark Case File Feeder Records and Related Indexes. This series consists of source records and records generated by various trademark automated information systems that are then loaded into the official case file record. They are considered a feeder to the official case file. The permanent records are held in the official case file and official repository, and the feeder systems hold records and information on a temporary basis.

Extra paper copies or papers that are scanned into the systems are considered feeder records and are not permanent.

TEMPORARY: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.

- Trademarks General Administrative & Short-Term Subject Files. These are records that are necessary for the performance of the Trademark Organization but do not document significant oversight, policy, procedures, direction or programs.

This includes non-Commissioner correspondence that has no long-term administrative value, periodic reports, memoranda, and similar reports of medium-term value that are created, received, or maintained by Trademark offices. These pertain to general office administrative management of Trademark programs and projects, and are used primarily for short-term reference.

Included are records of production and pendency documentation, processing logs, withdrawal notices, tracking of applications, copies of controlled correspondence, education and training program administrative information, delegations of authorities and various temporary committee records and reports.

The majority of the records in this series are associated with data entry, tracking, and extra copies of materials found elsewhere in this schedule.

TEMPORARY: Destroy when superseded or when no longer needed for USPTO business

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Included are records of production and pendency documentation, processing logs, withdrawal notices, tracking of applications, copies of controlled correspondence, education and training program administrative information, delegations of authorities and various temporary committee records and reports.

The majority of the records in this series are associated with data entry, tracking, and extra copies of materials found elsewhere in this schedule.

TEMPORARY: Destroy when superseded or when no longer needed for USPTO business

## QUICK GUIDE TO APPLYING GRS TO ELECTRONIC INFORMATION SYSTEM RECORDS

(\*Information derived from NARA Transmittal No. 24 – August 2015. Electronic records are also covered by additional authorities in GRS 3.1, GRS 3.2, and GRS 4.1)

### GENERAL RECORDS SCHEDULE 4.3: Input Records, Output Records, and Electronic Copies

This schedule provides disposal authorization for the following records related to electronic systems or collections of electronic records: input or source records, system output records, and non-recordkeeping copies of electronic records. In other words it covers records that contain information duplicated in the recordkeeping copies of electronic records (also known as the master records or master files). This schedule does not cover the recordkeeping copies themselves, which must be scheduled based on their content. Electronic records not included in GRS 4.3 may not be destroyed unless authorized by a NARA approved schedule.

Also not covered by this schedule are original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings that are scheduled as permanent or unscheduled that have been converted to an electronic format. Electronic versions of special media records such as these often do not adequately replace the original and therefore the original records may not be destroyed as “input records.”

Item	Records Description	Disposition Instruction	Disposition Authority	
010	<p><b>Hardcopy or analog input/source records.</b> The GRS only covers hardcopy or analog records incorporated into an electronic system in their entirety or converted to an electronic format in their entirety. The types of input records that may be included are:</p>	<p><b>Hardcopy or analog input/source records previously scheduled as temporary.</b> Hardcopy or analog records previously scheduled as temporary used to create, update, or modify electronic records incorporated in their entirety into an electronic system.</p> <p>Not media neutral. Applies to hardcopy or analog records only.</p>	<p><b>Temporary.</b> Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0001-0001
011		<p><b>Hardcopy or analog input/source records previously scheduled as permanent.</b></p>	<p><b>Temporary.</b></p>	DAA-GRS-

Item	Records Description		Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>• hardcopy forms used for data input</li> <li>• hardcopy documents that are scanned into an electronic recordkeeping system</li> <li>• hardcopy or analog still pictures, sound recordings, motion picture film, or video recordings that were previously scheduled as temporary</li> </ul>	<p>Hardcopy or analog records previously scheduled as permanent that are used to create, update, or modify electronic records and whose content is incorporated in its entirety into an electronic system in accordance with NARA’s electronic records standards.</p> <p><b>Exclusion:</b> The following input records previously scheduled as permanent may not be destroyed when converted to an electronic format. The hardcopy must be transferred to NARA according to the agency’s approved schedule:</p> <ul style="list-style-type: none"> <li>• Hardcopy records that NARA has specifically designated as permanent records that must be transferred to NARA in hardcopy format.</li> <li>• Hardcopy records when the electronic versions do not meet NARA’s electronic records standards.</li> <li>• Hardcopy records that are not incorporated in their entirety into an electronic system.</li> <li>• Original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings.</li> </ul> <p><b>Legal citations:</b> 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)</p> <p>Not media neutral. Applies to hardcopy or analog records only.</p>	<p>Destroy 60 days after submitting notification to NARA per 36 CFR 1225.24(a)(1) <u>and</u> verification of successful conversion, but longer retention is authorized if required for business use.</p>	<p>2013-0001-0002</p>
012		<p><b>Hardcopy or analog input/source records not previously scheduled.</b> Hardcopy or analog records, not previously scheduled, that are used to create, update, or modify electronic records and whose content is incorporated in its entirety into an electronic system.</p>	<p><b>Temporary.</b> Destroy immediately after approval of</p>	<p>DAA-GRS-2013-0001-0003</p>

Item	Records Description		Disposition Instruction	Disposition Authority
	<p><b>Exclusion 1:</b> Hardcopy records when the electronic versions do not meet NARA's electronic records standards.</p> <p><b>Exclusion 2:</b> Hardcopy records that are not incorporated in their entirety into an electronic system.</p> <p><b>Exclusion 3:</b> Original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings: Both original hardcopy records and any electronic versions must be scheduled by an agency-specific schedule.</p> <p>Not media neutral. Applies to hardcopy or analog records only.</p>		<p>a schedule for the electronic records <u>and</u> after verification of successful conversion, but longer retention is authorized if required for business use.</p>	
020	<p><b>Electronic input/source records.</b> Electronic records used to create, update, or modify records in an electronic recordkeeping system. Including:</p> <ul style="list-style-type: none"> <li>• electronic files that duplicate information from a source electronic system for input into another electronic system</li> <li>• electronic records received from another agency and used as input/ source records by the receiving agency (see exclusions)</li> <li>• computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database</li> <li>• metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations</li> </ul> <p><b>Exclusion 1:</b> Original electronic records maintained in the source system.</p>		<p><b>Temporary.</b> Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0001-0004</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
	<p><b>Exclusion 2:</b> Electronic input records required for audit and legal purposes.</p> <p><b>Exclusion 3:</b> Electronic input records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency.</p> <p>Not media neutral. Applies to electronic records only.</p>			
030	<p><b>Output records.</b> Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.</p> <p><b>Exclusion 1:</b> Query results or electronic reports created for a specific business need such as an</p>	<p><b>Ad hoc reports.</b> Reports derived from electronic records or system queries created on an ad hoc, or one-time, basis for reference purposes or that have no business use beyond immediate need. This item includes ad hoc reports created from or queries conducted across multiple linked databases or systems.</p> <p><b>Exclusion 1:</b> Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or other regular reports to management officials).</p> <p><b>Exclusion 2:</b> Records containing substantive information, such as annotations, that is not included in the electronic records. (Reports that contain substantive information should be disposed of in accordance with a NARA-approved schedule that covers the series in which they are filed.)</p>	<p><b>Temporary.</b> Destroy when business use ceases.</p>	<p>DAA-GRS-2013-0001-0005</p>
031	<p><b>Exclusion 1:</b> Query results or electronic reports created for a specific business need such as an</p>	<p><b>Data file outputs.</b> Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including:</p> <ul style="list-style-type: none"> <li>• data files consisting of summarized or aggregated information (See</li> </ul>	<p><b>Temporary.</b> Destroy when business use ceases.</p>	<p>DAA-GRS-2013-0001-0006</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
	<p>established reporting requirement or a response to a formal request from a higher-level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p><b>Exclusion 2:</b> Any hardcopy records printed directly from the electronic systems that are not described below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p>	<p>exclusions)</p> <ul style="list-style-type: none"> <li>• electronic files consisting of extracted information (See exclusions)</li> <li>• print file (electronic files extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports)</li> <li>• technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange) (See exclusions)</li> </ul> <p><b>Exclusion 1:</b> Data files that are created as disclosure-free files to allow public access to the data.</p> <p><b>Exclusion 2:</b> Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but that no longer exist or can no longer be accessed.</p> <p><b>Exclusion 3:</b> Data extracts produced by an extraction process which changes the informational content of the source master file or database.</p> <p><b>Exclusion 4:</b> Technical reformat files created for transfer to NARA.</p> <p><b>Exclusion 5:</b> Data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012).</p> <p>Not media neutral. Applies to electronic records only.</p>		
040	<b>Non-recordkeeping copies of electronic records.</b>	<b>Temporary.</b>	DAA-GRS-	

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved. This includes:</p> <ul style="list-style-type: none"> <li>• documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent</li> <li>• senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any related attachments after they have been copied to an recordkeeping system or otherwise preserved</li> <li>• electronic spreadsheets</li> <li>• digital video or audio files</li> <li>• digital maps or architectural drawings</li> <li>• copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves</li> </ul> <p><b>Note 1:</b> Not all copies are non-record. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action they are a federal record. The records described here are records, but not recordkeeping copies of those records.</p> <p><b>Note 2:</b> For electronic mail records the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p> <p>Not media neutral. Applies to electronic records only.</p>	<p>Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.</p>	<p>2013-0001-0007</p>

**GENERAL RECORDS SCHEDULE 3.1: General Technology Management Records (\*ONLY ITEMS 050 and 051 for System Documentation are Cited for KA3 Activity Purposes)**

This schedule covers records created and maintained by Federal agencies related to the general management of technology. It includes records related to developing, operating, and maintaining computer software, systems, and infrastructure improvements; complying with information technology policies and plans; and maintaining data standards.

Item	Records Title/Description		Disposition Instruction	Disposition Authority
050	<p><b>Data administration records (System Documentation Records).</b> Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the</p>	<p><b>Documentation necessary for preservation of permanent electronic records.</b> Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p><b>Note 1:</b> Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p><b>Note 2:</b> Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>	<p><b>Permanent.</b> Transfer to the National Archives with the permanent electronic records to which the document-ation relates.</p>	<p>DAA-GRS-2013-0005-0002</p>

Item	Records Title/Description		Disposition Instruction	Disposition Authority
051	<p>maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p>	<p><b>All documentation for temporary electronic records and documentation not necessary for preservation of permanent records.</b></p> <p>Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> <li>• software operating manuals</li> <li>• data standards</li> <li>• table and dependency descriptions</li> <li>• taxonomies</li> <li>• schemas</li> <li>• registries</li> <li>• source code</li> <li>• physical data model</li> <li>• logical data model</li> </ul>	<p><b>Temporary.</b> Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use</p>	<p>DAA-GRS-2013-0005-0003</p>

# NARA Appraisal Policy 1441: Appendix 1

September 20, 2007

## *Appendix 1 – General Appraisal Guidelines*

In appraising records to decide whether records have archival value and should be retained permanently, NARA will use the guidelines found below. Applying the guidelines to specific cases will not be a mechanical process akin to adding up points or checking boxes. However, using these guidelines will make decision-making easier and will result in more consistent appraisal judgments that can be readily explained both within NARA and to outside constituents. In developing appraisal recommendations for the Archivist of the United States, NARA staff must address the following questions. The questions should be considered together, rather than in isolation.

### **How significant are the records for research?**

The future research potential of records is the most difficult variable to determine. What is of relatively low research use today may become of great research use in the future. Perhaps even more important and difficult to predict are the issues and topics that will be considered of significance in the future. Nevertheless, it is important to consider this question in making appraisal decisions. It is necessary to consider the kinds and extent of current research use and to try to make inferences about anticipated use both by the public and by the government.

### **How significant is the source and context of the records?**

The significance of the functions and activities performed by the originating agency or agencies and the business context within which the records are created are important considerations for the appraiser. The appraiser must relate the source and context of the records to the strategic framework and objectives found in this directive.

### **Is the information unique?**

Appraisals must be conducted in context with other records. The appraiser must determine whether the records under consideration are the only or the most complete source for significant information. Records that contain information not available in other records (including other Federal records as well as files accumulated by state and local governments) are more likely to warrant permanent retention than records containing data that are duplicated in other sources. However, NARA may decide to retain records that contain information available elsewhere in the case of records that are more complete or more easily accessible than the alternative source.

### **How usable are the records?**

Consider these three issues:

- 1. How does the way records were gathered, organized, presented, or used in the course of business affect their usability? For example, records whose arrangement, indexing, or other identifying information makes it easy to locate needed information are more likely to warrant retention than records containing similar documentation that are extremely difficult to use.**
- 2. How do technical considerations affect the usability of the records? For example, some electronic records may pose such technological challenges that extraordinary measures may be required to recover the information, while other records containing similar documentation (either electronic records or records in another format) may be usable with much less effort.**
- 3. How does the physical condition of the records affect their usability? For example, some records may have deteriorated to the point that the information they contain is not readable.**

### **Do these records serve as a finding aid to other permanent records?**

Records that can be used as a finding aid to other records may warrant retention even if the information they contain is not unique or complete. For example, the records may enable a researcher to identify which state or local government holds birth certificates, marriage licenses, and other documents relevant to his or her research.

### **What is the timeframe covered by the information?**

“Timeframe” may refer to the date span of the entire body of records or the length of time that individual records or file units typically cover.

- 1. The longer the date span for which there are extant files, the more valuable the records are likely to be for research. For example, they might be valuable to support longitudinal studies by the government or other researchers.**
- 2. Some bodies of records are made up of individual documents or files whose content covers many years. This attribute includes records where the documents in individual files are accumulated over a relatively short period but contain information pertaining to events covering a long period of time (e.g., official military personnel folders or military unit histories).**

**Do the records document decisions that set precedents?**

Do decisions or actions of the originating agency set precedents, or is each decision or action independent of others and merely based on policy set at some higher level? If the former, the records are more likely to warrant permanent retention. Examples include appellate court decisions and policy files at the highest level within an agency.

**Are the records related to other permanent records?**

Other things being equal, records that add significantly to the meaning or value of other records already appraised as permanent are more likely to warrant retention than records lacking such a relationship. Records that are chronological continuations of records already in the National Archives are likely to warrant permanent retention, particularly if the older segments of the records are subject to high reference use.

**Do the files contain nonarchival records?**

Files that contain only a small interspersed of records lacking archival value (i.e., nonarchival records), such as routine fiscal documents, records relating to the issuance of expendable supplies, etc., are more likely to be appraised as permanent than records where the interspersed of nonarchival documents is high, particularly if the overall volume of the records is large. When the volume of records containing some highly valuable material is relatively small, it may still be appropriate to appraise the records for permanent retention even if a significant fraction of the records lack archival value. Disposition instructions should allow (but not require) NARA to dispose of nonarchival records after the originating agency transfers the records to NARA's legal custody.

**What are the cost considerations for long-term maintenance of the records?**

This consideration should play a significant role only in marginal cases. In such cases, an appraisal should balance the anticipated research potential of the records with the resource implications of retaining them permanently. Other things being equal, records with low long-term cost implications are more likely to warrant permanent retention than those records that carry high long-term costs.

**What is the volume of records?**

Propose for permanent retention (regardless of volume) records that are clearly permanent in accordance with other appraisal guidelines. Volume will play a role only in the appraisal of records whose archival value is marginal. Other things being equal, records that are compact are more likely to be appraised as permanent than those that are voluminous.

### **Is sampling an appropriate appraisal tool?**

Appraisal decisions that call for sampling records may be made only after careful analysis of all other options and the costs and benefits of implementing a sampling decision. A sampling disposition will not be used where this option merely defers problems. Wherever possible, a sampling disposition should be avoided where the disposition requires item by item decisions to retain individual records or individual file units.

Appraisal decisions involving sampling must specify a process that permits the easy identification of records that are to be retained permanently.

- Processes that involve subjective judgments or item-by-item decisions to retain individual records or individual file units require a justification detailing the circumstances that prevent an objective, easily implemented process and estimating the staff hours required to perform the sampling on a year's accumulation of records
- Appraisal decisions involving sampling must specify whether the originating agency or NARA will be responsible for implementing the sampling work
- Where the need for sampling is driven by the originating agency, this appraisal decision should be made only if the agency is strongly committed to doing the sampling work
- Where the need for sampling is driven by NARA staff, this appraisal decision should be made only if NARA archival personnel are strongly committed to doing the sampling work and have the resources to do it

# SF 115 and ERA Records Schedule Crosswalk

**Records Schedule General Info Tab in ERA**

**SF-115**

The screenshot shows the ERA 'Create Records Schedule' interface. Red arrows indicate the following mappings:

- Agency or Establishment (dropdown) → SF-115 Item 1: From (Agency/Establishment)
- Record Group/Scheduling Group (dropdown) → SF-115 Item 2: Major Component
- Records Schedule applies to (dropdown) → SF-115 Item 3: Minor Component
- Major Subdivision (text field) → SF-115 Item 4: Name of Period with whom to confer
- Minor Subdivision (text field) → SF-115 Item 5: Telephone (include area code)
- Internal Agency Consensus will be provided (dropdown) → SF-115 Item 6: Agency Certification (checkboxes for 'not required', 'is attached', 'has been received')
- Record Group(s) to which this schedule applies (dropdown) → SF-115 Item 7: Item Number
- Background Information (text area) → SF-115 Item 8: Description of Item and Proposed Disposition
- GAO Consensus (checkbox) → SF-115 Item 9: GAO or Supervised Job Order
- Records Schedule table → SF-115 Item 10: Action Item (NARA Use Only)

ERA item numbers are auto-populated by the system itself.

Fields for this information do not appear until the ERA schedule draft is opened by the person with the Certifier role.

This information, totally free text in the SF-115, is entered into an ERA schedule draft via structured fields in the Schedule Item/Overview tab.

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**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
<b>1 - Trademarks Program and Policy Subject Files</b>						
1	Trademarks Program and Policy Subject Files and Examiner Training Materials	Permanent	Permanent: Transfer to NARA 20 years after closure or when superseded.	Commissioner for Trademarks, Program and Policy Subject Files	N1-241-96-6 #2	Deputy Commissioner For Trademark Examination Policy
1	Trademarks Program and Policy Subject Files and Examiner Training Materials	Permanent	Permanent: Transfer to NARA 20 years after closure or when superseded.	Director's Calendars	N1-241-96-1 #5a	Commissioner for Trademarks
1	Trademarks Program and Policy Subject Files and Examiner Training Materials	Permanent	Permanent: Transfer to NARA 20 years after closure or when superseded.	Manual of Trademark Examining Procedures	New	Commissioner for Trademarks
1	Trademarks Program and Policy Subject Files and Examiner Training Materials	Permanent	Permanent: Transfer to NARA 20 years after closure or when superseded.	Trademark Practice and Procedure Legal Lectures	N1-241-96-6 #43	Deputy Commissioner For Trademark Examination Policy
<b>2 - Trademark Case File Records and Related Indexes</b>						
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Applicant's Index, 1922-1979 - MICROFILM	N1-241-96-4 #31a	Trademark Search Facilities Branch
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Corrected and Amended Trademark Registrations	N1-241-96-4 #36a	Trademark Search Facilities Branch
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Examiners Registrations/Trademark Operations	N1-241-96-4 #37a	Trademark Search Facilities Branch
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Petitions and Petition Decisions	N1-241-96-6 #44a	Deputy Commissioner For Trademark Examination Policy
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Published Trademarks-MICROFILM	N1-241-96-6 #42c	Deputy Commissioner For Trademark Examination Policy

**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Registrant's Index	N1-241-96-4 #33a,b	Trademark Search Facilities Branch
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Trademark Assignments and Indexes	N1-241-96-4 #47a	Trademark Search Facilities Branch
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Trademark Case Files	N1-241-96-6 #46a(1), b(1)	DEPUTY COMMISSIONER FOR TRADEMARK EXAMINATION POLICY
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Trademark Docket Cards	N1-241-96-4 #38a	Trademark Search Facilities Branch
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Trademark Image Capture and Retrieval System (TICRS) (Delete from #2 and move to #3 – staging files)	N1-241-01-01 #3f (Move to #3)	Commissioner for Trademarks
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Trademark Image Capture and Retrieval System (TICRS)	N1-241-01-01 #3c(1),(2)	Commissioner for Trademarks
2	Trademark Case File Records and Related Indexes	Permanent	Permanent: Transfer to NARA 6 years after trademark registrations are cancelled or expired.	Trademark Oppositions	N1-241-96-4 #45a	Trademark Search Facilities Branch

**3 - Trademark Case File Feeder Records and Related Indexes**

3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Abandoned Trademark Applications	N1-241-96-6 #46b (1) (2)	Trademark Law Offices
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**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Applicant's Index, 1922-1979 - MICROFILM	N1-241-96-4 #31b	Trademark Search Facilities Branch
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Global Correspondence Updates	N1-241-96-6 #12a,b	Trademark Program Control
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Published Trademarks- MICROFILM	N1-241-96-6 #42b	Deputy Commissioner For Trademark Examination Policy
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Application and Registration Retrieval (TARR)	N1-241-01-01 #5c,d	COMMISSIONER FOR TRADEMARKS
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Applications As Filed - MICROFILM	N1-241-96-6 #7	Commissioner for Trademarks

**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Revenue Accounting Management (Inputs)	N1-241-98-2 #5b	Commissioner for Trademarks
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Data Entry and Update System (TRADEUPS)	N1-241-01-2 #3c,d,e,f	Trademark Services
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Electronic Application Submission (TEAS)	N1-241-01-01 #4c,d,e	Trademark Services
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Image Capture and Retrieval System (TICRS)	N1-241-01-01 #3d,e,f	Trademark Services
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark In-house Photocomposition System (TIPS)	N1-241-01-02 #4c,d,e	Chief Information Officer

**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Petitions	N1-241-96-6 #44b	Deputy Commissioner For Trademark Examination Policy
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	Trademark Trial and Appeal Board Information System (TTABIS)	N1-241-01-02 #1d	Trademark Trial and Appeal Board
3	Trademark Case File Feeder Records and Related Indexes	Temporary	Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.	TRAM II System	N1-241-96-5 #64b	
<b>4 - Trademarks General Administrative &amp; Short Term Subject Files</b>						
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Condition of Trademark Applications	N1-241-96-6 #9	Trademark Services
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Controlled Correspondence Files for the Commissioner for Trademarks	N1-241-96-6 #40a,b	DEPUTY COMMISSIONER FOR TRADEMARK EXAMINATION POLICY
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Data Entry Manuals	N1-241-96-6 #10	Trademark Program Control

**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	General Subject Files (Commissioner for Trademarks)	N1-241-96-6 #39	Deputy Commissioner For Trademark Examination Policy
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Lost Cases	N1-241-96-6 #15	Trademark Assistance Center
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Lost Cases Receipts	N1-241-96-6 #16	Trademark Assistance Center
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Restorations of Filing Dates	N1-241-96-6 #33	Office of Pre-Examination
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Reviews and Amendments Manuals	N1-241-96-6 #23	Trademark Law Offices
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Trademark Protest Letters	N1-241-96-6 #45	Deputy Commissioner For Trademark Examination Policy

**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Trademark Quality Reviews and Findings	N1-241-96-1 #17	Office of Trademark Quality Review
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Trademark Voice System	N1-241-96-5 #66b	Commissioner for Trademarks
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Withdrawal Notice - Trademarks	N1-241-96-6 #25	Trademark Program Control
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Withdrawal Sheets	N1-241-96-6 #26	Trademark Program Control
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Subject Files	N1-241-96-6 #24	Trademark Program Control
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Card Files of Trademark Quality Reviews Completed	N1-241-96-1 #18	Office of Trademark Quality Review

**Crosswalk for Big Bucket Schedule  
Handout 4.02**

SF115 Item	subBucket	Main Retention	New Retention Period	Current Series Title	Current Citation	Current Office of Record
4	Trademarks General Administrative Subject Files, Correspondence, Reports, and Short-term Discretionary Records	Temporary	Temporary: Destroy when superseded or when no longer needed for USPTO business.	Reviews and Amendments Training Errors	N1-241-96-6 #22	Office of Trademark Quality Review