**Department File Plan**

| **File Code** | **Series Title/Description** | **Disposition Instructions** | **Disposition Authority** | **File Location** |
| --- | --- | --- | --- | --- |
| 102 | **Subject Files**  Correspondence, information flyers, bulletins, and other printed materials on a wide variety of subjects related to agency matters. | TEMPORARY  Cut off at end of FY.  Destroy 2 years after cutoff. | N1-700-04-01 | Central files area, room 205, Cabinet 1, drawers 1-3 |
| 103 | **Staff Meeting Files**  Files containing notices, agendas, and minutes of periodic staff meetings. | TEMPORARY  Cut off at end of FY.  Destroy 3 years after  cutoff. | N1-700-04-01 | Central files area, room 205, Cabinet 1, drawer 4 |
| 122 | **Final Project Reports**  Includes only finalized versions of reports on environmental projects. | TEMPORARY  Cut off at end the fiscal year in which the project closes. Destroy 6 years after cutoff. | N1-700-04-01 | Room 400, cabinets 2 & 3 |
| 203 | **Leadership Meeting Minutes**  Minutes of weekly top managerial meetings, maintained in labeled folders. | PERMANENT  Cut off at end of FY.  Transfer to NARA 5 years after cutoff. | N1-700-04-01 | Central files area, room 205, Cabinet 2, drawer 1 |
| 209 | **Speech Files**  Copies of speeches maintained for convenience or reference. Arranged chronologically. | TEMPORARY  Destroy/delete when no longer needed for reference. | N1-700-04-01 | Central files area, room 205, Cabinet 2, drawer 2 |
| 305 | **Survey Reports**  Reports compiled by research staff, including background information, survey data, and final report. | PERMANENT  Cut off upon completion of survey. Transfer to NARA 1 year after cutoff. | N1-700-04-05 | Central files area, room 205, Cabinet 3, drawers 1-3. |
| 306 | **Technical Files**  Technical data files consisting of records and reports documenting the characteristics of each  industrial/scientific product and pertaining to composition, machining, testing, and inspections. | TEMPORARY  Cut off when product is  discontinued. Destroy 5  years after cutoff. | N1-700-04-05 | Central files area, room 205, Cabinet 3, drawer 4. |
| 503 | **Letters from Field Office Managers**  Copies of letters from field office managers summarizing current or recent local recreational policies and activities of the office | TEMPORARY  Cut off at end of FY. Destroy 1 year after cut off. | N1-700-04-01 | Central files area, room 205, Cabinet 4, drawers 1 and 2. |
| 602 | **Appointment Calendars**  Appointment calendars and schedules maintained by administrative assistants | TEMPORARY  Cut off at end of FY. Delete/destroy 3 years after cutoff. | N1-700-04-01 | Central files area, room 205, Cabinet 2, drawer 3 and 4 |
| 608 | **Environmental Litigation Case Files**  Information on actual or potential legal proceedings brought against the United States under environmental statues in which the agency has an interest. | TEMPORARY  Cut off all closed cases at the end of the fiscal year and then transfer to Records Center. The Records Center will destroy the record 30 years after transfer. | N1-700-04-01 | Central files area, room 205, Cabinet 4, drawers 3 and 4 |
| 620 | **Director’s Subject Files**  Program memos, correspondence accumulated by division director. | PERMANENT  Cut off each fiscal year. Retire to the Records Center 3 years after cut off. Transfer to NARA 6 years after cutoff. | N1-700-04-01 | Central files area, room 205, Cabinet 5, drawers 1 and 2 |
| 710 | **Insect Population Studies**  Combined data reports, draft outlook reports, final outlook reports documenting research used to study insect population increases, decreases, and migrations. | PERMANENT  Cut off at the end of each fiscal year. Send to the Records Center 5 years after cutoff. Send to NARA 10 years after cutoff. | N1-700-04-03 | Current files: central files area, room 205, Cabinet 5, drawers 3 and 4. |