## Records Schedule for Records Inventory Practice Activity

**Agency for Natural Resources Protection, Environmental Research Office Records Schedule**

**2.6-001 Waterfowl Conditions Maps**

Maps documenting bird migration patterns throughout the United States

Disposition: Permanent.

Transfer to the FRC 15 years after the year in which the map was created. Send to NARA 25 years after creation. N1-64-86-3

**2.6-010a Insect Population Studies**

Combined data reports; draft outlook reports; final outlook reports documenting research used to study insect population increases, decreases, and migrations.

Disposition: Temporary.

Cut off at the end of each fiscal year. Send to the Federal Records Center 5 years after cutoff. Send to NARA 10 years after cutoff. N1-64-87-1

**2.6-010b Insect Population Tracking Data**

Raw data collected by human and digital insect counters throughout the U.S. as part of insect population studies. The data is collected monthly, resulting in a single yearly Combined Data Report that is incorporated into the Insect Population Studies file for that year.

Disposition: Temporary.

Cut off data files at the end of each fiscal year, Create a new digital folder for each fiscal year, with sub-folders for each geographic location’s data. Retain the raw data for 5 years after cutoff, then delete. N1-64-87-1

**2.6-020 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Place in inactive file when cancelled, superseded, or revoked. Cut off file at the end of the calendar year policy was cancelled, superseded, or revoked.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 Archives 3 years after cutoff. N1-64-90-4

**2.6-030 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: Temporary.

Close files at the end of the Fiscal Year in which the research is completed. Send files to the FRC 5 years after closure. Send to NARA 5 years after sending to the FRC.

N1-64-91-1

**2.6-040 Publications, Status of Reports.**

Computerized list of status of reports.

Disposition: Temporary.

Cut off file at end of fiscal year. Destroy in agency at end of fiscal year. N1-64-91-2

**2.6-045 Reports Publication, Financial Records.**

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

Disposition: Temporary.

Destroy in agency when three years old. N1-64-92-4

**2.6-060 Boat Operator Case Files**

Paper case file for boat operators containing training records, certifications, medical records and CPR, First Aid, and mandatory forms.

Disposition: Temporary.

Once the case file record becomes inactive (operator is inactive) it can be transferred for storage to the Federal Records Center and retained for a period of 65 years and then destroyed. N1-64-93-1

**2.6-070 Environmental Impact Assessments**

Documents that record the effort to protect the environment in carrying out federal programs. Includes 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: Temporary.

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. N1-64-95-1

**2.6-080 Water Data Records**

Inland waters studies’ data including temperature, aeration and flow, gaging station data, and well logs.

Disposition: Temporary.

Cut off files at end of fiscal year. Retire to the FRC after active reference ceases. Destroy 30 years after retirement to FRC. N1-64-95-1

**2.6-085 Technical Research Reports, Manuals, and Standards**

Summary or technical research reports pertaining to research projects, testing, design standards, technical manuals and miscellany.

Disposition: Temporary.

Cut off files at the end of fiscal year in which research ends. Transfer to the records center. Destroy 5 years after cut off. N1-64-95-1

**2.6-090 Aerial Photographic Negatives**

Photo negatives documenting stream and channel conditions at particular points in time; extreme hydrologic events such as floods, mudflows, and volcanic eruptions which can and have altered the characteristics of streams.

Disposition: Permanent.

Send to FRC when no longer needed for active reference in the agency. Transfer to NARA after 10 years. N1-64-95-1

**2.6-095** **Digitized Aerial Negatives**

Digitized negatives of aerial photography documenting stream and channel conditions at particular points in time; extreme hydrologic events such as floods, mudflows, and volcanic eruptions which can and have altered the characteristics of streams.

Disposition: Temporary.

Cut off files at the end of each fiscal year, Create a new digital folder each year for each geographical region. Retain the raw digitized photos for 10 years after cutoff, then delete. N1-03-17-1