Agency Records Schedule for Activities

# 020 Individual Employee Separation Case Files.

Records not included in separating employee’s Official Personnel Folder (OPF) documenting individual employees’ transfer to another Federal agency or office, voluntary or involuntary disability or early retirement, death, or other separation from service.

Disposition:Cut off at the end of the fiscal year in which the employee separates. Destroy one year after cutoff. Longer retention is authorized if required for business use. GRS 2.5, 020.

# 030 Research, Testing, and Technical Miscellany Policy.

Material which serves to establish policy or precedents pertinent to future and continuing actions for research, testing, and technical miscellany activities.

Disposition:Permanent. Place in inactive file when cancelled, superseded, or revoked. Cut off file at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to NARA 3 years after cutoff. N1-964-90-4.

# 034 Lake Recreation Studies.

Files documenting the environmental impact of the recreational use of natural and manmade lakes throughout the U.S. Files include water quality testing reports, photographs, videos, maps and nautical charts, and final documents reporting study results.

Disposition: Close files at the end of the Fiscal Year in which the research is completed. Send to NARA 10 years after completion of study. N1-964-91-1.

# 045 Reports and Publications – Financial Records.

Requisitions, bills, and statements kept in binders and ledgers documenting cost of publishing reports.

Disposition: Cut off at end of fiscal year. Destroy 3 years after cutoff. N1-964-92-4.

# 070a Environmental Impact Assessment Drafts

Drafts of environmental impact assessments, including all material prior to final report.

Disposition: Close at the end of the calendar year in which the project is completed. Destroy 25 years after the calendar year in which the file was closed. N1-964-95-1.

# 070b Environmental Impact Assessments

Final documents that record the effort to protect the environment in carrying out federal programs. Final reports include a description of the proposed project, a description of the existing environment of the project, an analysis of the project's possible environmental effects, and an examination of alternative courses of action.

Disposition: Close at the end of the calendar year in which the project is completed. Transfer to NARA 25 years after the calendar year in which the file was closed. N1-964-95-1.

# 505 Contractor Case Files

Files documenting performance and management of individual contracts.

Disposition: Cut off at the end of the year in which the contract is completed or canceled. Destroy 6 years after cutoff. N1-964-95-1.