

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-079-86-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item A16, A1619, A18, and A20 are superseded by N1-079-08-006, item 7A2.

Items A22a, A22b, A42a, A42b, A42c, A42d, and A42e are superseded by N1-079-08-006, item 7B.

Items A58, A763t1a, A90t15a, C58, D18, D20, D32, D32t15-D32t19, D66, H14, H15, H18, H2015, H2017, H22, H2215, H2217, H24, H2415, H262t1, H2623, H30, H3015, H3017, H3019, H32, H34, H3415, H3417, H38, H38t15, H40, H42, H4215, H4217, M2417a, N14, N1415-N1433, N16, N1615-N1623, N22, N2215-N2219, N30, N3019-N3043, N36, N3615-N3619, N40, N42, N44, N46, N4615-N4621, N50, N54, S7417, W38, W3815, W3823, Y1415, Y1417, Y1421, Y18, Y1t815, Y1819, Y1t823, Y34, and Y42 are superseded by N1-079-08-001, item 1A2.

Items A62, A7623a, A7623c, A7623d, A7623e, A7631b, A7633, A7637, W2615, W2617, W2619, W2621, W2623, W3415, W3417, W3419, W4815, W4817, and W4819 are superseded by N1-79-08-2, item 2d.

Items A98, K18, K1815, K1817, K2621, K2623, K30, K3015, and K3019 are superseded by N1-079-08-005, item 6A1.

Item A1615 is superseded by N1-079-08-006, item 7A1.

Item A7231a is superseded by N1-079-08-008, item 9A1.

Item A72 is superseded by N1-079-08-008, item 9B.

Item A7215 is superseded by N1-079-08-008, item 9B.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item A7233a is superseded by N1-079-08-008, item 9B.

Item K38a is superseded by N1-079-08-008, item 9B.

Item K3815a is superseded by N1-079-08-008, item 9B.

Item K3819a is superseded by N1-079-08-008, item 9B.

Item K3823a is superseded by N1-079-08-008, item 9B.

Item K3827a is superseded by N1-079-08-008, item 9B.

Item K3831a is superseded by N1-079-08-008, item 9B.

Item K3841a is superseded by N1-079-08-008, item 9B.

Item A7235 is superseded by word processing grs.

Item A7231b is superseded by N1-079-08-008, item 9D.

Item A7233b is superseded by N1-079-08-008, item 9D.

Items A7623a, A7627a, A7631a, W30, and W32 are superseded by N1-079-08-002, item 2a.

Item A7623b is superseded by N1-079-08-002, item 2b.

Items A7627a, A7627b, A80, A8015, A88t15, A8817, D2215, D22t17, D2219, D24, D26t15-D2619, D2623, D30a&b, D3215-D3219a&b, D52, D5217, D62, D6215, D6223a, D6223b, H17, H20, H2017, H26 H2615, H2617, H2619, H36, H38t19, K3023a, K3023b, L1419, L26, L2615, L2617, L2619, L262t1, L2623, L30b-c, L3015b-c, L30t19b-c, L3023b-c, L3025b-c, L3027b-c, L3031 b-c, L3215, L34, L3415, L3417, L3423, L3425, L3427, L38, L46, L50, L58b, L5815b, L5817b, L66, L70, L70t19, L7021, L7023, L7027, L703t1, L7617, M2417b, N26, N2615-N2623, S14, S18, S22, S24, S7217a, S72t19a, and S7221 are superseded by N1-079-08-001, item 1B.

Items A7627b, W3417, W3423, W3425, and W3427 are superseded by N1-079-08-002, item 2c.

Items A9027a, A9029a, A903t1a, S7217b, and S7219b are superseded by N1-079-08-001, item 1C.

Items A9027b, A9029b, A9031b, D623t1, L7919, and L762tl are superseded by N1-079-08-001, item 1D.

Items C14, C18, C2615, C2617, C2625, C2627, C2629, C32, C3817, and C46 are superseded by N1-079-08-004, item 5D.

Items C30, C34, C3821, C3823, C3825, C3827, C62, C6215, C6217, C40, C42, and C50 are superseded by N1-079-08-004, item 5B.

Items C3815, C3819, C3823, and C54 are superseded by N1-079-08-004, item 5C.

Items C3823 and C58 are superseded by N1-079-08-004, item 5A1.

Items D18, D22, and L58 are superseded by N1-079-06-002, item B1.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Items H32, H34, H3417, H38, and H40 are superseded by N1-079-08-007, item 8A4.

Items K22, K2615, K2617, and K2619 are superseded by N1-079-08-005, item 6C.

Items L14, L1415, L1417, L1425, L24, L24t15, L24t19, L2423, L2427, L243t1, L30a, L3015a, L3019a, L3023a, L3025a, L3027a, L303t1a, L32t19, L48, L54, L58a, L5815a, L58t17a, L60, L6017, L62, L74, L74t19, L742t1, L7423, L7425, L7427, L7615, and S74t17 are superseded by N1-079-08-001, item 1A1.

Items L32, L3217b, and L3219 are superseded by N1-079-08-007, item 8B.

Item L3217a is superseded by N1-079-08-007, item 8D.

partial.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO.

W1-79-86-1

DATE RECEIVED

12-27-85

1. FROM (Agency or establishment)

Department of the Interior

2. MAJOR SUBDIVISION

National Park Service

3. MINOR SUBDIVISION

Chief, Branch of Directives & Paperwork Management

4. NAME OF PERSON WITH WHOM TO CONFER

Warren S. Dade, Records Officer

5. TELEPHONE EXT.

523-5138

DATE

3/11/86

ARCHIVIST OF THE UNITED STATES

[Signature]

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE 12-19-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Terry Tesar	D. TITLE Chief, Br. of Directives & Paperwork Mgmt.
----------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	This comprehensive records disposition schedule supersedes all previously approved records schedules of the National Park Service. Any record series created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the MX National Archives and Records Administration. Records are arranged in accordance with the provisions of the Park Service Filing System (alpha-numeric). The term WASO indicated offices not only in their Headquarters, Washington, D.C. but those under/ direct supervision, i.e. Denver Service Center and two training Centers.	All changes to this proposed job have been approved by: <i>[Signature]</i> x Warren S. Dade Agency Representative <i>[Signature]</i> x William E. Peterson NARA Appraisal Archivist	

*copies sent to agency
NCE, NNF, NNA*

3/22/86

**RECORDS MANAGEMENT
GUIDELINE**

NPS-19

Appendix B

**RECORDS DISPOSITION
SCHEDULE**



This Schedule reflects the disposition of all NPS records in accordance with General Accounting Office and National Archives directives. The General Records Schedule (GRS) cites disposition of similar government-wide records and is an integral part of the NPS Schedule.

Records documenting policy and establishing precedent are permanent in the issuing office and must be filed separately according to the National Park Service Filing System. These records will be transferred to the Federal Archives and Records Center (FARC) under the National Park Service Records Control Schedule (NPSRCS) 1.1. (Please see next page for description of each schedule.)

The following methods are recommended to maintain and transfer records to the Federal Archives and Records Center.

WASO - Break files every 2 years, transfer to the FARC after 4 years.

REGION - Break files every 3 years, transfer to the FARC after 3 years.

PARKS - Break files every 3 years, transfer to the FARC after 3 years.**

Accurate measurements must be retained of temporary record material destroyed and permanent material transferred to the FARC. This information is entered on the Annual Records Program Report, Form 10-26, and submitted to WASO by October 30 of each year.

When transferring records to FARC a shelf list identifying each folder must be prepared for each shipment and retained in the initiating office. In addition, a Records Transmittal and Receipt, SF 135, will be prepared and transmitted to FARC prior to shipment of records. (See instructions on the form.)

A new concept for NPS files is required to conform with the GSA Bulletin FPMR B-66 dated September 14, 1976; to relieve the parks of the tedious operation of packing and shipping records; and to eliminate duplication of records housed in the Records Centers throughout the country.

**Parks will transfer records accumulated through December 31, 1977 directly to FARC in the usual manner. Beginning January 1, 1978, parks will provide a copy to Region of all permanent material, as it is generated. In the interim period, until all 1977 park records have been transferred, parks will use instructions for disposition in the "Region" column of this Schedule. 1978 and all future park records will be disposed in accordance with instructions in the "park" column. These arrangements should be coordinated with the regional Records Manager. When it is determined that copies of park records should be retained for administrative use, it is suggested that they be bound in volumes and transferred to the park library or to NPS Reference Services, Harpers Ferry Center, NPS, Harpers Ferry, West Virginia 25425.

Transfers of Archival material to the National Archives and Reference Service (NARS) may be made directly from any area. Further instructions will be provided in the Records Management Guideline.

For disposition purposes, the following schedules will apply:

NPS Records Control Schedule (NPSRCS) 1

FARC Disposal Authority

Records to be transferred to FARC.

- Item 1. Offer to NARS when 30 years old.*
- Item 2. Destroy when 15 years old.

NPSRCS 1/1
NPSRCS 1/2

NPS Records Control Schedule (NPSRCS) 2

Records not transferred to FARC.

- Item 1. Retain.
- Item 2. Destroy.
- Item 3. Offer to NARS directly from NPS Area
(Coordinate with Regional Records Manager)
- Item 4. Transfer to Library of Congress

When completing SF135, Records Transmittal and Receipt, under Disposal Authority (Column h), please show either 1/1 for permanent records or 1/2 for those destroyed when 15 years old.

*Note: for all permanent items transfer to the National Archives in five-year blocks.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
	A - ADMINISTRATION AND MANAGEMENT					
A14	Acting Personnel Designations (In place of temporarily absent officials.)	NPSRCS 2.2	Destroy after 3 months		Destroy after 3 months	Destroy after 3 months
A16	Advisory Board on National Parks, Historic Sites, Buildings, and Monuments					
15	Organization					
19	Meetings, Recommendations, <i>APPC/ITM</i>					
	Establish case files as follows:	NPSRCS 1.1	Transfer to FARC when 6 yrs. old	To NARS 30 yrs.	<i>Transfer to FARC 6 yrs old</i>	To NARS 30 yrs.
	a. Record copy					
	b. Nonrecord copies	NPSRCS 2.2	<i>Destroy after 2 yrs or when no longer needed for reference</i>		Destroy after 3 years or when no longer needed for reference.	
A18	<i>Group</i> Advisory Boards, Field (Organization, Meetings, Recommendations)					
	Establish case files as follows:					
	a. Record copy (at level of origin)	NPSRCS 1.1	<i>Transfer to FARC when 6 years old</i>	<i>To NARS 30 yrs</i>	Transfer to FARC when 6 years old	To NARS 30 yrs.
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years	Destroy after 3 years or when no longer needed

RECORDS MANAGEMENT GUIDELINE

APPENDIX B

PAGE 2

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				PARKS AND OTHER FIELD UNITS
			WASO, PLANNING & TRAINING CENTERS		REGIONS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
A22	Associations (NPS relations with associations, institutions, societies, clubs)						
	Establish case files as follows:						
	a. Administration and policy. (Separate folders for each association when volume warrants.)	NPSRCS 1.2	Transfer to FARC when 6 years old.	Destroy 15 yrs.	Transfer to FARC when 6 years old.	Destroy 15 yrs.	Provide copy to Region
	b. Routine correspondence	NPSRCS 2.2	Destroy after 2 years.		Destroy after 3 years.		Destroy after 3 years.
A24	Committees (Organization, Minutes, and Resolutions)						
15	International						
19	Departmental						
27	Interagency						
31	Washington Office						
35	Field Offices						
	Establish case files as follows:						
	a. Record copy (at level of origin)	NPSRCS 1.1	Transfer to FARC when 6 years old.	To NARS 30 yrs.	Transfer to FARC when 6 years old.	To NARS 30 yrs.	Provide copy to Region Destroy Park files after 6 years.
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years.		Destroy after 3 years.		

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A26	Reports and related correspondence						
15	Monthly						
17	Quarterly						
15	Semi-Annual						
21	Annual						
23	Situation						
	NOTE: Annual or as required substantive narrative reports of regional directors, superintendents and managers dealing with overall management, status of programs and operation of the areas. (Record set of reports received and maintained at WASH.)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy when 3 years old or no longer needed for reference		Destroy when 3 years old or no longer needed for reference
	For individual instructions for disposition authority, See Appendix 1. Those not having specific authority may be destroyed when 3 years old or no longer needed.						
A34	Commendations / <i>Letters of Appreciation / Awards</i>						
15	About Service and Personnel						
19	Concerning Concessions						
	a. Re: individual employee	FPM, Chap. 202	Record copy to Personnel for inclusion in individual's official personnel folder		Record copy to Personnel for inclusion in individual's official personnel folder		Record copy to Personnel for inclusion in individual's official personnel folder
	b. Providing basis for administrative action.	NPSMCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files after 6 years
	c. Routine correspondence	GRS 1A.7	Destroy after 3 months		Destroy after 3 months		Destroy after 3 months

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A36	Complaints						
15	About Service and Personnel						
19	Concerning Commissions						
	a. Re: individual employee	FPM, Chap. 293	Record copy to Personnel for inclusion in individual's official personnel folder. Complaints resulting in letter of reprimand must be filed in permanent right side of OFF.		Record copy to Personnel for inclusion in individual's official personnel folder. Complaints resulting in letter of reprimand must be filed in permanent right side of OFF.		Record copy to Personnel for inclusion in individual's official personnel folder. Complaints resulting in letter of reprimand must be filed in permanent right side of OFF.
	b. Providing basis for investigations, administrative actions, etc.	NPSRCS 1.2	Transfer to FARC when 6 years old.	Destroy 15 yrs.	Transfer to FARC when 6 years old.	Destroy 15 yrs.	Provide copy to Region. Destroy Park files after 6 years.
	c. Routine correspondence	GRS 14.7	Destroy after 3 months.		Destroy after 3 months.		Destroy after 3 months.
A38	Public Relations						
15	With Federal, State and Local Agencies						
17	Foreign Agencies						
21	Individuals						
23	Public Involvement (Specific hearings filed by subject, e.g. D18, L48, L7617)						
	Establish case files as follows:						
	a. Policy and procedures	NPSRCS 1.2	Transfer to FARC when 6 years old.	Destroy 15 yrs.	Transfer to FARC when 6 years old.	Destroy 15 yrs.	Provide copy to Region. Destroy Park files after 6 years.
	b. Arrangements for meetings, special events, other public relations activities.	NPSRCS 2.2	Destroy after 2 years.		Destroy after 2 years.		Destroy after 2 years.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A40	Conferences and Meetings (Minutes, recommendations, resolutions)						
15	Departmental						
19	Washington Office (includes Director's staff conferences, squad meetings).						
23	Regional Directors						
27	Regional offices (includes regional office staff conferences; also, special Servicewide meetings of regional division chiefs).						
31	Other field offices (includes National Park and Monument staff conferences).						
33	Servicewide						
35	Interagency						
37	International						
	a. Record copy (at level of origin)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years.		Destroy after 3 years.		Destroy after 3 years.
	c. Arrangements for meetings, etc.	NPSRCS 3.2	Destroy after 2 years.		Destroy after 3 years.		Destroy after 2 years.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A42	Cooperating Associations (includes Natural History, Historical and Museum Associations) Note: Record sets usually maintained by Executive Secretary of the Association. The following applies to correspondence filed by NPS. Establish case files as follows: a. Policy and Procedures b. Charter and bylaws c. Internal Audit Reports d. Annual Reports of Cooperating Associations to NPS e. Routine correspondence	NPSRCS 2.2 NPSRCS 2.2 GAG 6.5b NPSRCS 2.2 NPSRCS 2.2	Destroy 15 years after expiration of charter. Destroy 15 years after expiration of charter. Destroy after 3 years. Destroy after 2 years. Destroy after 2 years.	 	Destroy 3 years after expiration of charter. Destroy 3 years after expiration of charter. Destroy after 3 years. Destroy after 3 years. Destroy after 3 years.	Destroy 3 years after expiration of charter. Destroy 3 years after expiration of charter. Destroy after 3 years. Destroy after 3 years. Destroy after 3 years.	
A43	Memorandums of Agreement with Federal, State, and Local Agencies 15 Cooperative Agreement	NPSRCS 1.1 NPSRCS 1.1	Transfer to FARC when 6 yrs old Transfer to FARC when 6 yrs old	To NARS 30 yrs To NARS 30 yrs	Transfer to FARC when 6 yrs old Transfer to FARC when 6 yrs old	To NARS 30 yrs To NARS 30 yrs	Provide copy to Region Provide copy to Region

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS	REGIONS	PARKS AND OTHER FIELD UNITS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
	copier, hone, Telegraph, and radio services, in ions and regulations						
a.	Policy, procedures, re ions, etc.	NPSRCS 2.2	Destroy after 6 years or when no longer needed for reference		Destroy after 6 years or when no longer needed for reference		Destroy after 6 years or when no longer needed for reference
b.	Other. (Includes operating records such as machine copies of incoming and outgoing messages, message registers, service logs long-distance telephone report summaries, etc. -- Separate guides and file folders should be established for the various types of materials):	GRS 12. or GRS 12.4	Destroy (See note) ter close of fiscal ich audited.		Destroy (See note) Destroy after close of fiscal year in which audited.		Destroy (See note) Destroy after close of fiscal year in which audited.
TE:	Retention periods vary for the different materials. See indicated schedules for specific instructions.						
A52	Fund Raising and other Civic Cam-- ns	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy er 2 years.
TE:	Correspondence: payroll deduc \$ resulting from employee						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A54	Inspections, Appraisals, Investigations, Studies, Task Forces and Surveys						
15	Congressional						
19	Departmental						
23	Washington Office						
25	Regional Office						
27	Field Offices						
31	Other Agencies						
	a. Record copy (at level of origin)	NPSRCS 1.1	Transfer to FARC when 6 years old.	To NARS 30 yrs.	Transfer To FARC when 6 years old.	To NARS 30 yrs.	Provide copy to Region Destroy Park files after 6 years.
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years.		Destroy after 3 years.
A56	Instructions and Orders						
15	Secretary's Orders						
19	Secretary's Office Memoranda						
21	NPS Permanent Guidelines						
23	NPS Special Directives						
27	NPS Staff Directives						
31	WASO Memoranda						
35	Field Directorate Memoranda						
39	Field Offices' Instructional Memoranda						
41	Other Federal Agencies (Separate guides and file folders may be established for different agencies).						
	a. Record copy (at level of origin)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when noncurrent.
	b. Nonrecord copies	NPSRCS 2.2	Destroy when superseded, revoked, or when no longer needed.		Destroy when superseded, revoked, or when no longer needed.		Destroy when superseded, revoked, or when no longer needed.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A56	Instructions and Orders (cont.)						
43	Request for copies of above NOTE: The Washington Office maintains the record set of its issuances, and the field offices maintain the records sets of their own issuances. All other copies of issuances are disposable (See A7219 for material relating to Directives Management).	NPSRCS 2.2	Destroy after 3 months		Destroy after 3 months		Destroy after 3 months
A58	Interments (Including Gravesite Reservations)	NPSRCS 2.2	Destroy after 6 years		Destroy after 6 years		Retain. Destroy upon discontinuance of facility
A60 19 21	Visits Of Government Personnel Of Foreign Persons	NPSRCS 2.2	Destroy after 2 years		Destroy after 1 year		Destroy after 1 year
A62	Lost, found and stolen articles	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
			PARKS AND OTHER FIELD UNITS			
			DISPOSITION INSTRUCTIONS			
A64	Organization					
15	Lists and Directories					
19	Goals/Objectives (Long Term Management Plan)					
23	Management Policies (Mission Statements) ^a					
27	Organizational Charts/Role and Function Statements					
35	Standards ^a					
37	Management Improvement Projects					
	a. Record copy (at level of origin)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.
	b. Nonrecord copies	GRS 16.13	Destroy when superseded or obsolete		Destroy when superseded or obsolete	
A66	Manuals, Handbooks (Government) (Includes Circulars, Bulletins and Letters)					
15	Departmental Manual and other issuances	NPSRCS 2.2	Destroy when superseded, revoked, or when no longer needed for reference		Destroy when superseded, revoked, or when no longer needed for reference	
17	NPS Manuals, and other NPS issuances to FPM and FPMR	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference	
21	Other Federal agencies (OMB, GSA, OPM, etc.)	NPSRCS 2.2	Destroy when obsolete		Destroy when obsolete	
25	Requests for copies of above	NPSRCS 2.2	Destroy after 3 months		Destroy after 3 months	

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A68	Relating and Binding						
	Establish case-files as follows:						
	a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy after 3 years
	b. Correspondence pertaining to administration and purchasing equipment and operation of duplicating unit, with related papers.	GRS 13.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
	c. Printing procurement unit copies of requisitions on the Public Printer, invoices, specifications, and related papers.	GRS 3.7a	Destroy 3 years after completion or cancellation of requisition		Destroy 3 years after completion or cancellation of requisition		Destroy 3 years after completion or cancellation of requisition
	d. Requisitions or orders for non-personal services, such as duplicating, binding, and related services (excluding accountable offices records)	GRS 3.8	Destroy when 1 year old		Destroy when 1 year old		Destroy when 1 year old
	e. Duplicating unit copies of all publications, posters, charts, directives, regulations, booklets, speeches, forms, press releases, etc.	NPSRCS 2.2	Destroy when 1 year old		Destroy when 1 year old		Destroy when 1 year old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A68	Printing and Binding (cont.)						
	f. Control registers pertaining to work orders.	GRS 13.4	Destroy 1 year after close of fiscal year		Destroy 1 year after close of fiscal year		Destroy 1 year after close of fiscal year
	g. Records relating to internal management and operation of unit.	GRS 13.7	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
	NOTE: Duplicating unit copies are useful only for purposes of internal operation, largely in connection with related requisitions or orders.						
A70	National Priorities						
15	Civil Defense Program						
19	Area Use (National Defense)						
21	Conservation (Energy and Water, etc.)						
	Establish case files as follows:						
	a. Record copy (at level of origin)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference		Destroy when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A72	<i>Information Resources Management</i> Establish case files as follows: a. Policy correspondence		Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide record copy to Region. Destroy Park files after 15 years.
15	Automatic Data Processing Establish case files as required for: Policy, Procedures, Standards; ADP Executive Board; Digitization of Data; Computer Software Development NOTE: See GRS 20 for specific disposal instructions.	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region
17	Correspondence Management	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when obsolete

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PACIFIC AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A72	Information Resources Management						
19	Alternatives Management System						
	Establish case files as follows:						
	a. Record copy (Includes correspondence and studies concerning the issuance system at all levels.)	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy FARC files when obsolete.
	b. Nonrecord copies	NPSRCS 2.2	Destroy when obsolete		Destroy when obsolete		Destroy when obsolete
21	Freedom of Information Act (FOIA) and Privacy Act	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region
23	Forms Management (For Stock of forms see S 6219)						
	Establish case files as follows:						
	a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy after 6 years		Destroy after 6 years
	b. Numerical File (one copy of each local form should be filed here)	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	
	c. Functional File	GRS 16.4b	Destroy when related form is discontinued, superseded or canceled		Destroy when related form is discontinued, superseded or canceled		Destroy when related form is discontinued, superseded or canceled
	NOTE: The numerical and functional files should contain only those forms developed at each local level.						

TYPIST INSERT UNDER A7221

NOTE Consult General Records Schedules 14.16 and 14.25; establish files accordingly and follow authorized disposition instructions.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FAFC DISPOSITION	DISPOSITION INSTRUCTIONS	FAFC DISPOSITION
A72						
25	Mail Management					
	Establish case file as follows:					
	a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when no longer needed for reference	Destroy when no longer needed for reference
	b. Postal forms and related papers. (Consists of return receipts for certified, insured and registered mail, receipts for incoming registered mail, etc.)	GRS 12.5	Destroy after 1 year		Destroy after 1 year	Destroy after 1 year
	c. Mail control records and supporting and related papers. (Includes register of money received in the mail room, workload or production reports, etc.)	GRS 12.6	Destroy after 1 year		Destroy after 1 year	Destroy after 1 year
	d. Mailing and Distribution lists	NPSRCS 2.2	Review annually and destroy obsolete materials		Review annually and destroy obsolete materials	Review annually and destroy obsolete materials
	e. Changes of address (initial notification prior to formal directory change)	NPSRCS 2.2	Review annually and destroy obsolete materials		Review annually and destroy obsolete materials	Review annually and destroy obsolete materials

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
			PARKS AND OTHER FIELD UNITS		DISPOSITION INSTRUCTIONS	
A72	<i>Information Resources Management</i>					
27	<i>Records Management (Include Files Management)</i>					
	Establish case files as follows:					
	a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when no longer needed for reference	Destroy when no longer needed for reference
	b. FRC Records Transmittal List (shelf lists.) SF 135 & 135A.	NPSRCS 2.1	Retain		Retain	Retain
	c. Records Inventory, form 10-27, Records Scheduling and Disposition Information Card.	NPSRCS 2.1	Retain		Retain	Retain
	d. Loans	NPSRCS 2.2	Destroy after 6 years		Destroy after 6 years	Destroy after 6 years
	e. Authorizations for access to classified material.	GRS 18.7	Destroy 2 years after authorization expires		Destroy 2 years after authorization expires	Destroy 2 years after authorization expires
29	Reports Management					
	Establish case files as follows:					
	a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when no longer needed for reference	Destroy when no longer needed for reference
	b. Report control files. Case files maintained for each report created, cancelled or superseded	GRS 16.8	Destroy 2 years after report is discontinued		Destroy 2 years after report is discontinued	Destroy 2 years after report is discontinued

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
A72	<i>Information Resources Management</i> (Cont'd)					
31	Vital Records (Emergency operating records vital to the essential functions of the Federal Government for the duration of an emergency if the country is attacked.) Establish case files as follows: a. Policy correspondence b. Correspondence pertaining to Administration and operation of system	NPSRCS 1.1 NPSRCS 2.2	Transfer to FARC when 6 years old Destroy when no longer needed for reference	To NARS 30 yrs. 	Destroy when no longer needed for reference Destroy when no longer needed for reference	Destroy when no longer needed for reference Destroy when no longer needed for reference
33	Micrographics Establish case files as follows: a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy after 6 years	Destroy after 6 years
		NPSRCS 2.2	Destroy after 6 years		Destroy after 6 years	Destroy after 6 years
35	Card Processing	NPSRCS 2.2	Destroy after 6 years		<i>Destroy after 6 years</i>	<i>Destroy after 6 years</i>

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				PARKS AND OTHER FIELD UNITS
			WASO, PLANNING & TRAINING CENTERS		REGIONS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
A72							
37	<u>NARS Information Systems</u>						
	a. Capital Improvements (Fixed Assets)		(Information is retained at level where the system exists. Disposition of data is accomplished under appropriate file code classification.)				
	b. Cultural Resources Studies						
	c. Lands (WASO)						
	(1) Management Information System						
	(2) Mapping						
	d. Natural Resources						
	e. Natural Science Research						
	f. Sociological and Economic Studies						
	g. <u>Technical Information Center (DSC)</u> (including planning, design and construction documents)						
	(1) General Management Plans		The Denver Service Center is "Office of Record" for all planning, design and construction documents. Original records are transferred to the Federal Records Center 3 yrs. after micro-filming. NARS Records Disposition Schedule NCI-79-79-1. *				
	(2) Specifications						
	(3) Development, Preliminary Construction and "As Constructed" Drawings						
	(4) Topographic Drawings						
	(5) Boundary Surveys						
	(6) Aerial resource photography						
	(A brief description of the above categories follows)						

Paperwork Management (cont.)A7237 NPS Information Systems

The title "NPS Information Systems" has been established to identify types of information presently being collected and has been separated in specific categories as follows:

Capital Improvements (Fixed Assets) comprising an inventory of all buildings in NPS system, the cost and depreciation for each.

Cultural Resources, Natural Resources, Natural Science Research, Sociological and Economic studies include research projects (in-house or by contract), theme studies, publications and those written by NPS Scientists and others of the academic community. (A7235 b.d.o.f.)

Lands (WASO)

- (1) The Land Management Information System reflects the status of the entire land acquisition program, i.e. legal descriptions of tracts, appraisal of land and improvements; acquisition by purchase, condemnation, donation or land exchange; title information negotiations, etc. (A7237c(1))
- (2) Land maps are on microfilm in WASO. A7237c(2)

The Technical Information Center at the Denver Service Center encompasses the entire planning, design and construction program of the Service.

- (1) General management plans with supporting documents are coordinated through the Superintendent of the area, the Region, DSC and WASO and all final documents are printed and microfilmed by DSC.
 - (2) Specifications are filed with contract files. However, a separate Specification file is retained by DSC for research purposes.
 - (3) Development and preliminary construction drawings and "As Constructed" Drawings are microfilmed. At the conclusion of the project all unnecessary drawings are destroyed but "As Constructed" drawings are retained as long as facility stands.
 - (4) Topographic drawings are retained at DSC
 - (5) Boundary surveys are retained at DSC for research purposes.
 - (6) Aerial resource photography retained at DSC.
-

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				PARKS AND OTHER FIELD UNITS
			WASO, PLANNING & TRAINING CENTERS		REGIONS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
A76	Protection	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
15	Health and Safety (Includes inspections by Safety Officers, Documented Safety Programs, Search and Rescue, Scuba Diving.)						
19	Safety Committees, Meetings, Recommendations, etc., and related correspondence.						
	a. Record copy	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
23	Accidents, Injuries, Deaths						
	a. Policy and instructional correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
	b. Major visitor accidents (resulting in death or tort claim)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed
	c. Minor visitor accidents	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A76	Protection (cont.)						
23	d. Accidents resulting in Government property damage	GRS 10.5	Destroy 6 years after case is closed		Destroy 6 years after case is closed		Destroy 6 years after case is closed
	e. Employee accidents (File alphabetically by name)	GRS 1.21	Destroy 6 yrs. after last paper on employee		Destroy 6 yrs. after last paper on employee		Destroy 6 yrs. after last paper on employee
27	Floods, Storms, Droughts, etc.						
	a. Major catastrophes (causing permanent damage to historic or natural sites)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park file when no longer needed for reference
	b. Minor catastrophes	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
31	Building Fires						
	a. Major fires (causing permanent damage to historic or natural sites)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
	b. Minor fires--visitor property (house-trailers, cars, boats, etc.)	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
33	Vandalism, Building Security	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
37	Tort Claims	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A78	School Facilities	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
A80	Space for Administrative Use	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files after 3 years
15	Alterations, Maintenance, Improvement	GRS 11.1	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
27	Office and Storage Space						
	Establish case files as follows:						
	a. Correspondence re: location, moving, consolidation, or abolition of area and regional offices.	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files after 15 years
	b. Allocation, utilization, release of space	GRS 11.2a	Destroy 2 yrs. after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete		Destroy 2 yrs. after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete		Destroy 2 yrs. after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete
31	Parking Space (Includes allocation, utilization, release of space)	GRS 11.2a					

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A82	Special Events						
15	Dedications, Anniversaries, Similar Observances	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old, if not duplicated in WASO	To NARS 30 yrs.	Provide copy to Region. Destroy Park Files after 6 years
19	Conventions, Tours, Group Visitations, Public Gatherings	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
23	Religious Services	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
27	Expositions	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
31	Display of Flag	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
A84	Speeches						
19	Washington Office Directorate						
23	Field Directorate						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Review annually and destroy when obsolete, superseded, or no longer needed
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
A88	Transportation Studies						
15	Visitor Use	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy after 6 years		Destroy after 6 years
17	New Systems	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy after 6 years		Destroy after 6 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
A90	Permits (except business concession and special use permits)						
15	Collecting (Archeological, Paleontological, etc.)						
27	Motion Picture Filming						
29	Public Gatherings						
31	Recreation Uses (i.e., backcountry, boating, camping, wilderness, etc.)						
	a. Approved Permits	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy 1 year after expiration of permit		Destroy 1 year after expiration of permit
	b. Unsuccessful Permits	NPSRCS 2.2	Destroy after 1 year		Destroy after 1 year		Destroy after 1 year
A96	Delegations of Authority	NPSRCS 2.2	Destroy 5 years after expiration		Destroy 5 years after expiration		Destroy 5 years after expiration
A98	Conservation and Preservation of Areas	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs. WPSO	If not duplicated in NARS transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
	C - CONCESSIONS						
C14	Accommodations, Capacity, and Type	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
C18	Advertising	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
C26	Reports (and related correspondence)		See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						
C30	Audits and Fiscal Examinations	NPSRCS 2.2	Destroy after Service audit or when 4 years old. Whichever is earlier.		Destroy after Service audit or when 4 years old. Whichever is earlier.		Destroy after Service audit or when 4 years old. Whichever is earlier.
C32	Lump Sum Fund Concessions	CRS 5.6	Destroy 2 yrs after close of FY	close	Destroy 2 yrs after close of FY		Destroy 2 yrs after close of FY
C34	Concessioners' Organizations, Meetings, Recommendations and related correspondence						
	Record copy (at level of origin)	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region
	Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed for reference.		Destroy when no longer needed for reference.		Destroy when no longer needed for reference.

FILE CODE	DESCRIPTION OF MATERIAL	DISCRETION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARKS AND OTHER FIELD UNITS
C38	Concessions Administration (includes policy and procedures)					
15	Applications	NPSRCS 2.2	Destroy after 5 years		Destroy after 2 years	Destroy after 2 years
17	Prospectus (final prospectus becomes part of Contract file). All other correspondence considered as work papers.	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference	Destroy when no longer needed for reference
19	Insurance	NPSRCS 2.2	Destroy after 5 years		Destroy after 5 years	Destroy after 5 years
23	Contracts and Permits (Case files maintained at all levels on individual concession contracts and permits containing land & space assignment, Opening Balance Sheet, correspondence, & related papers.)	NPSRCS 2.2	Destroy 6 years after expiration of permit or contract if not renewed		Destroy 6 years after expiration of permit or contract	Destroy 6 years after expiration of permit or contract
C 40 C42	Possessory Interest Employment and Labor	NPSRCS 1.2	Transfer to FARS when 6 yrs old	Destroy 15 yrs	Destroy when no longer needed for reference	Destroy when no longer needed for reference
	a. Policy and procedural material	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when no longer needed	Destroy when no longer needed
	b. Case files (includes correspondence, memos, reports, and related papers concerning complaints and investigations, reports on labor conditions, etc.)	NPSRCS 2.2	Destroy after 6 years, or 1 years after termination of concession contract, whichever is earlier.		Destroy after 3 years	Destroy after 3 years
	NOTE: If litigation is threatened or pending, retain until litigation is finally settled.		Destroy 6 years after case is resolved		Destroy 3 years after case is resolved	Destroy 3 years after case is resolved
21	Standard Language	NPSRCS 1.2	Transfer to FARS when 6 yrs old	Destroy 15 yrs	Destroy when no longer needed for reference	Destroy when no longer needed for reference
25	Franchise Fees	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Destroy when no longer needed for reference	Destroy when no longer needed for reference
27	Commercial Use License	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Destroy when no longer needed for reference	Destroy when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
C46	Merchandising	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
C50	Rates	NPSRCS 2.2	Destroy 5 years after rates are superseded		Destroy 3 years after rates are superseded		Destroy 3 years after rates are superseded
C54	Taxes	NPSRCS 2.2	Destroy after 5 years		Destroy after 5 years		Destroy after 5 years
C58	Buildings and Other Facilities (Correspondence, re: development and use of buildings and facilities, concession development plans, progress reports on projects.)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy 6 years after termination of facility		Destroy 6 years after termination of facility
C62	Concessions Review Program	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Destroy when 6 yrs. old		Destroy when 6 yrs old
15	Operational Performance	NPSRCS 1.2	Transfer to FARC when 6 yrs. old	Destroy 15 yrs	Destroy when 6 yrs old		Destroy when 6 yrs. old
17	Contract Permit	NPSRCS 1.2	Transfer to FARC when 6 yrs. old	Destroy 15 yrs	Destroy when 6 yrs old		Destroy when 6 yrs. old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
D18	D - DEVELOPMENT AND MAINTENANCE Planning Program, including General Management Plans, (Master Plans), Development Concept Plans, Outlines for Planning Requirements, Task Directives, Statements for Management, <i>Resources Management</i>						
	a. Policy Correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
	b. General Management Plans						
	(1) Record copy	NPSRCS 1.1	Transfer to FARC 6 years after completion	To NARS 30 yrs.	Transfer to FARC when 6 yrs. old	To NARS 30 yrs.	Provide copy to Region
	(2) Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference		Destroy when no longer needed for reference
D22	Construction Programs	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
15	Development/Study Package Proposals and Estimates (Forms 10-218, 219, 250 and 10-802, and Work Orders (Form 10-455)	NPSRCS 2.2	Destroy 6 years after completion of project		Destroy 6 years after completion of project		Destroy 6 years after completion of project
17	Line Item Programs	NPSRCS 2.2	Destroy after 6 years		Destroy after 6 years		Destroy after 6 years
19	Lump Sum and Similar Programs	NPSRCS 2.2	Destroy after 6 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASH. PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD OFFICES
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
024	Maintenance and Rehabilitation of Physical Facilities and Handicap Facilities. Note: For programming only, i.e. Cyclic Maintenance, etc. Does not include historic or archeological features (see H20/15).	NPSRCS 1.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference		Destroy when no longer needed for reference
026	Reports						
15	Monthly		See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						
	Completion reports shall be filed in D2623. (Finance copies will be retained to support Journal voucher.)	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs	Destroy when 6 years old or no longer needed for reference.		Destroy when 6 years old or no longer needed for reference.
030	Roads and Trails (including bridges, tunnels, runways and ramps)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in NARS, transfer to FARC when 6 years old. Otherwise destroy after 6 years.	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference.
	a. Project construction	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Transfer to FARC when 6 yrs old	Destroy 15 yrs.	Provide copy to Region
	b. Maintenance and Rehabilitation	NPSRCS 2.2	Destroy after 5 years		Destroy after 5 years		Destroy after 5 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARKS AND OTHER FIELD UNITS
B33	Grounds/Shoreline	NPSRDS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years	To NARS 30 yrs. Provide copy to Region. Destroy Park files when no longer needed for reference
15	Campgrounds, Playgrounds, Tennis Courts and Picnic areas					
19	Beaches					
19	Erosion and Watershed Control (including dredging, rip-rap, etc)					
	a. Project construction	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs	Transfer to FARC when 6 yrs old	Destroy 15 yrs. Provide copy to Region
	b. Maintenance and rehabilitation	NPSRCS 2.2	Destroy after 5 years		Destroy after 5 years	Destroy after 5 years
B34	Buildings (other than Concession and Historical)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years	To NARS 30 yrs. Provide copy to Region. Destroy Park files when no longer needed for reference
15	Construction and Maintenance, etc.					
	a. Project construction	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Transfer to FARC when 6 yrs old	Destroy 15 yrs. Provide copy to Region
	b. Maintenance and rehabilitation	NPSRCS 2.2	Destroy after 5 years		Destroy after 5 years	Destroy after 5 years
	NOTE: Historical, archeological structures in M30; Concessions buildings in C58					
B3	Individual Building Data File	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs	Transfer to FARC when 6 yrs old	To NARS 30 yrs. Provide copy to Region

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
D46	Other Structures (fences, benches, guard rails, fountains, etc.)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years.	To NARS 30 yrs.	Provide copy to Region. Destroy Park files after 3 years.
	a. Project construction	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs	Transfer to FARC when 6 years old	Destroy 15 yrs	Provide copy to Region
	b. Maintenance and rehabilitation	NPSRCS 3.2	Destroy after 5 years		Destroy after 5 years		Destroy after 5 years
D50	Service and Utilities	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years.	To NARS 30 yrs.	Provide copy to Region. Destroy Park files after 3 years.
15	Electricity						
19	Garbage Disposal						
23	Heating and Cooling Systems						
27	Radio and Telephone						
31	Sanitation Matters						
39	Water and Sewer						
41	Gas Systems						
	a. Project construction	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Provide copy to Region
	b. Maintenance and rehabilitation	NPSRCS 3.2	Destroy after 5 years		Destroy after 5 years		Destroy after 5 years
D52	For D52 see attached						

DS2	Contracts	NPSRCS 1.1	Transfer to FARC when 6 yrs. old	To NARS 30 yrs.	Transfer to FARC when 6 yrs. old	To NARS 30 yrs.	Provide copy to Region
15	Professional Services (Architect and Engineering) Contracts	GRS 22 2	Transfer to Denver Service Center (DSC)		Transfer to Denver Service Center (DSC)		
17	Construction Contracts	GRS 22.2	Offer to NARS when File inactive		Offer to NARS when File inactive		
a	Transaction of more than \$10 000	GRS 3.4(1)	Transfer to FARC 2 years after final payment	Destroy 6 yrs. 3 mos. after final payment	Transfer to FARC 2 years after final payment	Destroy 6 yrs. 3 mos. after final payment	Destroy 6 years 3 mos. after final payment
b	Transaction of less than \$10 000	GRS 3.4(2)	Destroy 3 years after final payment		Destroy 3 years after final payment		Destroy 3 years after final payment
NOTE	1 If litigation is threatened or pending, retain until settlement. 2 Contractors' payrolls, destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
D62	Museum and Exhibit Activities (Visitor Center and Wayside Exhibits)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years	To NARS 30 yrs.	Provide copy to Region Destroy Park files after 6 years
15	Planning, Preparation, Maintenance and Preservation of Museum Exhibits						
	a. Construction and reconstruction projects	NPSRCS 2.2	Destroy 5 years after completion of project		Destroy 5 years after completion of project		Destroy 5 years after completion of project
	b. Maintenance and rehabilitation	NPSRCS 2.2	Destroy after 5 years		Destroy after 5 years		Destroy after 5 years
23	Acquisitions and Loans for Display						
	a. Acquisition correspondence	NPSRCS 2.1	Maintain separately, with acquisitions		Maintain separately, with acquisitions		Maintain separately, with acquisitions
	b. Loan correspondence	NPSRCS 2.2	Destroy 2 years after discharge of loan		Destroy 3 years after discharge of loan		Destroy 3 years after discharge of loan
	NOTE: See H2017 for Accession files						
31	Exhibits for Other Agencies (Correspondence re: exhibits prepared for other agencies by NPS; also general information and advice given to other agencies).	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
D66	Signs, Markers, and Memorials						
	a. Correspondence on Memorials of significant importance	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to WASO Destroy Region files after 5 years		Provide copy to WASO Destroy Park files after 5 years
	b. Routine correspondence	NPSRCS 2.2	Destroy after 1 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
F30	Budget Formulation						
15	Current Year Operating Program (10-561)						
17	Budget Increases/Decreases (10-237)						
	a. Correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Budget Estimates and Justifications prepared at WASO level	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy after 6 years		Destroy after 6 years
	c. Work papers, cost statements, background data	GRS 5.4	Destroy 1 year after close of FY covered by Budget		Destroy 1 year after close of FY covered by Budget		Destroy 1 year after Close of FY covered by Budget
F34	Budget Execution						
15	Status of Funds						
17	Reserves						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy after ² / ₆ years		Destroy after ³ / ₆ years		Destroy after ³ / ₆ years
F36	Budgeted Position Ceilings						
	a. Record copy	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy after ² / ₆ years		Destroy after ³ / ₆ years		Destroy after ³ / ₆ years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
F38	Appropriation & Allotment Advices (10-243)						
15	Operating (Form 10-450)						
17	Construction						
19	Supplemental						
21	Apportionments						
23	Administrative Limitations						
	a. Policy Correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Appropriation allotment files	GRS 7.3	Destroy 10 years after close of FY involved		Destroy 10 years after close of FY involved		Destroy 10 years after close of FY involved
	c. Apportionment files	GRS 5.6	Destroy 2 years after close of FY		Destroy 2 years after close of FY		Destroy 2 years after close of FY
F42	Audits and Fiscal Examinations						
15	General Accounting Office and other Government agencies						
17	Department of Interior/National Park Service						
23	Public Auditors (other than Government)						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Specific Audits	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs	Provide copy to Region

RECORDS MANAGEMENT GUIDELINE			LOCATION				
FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
FAS	Cashiers and Collections Officers (Includes Imprest Fund)						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Transactions	GRS 6.1	Destroy 6 years & 3 mos after period of account		Destroy 6 years & 3 mos after period of account		Destroy 6 years & 3 mos after period of account
F50	Claims and Payments						
15	Construction						
19	Supply						
23	Travel and Transportation						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Accountable Officers' Files	GRS 6.1	Destroy 6 years & 3 mos after period of account		Destroy 6 years & 3 mos after period of account		Destroy 6 years & 3 mos after period of account
26	COMPENSATION	NPSRCS 1.1					
F54	Special nonappropriated funds		Transfer to FARC when 6 yrs. old	NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 yrs. old		Provide copy to Region Destroy Park files when 6 yrs. old
15	Donations						
17	Reimbursable/Refundables						
19	Fees and Revenues						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
F62	Fiscal Regulations and Interpretations						
	a. Policy correspondence (NPS Interpretations)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Regulations	NPSRCS 2.2	Destroy when superseded or obsolete		Destroy when superseded or obsolete		Destroy when superseded or obsolete
F66	Payrolls						
15	Income Tax Deductions						
19	Retirement Deductions						
23	Other Deductions						
27	Designations (i.e. Timekeepers, Designated Agent)						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Individual Authorized Allotment Files						
	(1) Record maintained on earning record card	GRS 2.4a	Destroy when superseded or after transfer or separation of employee		Destroy when superseded or after transfer or separation of employee		Destroy when superseded or after transfer or separation of employee
	(2) Record not maintained elsewhere	GRS 2.4b	Destroy 3 years after supersession or 3 years after transfer or separation of employee		Destroy 3 years after supersession or 3 years after transfer or separation of employee		Destroy 3 years after supersession or 3 years after transfer or separation of employee

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
F74	Rate Schedules						
15	Equipment						
19	Mess						
23	Quarters						
25	Utilities						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Rate schedules	NPSRCS 2.2	Destroy when obsolete or superseded		Destroy when obsolete or superseded		Destroy when obsolete or superseded
F78	Tax Exemptions	GRS 2.18a	Destroy 4 years after superseded		Destroy 4 years after superseded		Destroy 4 years after superseded
F86	Travel and Transportation Regulations						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old
	b. Regulations	NPSRCS 2.2	Destroy when obsolete or superseded		Destroy when obsolete or superseded		Destroy when obsolete or superseded

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
H14	H - HISTORY AND ARCHEOLOGY Area and Service History Significant Events and Contact Log	NPSRCS 1.1 NPSRCS 2.3	Transfer to FARC ^{old} 6 yrs. Offer to NARA 30 yrs.	To NARA 30 yrs.	Transfer to FARC when ^{YRS. old} 6 yrs. Offer to NARA 30 yrs.	To NARA 30 yrs.	Offer Significant Contacts Log to NARS after 30 years
15	Legislative Histories	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed
17	Administrative Histories (Data collected at level of origin to formulate history. Original material from which data is extracted is disposed in accordance with Instruc- tions of specific subjects.)	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference		Destroy when no longer needed for reference
H18	Biographical Data and Special Collections						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when ² / ₈ years old or no longer needed for research		Destroy when ³ / ₈ years old or no longer needed for research		Destroy when ³ / ₈ years old or no longer needed for research
H20	Collections Management and Preservation						
15	National Park Service Areas	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed
17	Acquisition, Gifts, Loans and Inventories (Accession Files)	NPSRCS 2.1	Maintain separately with related properties		Maintain separately with related properties		Maintain separately with related properties

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
N23	Cultural Resources Studies and Research						
15	National Park Service Annual						
17	Special Studies						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when 2 yrs old		Destroy when 3 years or no longer needed for research		Destroy when 3 years or no longer needed for research
N24	Archaeological and Historical Data Recovery Programs (External)						
15	Corps of Engineers, Bureau of Reclamation Projects, River Basins, etc.						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed		Destroy when no longer needed		Destroy when no longer needed
N26	Reports (and related correspondence)		See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						

Page 41

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				PARKS AND OTHER FIELD UNITS
			WASO, PLANNING & TRAINING CENTERS		REGIONS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
H30	Historic Sites and Structures Management and Preservation (includes Archeological Ruins)						
15 17 19	Management, Preservation and Maintenance List of Classified Structures Special Studies (includes Historic Furnishing Plans)						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when ² / ₆ years old or no longer needed for reference		Destroy when ³ / ₆ years old or no longer needed for research		Destroy when ³ / ₆ years old or no longer needed for research
H32	National Register of Historic Places (includes State Plans)						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to regi
	b. Nonrecord copies	NPSRCS 2.2	Destroy upon publication in Register or when no longer needed for reference		Destroy upon publication in Register or when no longer needed for reference		Destroy upon publication in Register or when no longer needed for reference

NPS 4452-77

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
N34	National Survey of Historic Sites and Buildings (National Historic Landmarks)					
15 17	Proposed Eligible or Established					
	a. Record copy	NPSRES 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.		
	b. Nonrecord copies	NPSRES 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference	
N36	Historic Preservation Grants-in-Aid					
	a. Record copy	NPSRES 1.2	Transfer to FARC 1 year after conclusion of grant	Destroy 15 yrs.	Transfer to FARC 1 yr after conclusion of grant	Destroy 15 yrs.
	b. Nonrecord copies	NPSRES 2.2	Destroy 1 year after conclusion of grant		Destroy 1 year after conclusion of grant	
N38	Historic American Buildings Survey					
15 19	Studies Requests for					
	Establish case files as follows:					
	a. Project by name	NPSRES 2.4	Upon completion, records deposited with Library of Congress		Transfer to WASO	
	b. Correspondence					
	(1) Record copy	NPSRES 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.
	(2) Nonrecord copies	NPSRES 2.2	Destroy when no longer needed		Destroy when no longer needed	

Destroy when no longer needed for reference

Provide copy to Region, Destroy in 6 yrs

Provide copy to Region, Destroy Park File when no longer needed for reference.

Provide copy to Region, Destroy when no longer needed

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
N40	Historic American Engineering Record					
	Establish case files as follows:					
	a. Project by name	NPSRCS 2.1	Upon completion, records deposited with Library of Congress		Transfer to WASO	
	b. Correspondence					
	(1) Record copy	NPSRCS 2.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs
	(2) Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed		Destroy when no longer needed	
N42	Historic Preservation Program Overview					
15	Legislation, Policies, and Procedures (Title 1, Sec 106, RI 80-666, S.O. 11593)					
17	Compliance Documentation					
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs
	b. Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed		Destroy when no longer needed	

Provide copy to Region

Provide copy to Region

Destroy when no longer needed

Provide copy to Region

Destroy when no longer needed

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
K - INTERPRETATION AND INFORMATION							
K14	Information Requests	GRC 14.3	Destroy after 3 months		Destroy after 3 months		Destroy after 3 months
	NOTE: Code to subject if any administrative actions, policy decision, special compilation, or research is involved.						
K18	Interpretive Activities						
15	Services	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files after 6 years or when no longer needed for reference
17	Interpretive Planning (data, needs, programs, etc.)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
K22	Libraries and Library Services	NPSRCS 2.2	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
K26	Reports and related correspondence		See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARC DISPOSITION
130	Photography					
15	Production and Acquisition of Motion Pictures	NPSRCS 1.1	Maintain with gift and transfer accordingly		Maintain with gift and transfer accordingly	
	a. Record copy of motion pictures and related correspondence	NPSRCS 2.3	Transfer to National Archives after 20 years			
	b. Nonrecord copies of motion pictures	NPSRCS 2.2	Destroy when obsolete		Destroy when obsolete	
19	Production and Acquisition of Still Pictures and Slides					
	a. Record copy of pictures and related correspondence.	NPSRCS 2.3	Transfer to National Archives after 10 years or when no longer needed for reference		Transfer to National Archives after 10 years or when no longer needed for reference	
	b. Nonrecord copies of pictures	NPSRCS 2.2	Destroy when no longer needed		Destroy when no longer needed	
23	Loans and Gifts (to and from public and other agencies)					
	a. Gift correspondence files.	NPSRCS 1.1	Maintain with gift and transfer accordingly		Maintain with gift and transfer accordingly	
	b. Loan correspondence files	NPSRCS 2.2	Destroy 3 years after discharge of loan		Destroy 3 years after discharge of loan	

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
K36	News Media (Press, Radio and TV)						
	Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy when no longer needed for reference		Provide copy to Region Destroy Park files after 3 years
15	Press Releases NPS Issuances at level of origin						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs	Provide copy to Region Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
17	Radio and Television Activities						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy when no longer needed for reference		Destroy when no longer needed for reference
	b. Recordings and scripts						
	(1) Record copy	NPSRCS 2.3	Transfer to National Archives when 10 years old or no longer needed for reference		Transfer to National Archives when 10 years old or no longer needed for reference		Transfer to National Archives when 10 years old or no longer needed for reference
	(2) Nonrecord copies	NPSRCS 2.2	Destroy when no longer needed		Destroy when no longer needed		Destroy when no longer needed

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
N38	Publications, Service					
15	In-House (Newsletters, etc.)					
19	Free Informational Literature					
23	Sales					
27	Maps					
31	Posters, Cartoons and emblems					
41	Manuscripts and Proofs					
	a. Policy correspondence	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs	Destroy when obsolete or no longer needed	Destroy when obsolete or no longer needed
	b. Specific publications (for level of origin) describing history, overall administration and general policies of major service programs					
	(1) Record copy	NPSRCS 2.3	Offer to NARS when 6 years old		Offer to NARS when 6 years old	Offer to NARS when 6 years old
	(2) Nonrecord copies	NPSRCS 3.8	Destroy when no longer needed		Destroy when no longer needed	Destroy when no longer needed
	c. Manuscript copies and proof sheets of publications	NPSRCS 3.2	Return to author or destroy 5 years after publication		Return to author or destroy 5 years after publication	Return to author or destroy 5 years after publication

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
K42	Publications, Other	NPSRCS 3.2	Destroy after years		Destroy after years	
15	Secretary's office					
19	Other Departments, Bureaus and Offices					
K54	Special Articles regarding Service or Areas					
15	Prepared by Service personnel					
17	Prepared by other than Service personnel					
	a. Record copy. (Only articles re: history and major activities of the Service, region or specific park.)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy when 3 years old or no longer needed for reference	Destroy when 3 years old or no longer needed for reference
	b. Nonrecord copies	NPSRCS 3.2	Destroy when no longer needed		Destroy when no longer needed	Destroy when no longer needed

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARKS AND OTHER FIELD UNITS
	L - LANDS AND RECREATION PLANNING...					
L14	Acquisition of Lands					
16	Policy and Procedures	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy when no longer needed	To NARS 30 yrs. Destroy when no longer needed for reference
17	Boundary Adjustments	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs. Provide copy to Region
20	Federal Holdings (other than NPS)	NPSRCS 1.1	Destroy after 6 years	Destroy after 6 years	Destroy after 6 years	Destroy after 6 years
25	Holdings (other than Federal)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise, destroy when no longer needed	To NARS 30 yrs. Provide copy to Region. Destroy Park files when no longer needed
	Individual case files of acquisitions by purchase, condemnation, donation or land exchange prepared by Lands officers	NPSRCS 1.1	After computerization transfer to FARC Quarterly	To NARS 30 yrs.	Transfer to WASO upon completion of land transfer	Provide copy to Region and destroy
29	Land Records	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs. Provide copy to Region. Destroy Park files when no longer needed

RECORDS MANAGEMENT DIVISION

APPENDIX D

FORM 30

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				PARKS AND OTHER FIELD UNITS
			WASO, PLANNING & TRAINING CENTERS		REGIONS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
L24	Encroachments						
15	Water Projects						
19	Logging and Timber						
23	Mining						
27	Oil and Gas						
31	Road Construction	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs	Provide copy to Regions
L26	Reports						
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						
			See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule

RECORDS MANAGEMENT GUIDELINE

APPENDIX B

Page 31

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
L30	Land Use						
15	Agriculture						
19	Grazing						
23	Mining and Minerals						
25	Oil and Gas Easements						
27	Roads and Road Rights of Way						
31	Water, Sewer and Transmission Lines						
	a. General Correspondence						
	(1) Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	(2) Nonrecord copies	NPSRCS 2.2	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
	b. Approved permits (at level of origin)		Destroy 6 years after expiration of permit		Destroy 1 year after expiration of permit or when no longer needed		Destroy 1 year after expiration of permit or when no longer needed
	c. Rejected requests for permits	NPSRCS 2.2	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
	NOTE: Prepare separate folder for each Special Use Permit						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	WASO, PLANNING & TRAINING CENTERS		LOCATION		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
132	Land, Public						
15	Cooperation, including Administration, Planning and Development						
a	Record copy	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when 15 years old
	b. Nonrecord copies	NPSRCS 2.2	Destroy when 2 years old		Destroy when 3 years old		Destroy when 3 years old
134	Recreation Activities (includes back-country use, hang gliding, youth hostels, etc.)						
15	Camping						
19	Hiking and Hiking						
23	Mountain Climbing						
25	Water Sports						
27	Winter Sports						
a	Record copy	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
b	Nonrecord copies	NPSRCS 3.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference		
138	Aircraft Landing Sites	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy 2 years after termination of site		Destroy 2 years after termination of site
146	Navigation Facilities Sites	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy 2 years after termination of site		Destroy 2 years after termination of site
132	Land, Public						
	Grants: UPARR, LWCF	NPSRCS 1.1	Transfer to FARC when 6 years old	Transfer to FARC when 6 yrs old	Transfer to FARC when 6 yrs old	Transfer to FARC when 6 yrs old	Provide copy to Region
19	Grant Application Files						
a	Unsuccessful Bids						
b	Accepted Applications						
19	Grant Case Files	NPSRCS 1.1	Transfer to FARC when 6 years old	Transfer to FARC when 6 yrs old	Transfer to FARC when 6 yrs old	Transfer to FARC when 6 yrs old	Provide copy to Region

* See Comments
Bottom
of Page

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
L40	Wilderness Areas and Research Resources NOTE: After area has been designated "Wilderness" see N1623 for management thereof						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when 2 years old		Destroy when 2 years old		Destroy Park files when no longer needed for reference
L60	Geographic Place Names and Area Terminology	NPSRCS 2.2	Destroy 1 year after Board of Geographic names decision		Destroy 1 year after Board of Geographic names decision		Destroy 1 year after decision
L54	Water Matters (Water Rights Compacts etc.)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old		Provide copy to Region
	Water Right Dockets	NPSRCS 2.4	Offer to NARS after water rights are terminated		Offer to NARS after water rights are terminated or when 30 years old, whichever occurs first.		Destroy after water rights are terminated
L58	Proposed Areas						
	a. Approved proposals	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO: Transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 6 years old.
	b. Rejected proposals NOTE: Prepare separate folder for each State and project if volume warrants	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region Destroy Park files when 6 years old.
See Bottom L60 r - page	L62	International Parks and Historic Sites	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 yrs old	To NARS 30 yrs. Provide copy to Region.
* L60	Designated Areas	NPSRCS 1.1	Transfer to FARC when 6 yrs old	To NARS 30 yrs.	Transfer to FARC when 6 yrs old	To NARS 30 yrs.	Provide copy to Region.
	15 National Wild & Scenic Areas						
	17 National Scenic Trails						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
L66	Foreign Parks and Historic Sites NOTE: Prepare separate folders for each park, site and country as appropriate	NPSRCS 1.3	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when 15 years old
L70	States and State Parks						
19	Cooperation including Administration, Planning and Development						
21	State Park Organizations						
23	Annual Records of State Parks Lands and Related Areas WITH ACCOMMODATIONS						
27	Lists of State Parks with Acreages and Accommodations						
31	Fees and Charges NOTE: Under the L7019 classification prepare separate folder for each State and project						
	a. Record copy	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy after 6 years	Destroy 15 yrs.	Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy when 2 yrs old		Destroy when 3 yrs old		Destroy when 3 years old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS
L74	River Basin Studies and Activities						
19	Economic and Recreational Benefits	NPSRCS 1.1	Transfer to FARC after 6 years	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC after 6 years. Otherwise destroy after 1 year	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 3 years old
21	Notices of Public Hearings	NPSRCS 2.2	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
22	Studies and Reports (uncovering R/R and C/E projects)	NPSRCS 1.1	Transfer to FARC after 6 years	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC after 6 years. Otherwise destroy after 1 year	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 3 years old
25	Dams and Dredging	NPSRCS 1.1	Transfer to FARC after 6 years	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC after 6 years. Otherwise destroy after 1 year	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 3 years old
27	Other Studies and Reports (Agriculture, Federal Power Commission)						
28	Records in which Service has interest	NPSRCS 1.1	Transfer to FARC after 6 years	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC after 6 years. Otherwise destroy after 1 year	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 3 years old
b.	Records not relevant	NPSRCS 2.2	Destroy when 2 years old		Destroy when 3 years old		Destroy when 3 years old

NOTE: Files should be developed by Regions then by major river basins, and finally by projects where importance of project or wealth of material warrants. Archeological and Historical Research relating to River Basins are coded H2415

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARKS AND OTHER FIELD UNITS
						DISPOSITION INSTRUCTIONS
176	Environmental Impact					
15	Policy, Procedures, Guidelines including EPA STANDARDS	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy when obsolete or when 6 years old	Destroy when obsolete or when 6 years old
17	Statements and Studies concerning NRS Areas	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy 5 years after final action	Destroy 5 years after final action
19	Reviews of Statements and Studies concerning other Federal agencies	NPSRCS 2.2	Destroy 6 months after final action		Destroy 6 months after final action	Destroy 6 months after final action
21	Reviews of Statements and Studies concerning State and Private agencies	NPSRCS 2.2	Destroy 6 months after final action		Destroy 6 months after final action	Destroy 6 months after final action
	NOTE: (1) Prepare separate folders for each agency. (2) Council on Environmental Quality is Office of Record for all Environmental Impact Statements.					

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
	NATURAL AND SOCIAL SCIENCES						
11	Animal and Plant Life						
15	Amphibians and Reptiles						
19	Birds						
23	Fish						
27	Mammals						
29	Insects and Invertebrates						
31	Shrubs						
33	Plants						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated to WASO transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years or when no longer needed for reference		Destroy after 3 years or when no longer needed for reference		Destroy after 3 years or when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
N16	Management of Natural Resources and Areas (including Resources Basic Inventory, Coastal zone management; Wetlands management, <i>Ecological Impact</i>) <i>Establish case files as follows:</i>						
	a. Policy correspondence	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old other- wise destroy when 5 years old or no longer needed for reference	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 5 years old or no longer needed for reference
	b. Resources Basic Inventory	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old other- wise destroy when 5 years old or no longer needed for reference	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 5 years old or no longer needed for reference
15	Wildlife						
17	Plant Life						
19	Water Life						
21	Threatened and Endangered Species (plants and animals)						
23	Backcountry/Wilderness Management						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old, Other- wise destroy when 5 years old or no longer needed for reference	To NARS 30 yrs.	Provide copy to Region Destroy Park files when 5 years old or no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARKS AND OTHER FIELD UNITS
N82	Research Programs					
15	Area Natural Science Research Plans					
17	Social Science Research					
19	Research Proposals and Projects					
	Establish case files as follows:					
	a. Policy correspondence					
	b. Special research studies					
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy when no longer needed for reference	To NARS 30 yrs. Provide copy to Region
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years or when no longer needed for reference		Destroy after 3 years or when no longer needed for reference	Destroy after 3 years or when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
N26	Reports		See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						
N30	Geological Features and Studies	See page 61					
19	Paleontology (Fossils)						
21	Seismology (Earthquakes)						
23	Speleology (Caves)						
27	Volcanology						
31	Glaciers (ice and frost action)						
35	Rock and Minerals						
39	Thermal Features (geysers, hot springs steam vents)						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
N30	Geological Features and Studies (cont.)						
43	Water (Fresh and Marine)						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old, otherwise destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years or when no longer needed for reference		Destroy after 3 years or when no longer needed for reference
N36	Pollution/Environmental Quality						
15	Air						
17	Water						
19	Land						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old, otherwise destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
NA0	Energy Research (For Individual Solar Heating Systems see 05023. For Energy Conservation see A7021)						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old, otherwise destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
NA2	Weather and Climate						
15	Studies, Observations (except those studies backed by official RSP)						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old, otherwise destroy	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years
NA4	Natural Landmarks	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION					
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	
N46	Social and Economic Sciences							
16	Wilder Use Surveys and Statistics							
17	Demography (Vital and Social Statistics)							
19	Economics							
21	Assessments							
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise, destroy after years	To NARS 30 yrs.	Provide copy to Region—Destroy Park files when no longer needed for reference	
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years	
N50	Pest and Weed Control							
	a. Record copy	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to Region—Destroy Park files when no longer needed for reference	
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy after 3 years	
	NOTE: (WASO only) project Forms 10-21A with project completion dates (1973-1978)		To NARS in 1980					
	Forms 10-21A 1979 and after	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when no longer needed for reference		Destroy when no longer needed for reference	

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
NSA	Soil and Moisture Control						
	a. Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise, destroy after 6 years	To NARS 30 yrs.	Transfer copy to Region Destroy Park files when no longer needed for reference
	b. Nonrecord copies	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years		Destroy Park files when no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
	P - PERSONNEL						
P14	Individual Official Personnel Folders (Maintained according to Federal Personnel Manual Supplement 293-31 which prescribes a recordkeeping system for Federal personnel offices)						
	a. Papers on right-hand side						
	(1) Employees transferred to another agency. (Federal Personnel Manual Supplement 296-31)	GRS 1.1	Upon transfer of employee, transfer to new agency		Upon transfer of employee, transfer to new agency		Upon transfer of employee, transfer to new agency
	(2) Separated employees	GRS 1.1	Transfer to inactive files on separation. Transfer FARC, St. Louis, Mo., 30 days after separation. (Refer to FPM, for exceptions to above procedure.)		Transfer to inactive files on separation. Transfer FARC, St. Louis, Mo., 30 days after separation. (Refer to FPM, for exceptions to above procedure.)		Transfer to inactive files on separation. Transfer FARC, St. Louis, Mo., 30 days after separation. (Refer to FPM, for exceptions to above procedure.)
	NOTE: Material is disposed of 75 years after birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired at least five years.						
	b. Paper on left-hand side	GRS 1.10	Destroy upon transfer or separation of employee, or when 2 years old, whichever is earlier.		Destroy upon transfer or separation of employee, or when 2 years old, whichever is earlier.		Destroy upon transfer or separation of employee, or when 2 years old, whichever is earlier.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGAINS	
			DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARC DISPOSITION
P14	Personnel (cont.)					
	Annual Performance Review	GRS 1.33	Ratings of other than outstanding or unsatisfactory are destroyed on transfer or separation of employee, or when 2 years old, whichever is earlier. Outstanding and unsatisfactory ratings are retained on right side of official personnel folder.		Ratings of other than outstanding or unsatisfactory are destroyed on transfer or separation of employee, or when 2 years old, whichever is earlier. Outstanding and unsatisfactory ratings are retained on right side of official personnel folder.	
P18	OPM Laws, Rules, and Regulations					
15	Rules and Regulations and related correspondence	NPSRCS 3.3	Destroy when obsolete or no longer needed for reference		Destroy when obsolete or no longer needed for reference	
19	Interpretations	NPSRCS 2.2	Destroy after 2 years		Destroy after 3 years	
21	Inspections (includes and Service Inspection reports, and audits)	GRS 1.7	Destroy when obsolete or superseded		Destroy when obsolete or superseded	

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
P26	Applications and Materials for Employment					
15	Positions					
17	Temporary Positions					
	Correspondence	GRS 1.3	Destroy after 3 years		Destroy after 3 years	Destroy after 3 years
	Applications, with related papers	GRS 1.15	Destroy upon receipt of inspection report or when 2 years old, whichever is earlier, providing the requirements of Chapter 333-A, Federal Personnel Manual are observed		Destroy upon receipt of inspection report or when 2 years old, whichever is earlier, providing the requirements of Chapter 333-A, Federal Personnel Manual are observed	Destroy upon receipt of inspection report or when 2 years old, whichever is earlier, providing the requirements of Chapter 333-A, Federal Personnel Manual are observed
	NOTE: Applications resulting in appointments are filed in the official personnel folder (covered in General Records Schedule 1, Item 1)					
P26	Reports		See Appendix 1, this schedule		See Appendix 1, this schedule	See Appendix 1, this schedule
15	Monthly					
17	Quarterly					
19	Semi-Annual					
21	Annual					
23	Situation					

P26 Applications, Materials and Procedures

GRS 1.3

Destroy after 5 years old

Destroy after 5 years old

Destroy after 5 years old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARC DISPOSITION
P32	Classification Position	GRS 1.3	Destroy when 3 yrs old		Destroy when 3 yrs old	
	a. Correspondence relating to development of standards for classification or positions					
	(1) Case file	GRS 1.7	Destroy 5 years after position is abolished or description is superseded		Destroy 5 years after position is abolished or description is superseded	
	(2) Review file	GRS 1.7	Destroy when 2 years old		Destroy when 2 years old	
	b. Standards (copy) including Title, series and grade (based on duties and qualification requirements)	GRS 1.7	Destroy 5 years after position is abolished or description is superseded		Destroy 5 years after position is abolished or description is superseded	
	c. Position descriptions. Files describing established positions including series, grade, duties and responsibilities					
	(1) Record copy	GRS 1.7	Destroy 5 years after position is abolished or description is superseded		Destroy 5 years after position is abolished or description is superseded	
	(2) Nonrecord copies	GRS 1.7	Destroy when position is abolished or superseded		Destroy when position is abolished or superseded	

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS
P34	Compensation						
19	For Injury NOTE: Preemployment physical examinations, disability retirement examinations, and fitness for duty examinations may be a part of the official personnel folder or may be retained separately. Must be retired with OPF. FPM 339, Sub-chapter 4.	GRS 1.21	Destroy 6 years after latest entry in OPF		Destroy 6 years after latest entry in OPF		Destroy 6 years after latest entry in OPF
19	For Overtime	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
21	For Hazard Pay	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
23	For duty at Remote Worksites (FPM 990-2, Book 591)	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
P36	Conduct of Officers and Employees	GRS 1.28	Destroy when obsolete or superseded		Destroy when obsolete or superseded		Destroy when obsolete or superseded
P38	Performance Ratings Program and Procedures G-13 Appendix 13 NOTE: Certificates of performance ratings are filed in the official personnel folder (PI4) and are disposable after 2 years. See General Records Schedule 1, Item 23.	GRS 1.23	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
140	Employee Welfare and Activities						
15	Welfare						
	a. Miscellaneous correspondence	GRS 1.17	Destroy after 6 months		Destroy after 6 months		Destroy after 6 months
	b. Federal Employees Health and Life Insurance. (Designation of Beneficiary Optional Insurance & Waiver filed in OPF)	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
19	Employee Relations						
	a. Correspondence	NPSRCS 2.2	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	b. Counseling files	GRS 1.27	Destroy 3 years after termination of counseling		Destroy 3 years after termination of counseling		Destroy 3 years after termination of counseling
21	Labor-Management Relations						
a	a. Labor-Management Agreements (at level of origin)	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Provide copy to region. Destroy Park File when no longer needed.*
	b. Arbitration Cases	NPSRCS 2.2	Destroy 5 years after case is resolved		Destroy 5 years after case is resolved		Destroy 5 years after case is resolved

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FABC DISPOSITION	DISPOSITION INSTRUCTIONS	FABC DISPOSITION
16	Equal Employment Opportunity					
16	Affirmative Action Plan					
	a. Servicewide Plan (Agency copy of consolidated plans)	GRS 1.26h	Destroy 5 years from date of plan or when no longer needed for reference		Destroy 5 years from date of plan or when no longer needed for reference.	Destroy 5 years from date of plan or when no longer needed for reference.
	b. Field Office Plans	GRS 1.26h	Destroy 5 years from date of plan or when no longer needed for reference		Destroy 5 years from date of plan or when no longer needed for reference	Destroy 5 years from date of plan or when no longer needed for reference
17	Discrimination Complaints					
	a. When resolved within agency	GRS 1.26	Destroy 1 year after resolution of case		Destroy 1 year after resolution of case	Destroy 1 year after resolution of case
	b. When resolved by OPM		Controlled by OPM Schedule		Controlled by OPM Schedule	Controlled by OPM Schedule
	c. All other copies of a. above	GRS 1.26	Destroy 1 year after final resolution		Destroy 1 year after final resolution	Destroy 1 year after final resolution
	d. All background documents not included in a. above	GRS 1.26	Destroy 2 years after final resolution		Destroy 2 years after final resolution	Destroy 2 years after final resolution
19	Special Programs, i.e. Cooperative Education, Upward Mobility, Spanish Speaking, Federal Women, etc.	NPSRCS 2.2	Destroy 5 years after program closes		Destroy 5 years after program closes	Destroy 5 years after program closes
	NOTE: Individual files may be established for each program					

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
P44	Incentive Awards Program						
15	Procedures	GRS 1.12	Destroy after 2 years		Destroy after 2 years		Destroy after 2 years
17	Merit Awards						
	a. Correspondence	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	b. Awards (case files, by individuals).	GRS 1.12	Destroy 2 years after approval or disapproval		Destroy 2 years after approval or disapproval		Destroy 2 years after approval or disapproval
19	Suggestions						
	a. Correspondence	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	b. Suggestions (case files, by individuals).	GRS 1.12	Destroy 2 years after approval or disapproval		Destroy 2 years after approval or disapproval		Destroy 2 years after approval or disapproval
P48	Examinations						
	a. Correspondence (other than medical)	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	b. Forms and correspondence (relating to employee's history. EXCEPT pre-employment, disability retirement and fitness for duty physicals which are filed in OFF.)	GRS 1.21	Destroy 6 years after latest entry		Destroy 6 years after latest entry		Destroy 6 years after latest entry

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
P53	Hours and Tours of Duty	GRS 1.3	Destroy after 3 years		Destroy after 3 years	
P56	Identification of Employees					
	a. Credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, property, dining room, visitors passes, etc.	GRS 11.4a	Destroy 3 months after return to issuing office		Destroy 3 months after return to issuing office	
	b. Receipts, indices, listings, and accountable records	GRS 11.4b	Destroy after all listed credentials are accounted for		Destroy after all listed credentials are accounted for	
P60	Leave	GRS 1.3	Destroy after 3 years		Destroy after 3 years	
	15 Annual					
	19 Jury					
	23 Military					
	27 Sick					
	31 Without Pay					
	35 Compensatory					
	39 Holiday					
	43 Special Occasions					
	(See GRS 2.10 for disposition instructions)					
P64	Personnel Procedures and Records	GRS 1.3	Destroy after 3 years		Destroy after 3 years	GRS 1.3

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARC DISPOSITION	DISPOSITION INSTRUCTIONS
P68	Promotion, Career Development and Placement						
	Written promotion guidelines, instructions, and merit promotion plans.	NPSRCS 2.2	Destroy when obsolete or no longer needed for reference		Destroy when obsolete or superseded		Destroy when obsolete or superseded
P72	Recruitment and Certification						
	a. Correspondence (includes regulatory and procedural material.)	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	b. Recruitment for specific positions.	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	c. Certificates of Eligibles	GRS 1.5	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
P74	Restrictions on Employment (i.e. freeze ceilings, etc.)	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
P76	Reemployment	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
P78	Retirement	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
P80	Separation	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
P82	Statistics	GRS 1.16	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
P84	Status (includes Veterans' Preference, reinstatement, Retired annuitant, etc.)	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
P86	Training	GRS 1.30	Destroy when 5 years old or when superseded or obsolete		Destroy when 5 years old or when superseded or obsolete		Destroy when 5 years old or when superseded or obsolete
15 17 19	In-Service Interagency Facilities Non-Government Facilities						
P88	Transfers/Details/Reassignments	GRS 1.3	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
15 19	Within Service Outside Service						
P90	Wage Board Matters						
	a. Policy Correspondence	NPSRCS 2.2	Destroy when obsolete or no longer needed for reference		Destroy when obsolete or no longer needed for reference		Destroy when obsolete or no longer needed for reference
	b. Wage Rate Schedules and related correspondence	GRS 2.17b	Destroy after 3 years		Destroy after 3 years		Destroy after 3 years
	c. Wage Survey Files (Including reports and data, working papers and related correspondence concerning area wages paid for each employee class (excluding authorized wage schedules and wage survey recapitulation work sheets).	GRS 2.24	Destroy after completion of second succeeding Wage Survey		Destroy after completion of second succeeding Wage Survey		Destroy after completion of second succeeding Wage Survey
P92	Uniform Standards (Includes grooming)	NPSRCS 2.2	Destroy when obsolete or no longer needed for reference		Destroy when obsolete or no longer needed for reference		Destroy when obsolete or no longer needed for reference

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PACIFIC AND OTHER FIELD
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
	S- SUPPLIES, PROCUREMENT AND PROPERTY						
S14	Animals	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S18	<i>Historic</i> Building Furniture and Accessories (See H 38 for Historic Furnishing Report)	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S22	Construction and Maintenance Supplies	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S24	Communications Equipment	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S26	Reports	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						
S28	Drafting and Engineering Supplies	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S30	Explosives	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S32	Fire Fighting Equipment	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	PARKS AND OTHER FIELD UNITS
S34	Firearms and Ammunition	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
S38	Fuels	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
S46	Library	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
15 19	Equipment Publications					
S50	License Plates and Tags	GRS 10.1	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
S54	Medical	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
S58	Motor-Driven or Propelled Equipment					
15	Aircraft					
19	Automobiles, Trucks, Motorcycles					
23	Boats					
31	Road Construction and Maintenance Equipment					
35	Use of					
	a. Correspondence	GRS 10.1	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
	b. Operating records relating to gas and oil consumption, to dispatching and scheduling	GRS 10.2a	Destroy when 3 months old		Destroy when 3 months old	Destroy when 3 months old
	c. Maintenance records relating to service and repair	GRS 10.2b	Destroy when 1 year old		Destroy when 1 year old	Destroy when 1 year old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
568	Motor-Driven or Propelled Equipment (cont.)					
35	d. Motor Vehicle operation including driver tests, authorization to use safe driving awards, etc.	GRS 10.7	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate GO vehicle, whichever is sooner		Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate GO vehicle, whichever is sooner	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate GO vehicle, whichever is sooner
562	Office Furniture and Accessories	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
19	Forms (Stock only) (Requisitions and stock control)	GRS 16.4b	Destroy when related form is discontinued superseded or cancelled		Destroy when related form is discontinued superseded or cancelled	Destroy when related form is discontinued superseded or cancelled
23	Machines	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
27	Stationery	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
566	Optical Equipment					
15	Binoculars and Telescopes	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
19	Microscopes	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
570	Photographic and Sound Equipment					
15	Cameras and Projectors	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old
19	Films and Slides	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old	Destroy when 2 years old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PACIFIC AND OTHER FIELD
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
572	Procurement						
15	Instructions and Procedures	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to FARC when 6 years old	To NARS 30 yrs.	Transfer to Region
21	Research Contracts (Archaeological, Historical, Natural Science, Theme Studies)	* {	572 - 7227 See a. or b. below, whichever is applicable *				
	NOTE: Studies compiled as a result of contract shall be filed under appropriate subject						
23	Supply and Equipment Contracts						
25	Personal Services Contracts						
27	Purchase Orders						
a.	Transactions of more than \$10,000	GRS 3.4(1)	Transfer to FARC 2-year after final payment	Destroy 6 yrs. 3 months after final payment	Transfer to FARC 2-year after final payment	Destroy 6 yrs 3 months after final payment	Destroy 6 years 3 mos after final payment
b.	Transactions of less than \$10,000	GRS 3.4(2)	Destroy 3 years after final payment	Destroy 3 years after final payment	Destroy 3 years after final payment	Destroy 3 years after final payment	Destroy 3 years after final payment
	NOTE: 1. If litigation is threatened or pending, retain until settlement. 2. Contractors' payrolls, destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date. (GRS 3.12)						

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		RECORDS		PARKS/OTHER FIELD UNIT
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
15	Real Property	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference.
	a. Plant account cards/ledgers pertaining to structures	NPSRCS 2.3	Transfer to NARS when structure no longer exists		Transfer to NARS when structure no longer exists		Transfer to NARS when structure no longer exists
	b. Work papers used in accumulating accounting data	NPSRCS 2.2	Destroy 2 years after annotation		Destroy 2 years after annotation		Destroy 2 years after annotation
17	Disposal of Real Property	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference.
	a. Excess property reports	NPSRCS 2.2	Destroy when 3 years old		Destroy when 3 years old		Destroy when 3 years old
	b. Property disposal case files	NPSRCS 2.2	Destroy when 3 years old		Destroy when 3 years old		Destroy when 3 years old
19	Personal Property	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO transfer to FARC when 6 years old	To NARS 30 yrs.	Provide copy to Region. Destroy Park files when no longer needed for reference.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
27419	Personal Property (cont.)					
	a. Correspondence	GRS 8.2	Destroy when 3 years old		Destroy when 3 years old	
	b. Automated Equipment Inventory (Computer Printouts)	NPSRCS 2.2	Destroy obsolete Printout when current one is received		Destroy obsolete Printout when current one is received	
	c. Working papers including Form 10-285	GRS 3.10a	Destroy after verification of correct information on printout		Destroy after verification of correct information on printout	
21	Disposal of Personal Property					
	a. Correspondence	GRS 4.4	Destroy when 2 years old		Destroy when 2 years old	
	b. Excess property reports	GRS 4.5	Destroy when 3 years old		Destroy when 3 years old	
	c. Sales of Surplus Property Case Files (See GRS 4.6a & 4.6b for disposition instructions)					
23	Equipment Replacement Program					
	a. Correspondence	GRS 8.2	Destroy when 3 years old		Destroy when 3 years old	
	b. Computer Printout (Form 10-286 provides information for system. Form 10-285 used to drop equipment from accountability and also closes the Equipment Depreciation Account)	NPSRCS 2.2	Destroy obsolete Printout when current one is received		Destroy obsolete Printout when current one is received	
	c. Working papers inc. Forms 10-285 & 10-286	NPSRCS 2.2	Destroy after verification of correct information on printout		Destroy after verification of correct information on printout	

RECORDS MANAGEMENT GUIDELINES

APPENDIX B

Page 83

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				PARKS AND OTHER FIELD UNITS
			WASO, PLANNING & TRAINING CENTERS		REGIONS		
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	
S78	Safety Equipment	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S82	Signs, Markers, Traffic Devices, Flags and Pennants	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S84	Stenographic Services	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S90	Shipments (Bills of Lading/Invoices)	GRS 9.1	Destroy when 3 years old		Destroy when 3 years old		Destroy when 3 years old
S94	Uniforms						
	a. Policy correspondence	NPSBCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.	Destroy when 15 years old
	b. Specific orders and related correspondence	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old
S98	Weed and Insect Control Products and Animal Repellents	GRS 3.3	Destroy when 2 years old		Destroy when 2 years old		Destroy when 2 years old

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
	V LAWS AND LEGAL MATTERS					
V18	Decisions	NPLRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs.	Transfer to FARC when 6 years old	Destroy 15 yrs.
15	Attorney General					
19	Comptroller General					
23	Solicitor					
27	Chief Counsel					
V23	Final Opinions and Orders (Copies of permits for public viewing)	NPSRCS 2.2	Destroy 3 years after expiration of permit		Destroy 3 years after expiration of permit	
V24	Federal Register Submissions (Cross-reference to subject file)	NPSRCS 2.2	Destroy when 2 years old or when published in CFR, whichever is earlier		Destroy when 2 years old or when published in CFR, whichever is earlier	
V26	Reports		See Appendix 1, this schedule		See Appendix 1, this schedule	
15	Monthly					
17	Quarterly					
19	Semi-Annual					
21	Annual					
23	Situation					

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
N28	Executive Orders and Proclamations	NPSRCS 2.2	Destroy when obsolete, superseded or no longer needed for reference		Destroy when obsolete, superseded or no longer needed for reference	
N30	Jurisdiction	NPSRCS 1.1	Transfer to FARC when 6 years old	To MARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To MARS 30 yrs.
N32	Civil Litigation and Procedures	NPSRCS 1.1	Transfer to FARC when 6 years old	To MARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To MARS 30 yrs.
N34	Law Enforcement	NPSRCS 1.1	Transfer to FARC when 6 years old	To MARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old	To MARS 30 yrs.
15	Violations of Regulations					
	a. Incident Reporting System (Relatout)					
	(1) Monthly	NPSRCS 2.2	Destroy after completion, of Annual Printout or when no longer needed for reference		Destroy upon receipt of Annual Printout or when no longer needed for reference	
	(2) Annual	NPSRCS 2.2	Destroy after 1 year or when no longer needed for reference		Destroy after 2 years or when no longer needed for reference	
	b. Data used as basis for computer printout (Forms 10-50, 10-343, 10-344)	NPSRCS 2.2	Destroy 1 year after computerization		Destroy 3 years after computerization	
17	Accident Investigation	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs	Transfer to FARC when 6 years old	Destroy 15 yrs
19	Commissioners/Magistrates	NPSRCS 2.2	Destroy when 6 years old or no longer needed for reference		Destroy when 6 years old or no longer needed for reference	
21	Exposition Orders					
23	State and Local Laws and Regulations					
25	Alcohol and Speed Measuring Device					
29	Drunk Driving	NPSRCS 1.2	Transfer to FARC when 6 years old	Destroy 15 yrs	Transfer to FARC when 6 years old	Destroy 15 yrs

Provide copy to Region and Destroy Park file, when no longer needed

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION			
			WASO, PLANNING & TRAINING CENTERS		REGIONS	
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION
W48	Legislation					
15	Proposed	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when obsolete	Destroy when obsolete
23	Enacted	NPSRCS 2.2	Destroy when no longer needed for reference		Destroy when obsolete	Destroy when obsolete
W42	Special Regulations (Described in Title 36, Code of Federal Regulations, Parts 7-60)	NPSRCS 2.2	Destroy when 2 years old or when published in CFR		Destroy when 2 years old or when published in CFR	Destroy when 2 years old or when published in CFR
W46	General Regulations (Described in Title 36, Code of Federal Regulations, Parts 1-6)	NPSRCS 2.2	Destroy when 2 years old or when published in CFR		Destroy when 2 years old or when published in CFR	Destroy when 2 years old or when published in CFR
W48	Procedures and Policy					
15	Beats/Patrol Areas					
17	Prisoner Processing					
19	Court Procedures	NPSRCS 1.2	Transfer to FARC when 6 yrs old	Destroy 15 yrs	Transfer to FARC when 6 yrs old	Destroy 15 yrs
						Provide copy to Regan Destroy when no longer needed.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
1	V- FORESTRY						
V14	Wildland Fire Management (See NPS-18, Fire Management Guideline 15 Prevention 17 Presuppression 19 Suppression 21 Prescribed Fire (All use of fire)	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise, destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
V18	Forestry and Range Conservation and Management	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.	If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise, destroy when no longer needed for reference	To NARS 30 yrs.	Provide copy to Region Destroy Park files when no longer needed for reference
15	Trees and Forests						
19	Range						
23	Reforestation and Rehabilitation						
a.	Record copy	NPSRCS 1.1	Transfer to FARC when 6 years old	To NARS 30 yrs.			
b.	Nonrecord copies	NPSRCS 2.2	Destroy 2 yrs after completion of project.		Destroy 5 years after completion of project.		Destroy 5 years after completion of project.

FILE CODE	DESCRIPTION OF MATERIAL	DISPOSITION AUTHORITY	LOCATION				
			WASO, PLANNING & TRAINING CENTERS		REGIONS		PARKS AND OTHER FIELD UNITS
			DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS	FARC DISPOSITION	DISPOSITION INSTRUCTIONS
V26	Reports		See Appendix 1, this schedule		See Appendix 1, this schedule		See Appendix 1, this schedule
15	Monthly						
17	Quarterly						
19	Semi-Annual						
21	Annual						
23	Situation						
	NOTE: Reports on Individual Fires	NPSACS 1.1			Transfer to FARC when 6 years old	To NARS 30 yrs.	Destroy when no longer needed for reference
V24	Products, including Wood Utilization and Timber Cutting (down timber and fire-wood)	NPSACS 1.1	Transfer to FARC when 6 years old		If not duplicated in WASO, transfer to FARC when 6 years old. Otherwise, destroy when no longer needed for reference		Provide copy to Region. Destroy Park files when no longer needed for reference
V42	Statistics	NPSACS 2.2	Destroy when 6 years old or no longer needed for reference		Destroy when 6 years old or no longer needed for reference		Destroy when 6 years old or no longer needed for reference

NATIONAL PARK SERVICES REPORTS

	TITLE	AUTHORITY	FREQUENCY	DUE FROM	DUE IN WASO	FOR	FORM	DISTRIBUTION OF COPIES	FILE # SYMBOL	RECORDS DISPOSITION INFORMATION	JUSTIFICATION
1.	BEAR INCIDENT AND MANAGEMENT REPORT	Director (Memorandum)	Annually	Parks reporting bear management incidents	March 15	Biological Resources Division	Preprinted form and narrative	Basic retained in 545	N2621	Destroy after 3 years	To evaluate programs and respond to inquiries
2.	CASH RECONCILIATIONS SCHEDULES B, C & D	Finance Office Guide Section XI	Monthly	Regional Offices	5 Workdays after receipt of ADP General Ledger Trial Balance	Budget Division	Schedules B, C, D, LWCF receipts & general fund revenue deposited.	Original to WASO	F2615, reports	Destroy after 3 years	To compare actual cash balance computed for each appropriation with the cash balance in the General Ledger. Difference must be reconciled and corrected by the Regional Finance Office.
3.	EMERGENCY LAW AND ORDER COSTS	NPS 9	Quarterly	Field & Field Directorate	On the 20th of month following end of quarter, except 4th quarter on October 10th.	Budget Division	Form 10 346	Original to Budget, copy to Ranger Activities	N2617	Destroy after 3 years	To cover the unbudgeted costs for emergency and other unforeseen law enforcement situations.
4.	FISCAL YEAR APPROPRIATION HEARINGS	Secretary, Director, (Budget Collection Information)	Varies	Regions, Service Centers & WASO Divisions	February 15	Budget Division	Briefing statements, statistical displays	4 briefing books, Director, Deputy Director, and Assistant Directors		<i>Records maintained in the Budget Division - Destroy when no longer needed</i>	To brief the Director and the Secretary
5.	INVESTIGATOR'S ANNUAL REPORT	NPS Act of 1916	Annually	Scientific investigators conducting park related research.	December 31	Biological Resources Division	NPS Form 10-226	Superintendents, Regional Offices, WASO	N2621	Destroy after 3 years	To monitor conduct of research in the parks and utilize the results of that research for meeting resource management information needs.
6.	PEST MANAGEMENT PROGRAM APPROVAL & REPORTS	Director (Memorandum)	Annually	Parks through Regions	10 days after approval of project	Biological Resources Division	Preprinted form	WASO, Regions, Parks	N2621	Destroy after 3 years	To update Park & Regional program reports.
7.	CYCLIC MAINTENANCE FUNDS FOR FISCAL YEAR	16 U.S.C. J	Annually	Field & Field Directorate	November	Budget Division		Original only	F2621	Destroy after 5 years	To base the annual report to Congressional appropriation committees.
8.	FEDERAL LAW ENFORCEMENT TRAINING CENTER PROJECTIONS	Treasury Department	Annually	Regional Offices	April 1	Training Division	Memorandum	Ranger Activities, Asst. Director, Pers & Admin. Services	P2621	Destroy after 3 years	For OMB, OPM and Congress
9.	JUSTIFICATION MATERIAL FOR CONSTRUCTION PROGRAM	OMB, DOI	Annually	Regional Offices	July/August	Budget Division	Memorandum			Destroy after 3 years	To present and defend programs before Congress & OMB.
10.	PARK IDENTIFICATION BY GEOGRAPHIC AREA (Congressional District)	Departmental	Annually	Field & Field Directorate	November	Budget Division	Computer Printout	Original only		Destroy annually	To provide input into the Congressional District report.

	TITLE	AUTHORITY	FREQUENCY	DUE FROM	DUE IN WASO	FOR	FORM	DISTRIBUTION OF COPIES	FILE # SYMBOL	RECORDS DISPOSITION INFORMATION	JUSTIFICATION
11.	PASSENGER MOTOR VEHICLE AND AIRCRAFT REQUIREMENTS	31 U.S.C. 1343	Annually	Regional Offices & Service Centers	July 31	Administrative Services Division	Memorandum	Budget Division (2 copies), Admin Services Division (1 copy)	S2621	Destroy after 3 years	To justify vehicles and aircraft.
12.	PROGRAMMING OF LINE ITEM CONSTRUCTION PROJECTS	E.O. 11988 & 11990	Annually	Regional Offices	December	Budget Division	Memorandum	OMB and Department	F2621	Destroy after 3 years	To identify those projects which would involve facilities located on a flood plain or wetland.
13.	RECORDING & REPORTING INFORMATION ON TRAINING RELATED TO CSRA	Civil Service Reform Act	Semi annual	Regional Offices	June 30 & December 31	Training Division	Memorandum	Asst. Director, Pers. & Admin. Services and Department	P2619	Destroy after 3 years	OPM, GAO Congressional request.
14.	REIMBURSABLE ESTIMATES			Directorate	Jul / st	Budget Division	Memorandum	Original only	F2621	GRS 5 4 Destroy 1 year after close of FY	To include as part of budget submission to OMB.
15.	REPORT ON RELOCATION & REAL PROPERTY ACQUISITION ACTIVITIES	Secretary's Regulations (41 CFR 1200.3)	Annually	States through Regions	November 1	Recreation Resources Assistance Division	GSA 2997 and OMB No. 42 R1656		L2621	Destroy after 3 years	To be part of DOI annual report to Congress.
16.	SECTION 8 PROGRAM GENERAL AUTHORITIES	Congress Section 8 of the General Authorities Act of 1976, as amended	Annually	Regional Offices	June 15	Preservation Assistance Division	Memorandum			Destroy after 3 years	To prepare a report to Congress on October 1
17.	STATISTICAL WORK LOAD REPORTS FOR TAX ACT PROGRAM	Economic Recovery Tax Act of 1981, 38 CFR Part 67	Quarterly	Regional Offices	Within 2 weeks after end of fiscal quarter	Preservation Assistance Division	Rapid Response Terminal	Regional Directors		Destroy after 3 years	To be sent to Congressional Committees interested in Tax Act Program, Treasury Department, IRS and GAO.
18.	SUPERVISORY TRAINING REPORT	Departmental	Semi annual	Regional Offices, Service Centers & WASO	June 30 & December 30	Training Division	Memorandum/ Training Division Forms		P8619	Destroy after 3 years	To monitor compliance with required supervisory training for all supervisors and managers serving a probationary period and all supervisors required to take training in accordance with Bureau/ Departmental training.
19.	REPORT OF ESTIMATES BY OBJECT CLASS	Director (Programming & Financial Mgt. System Report)	Varies	Field & Field Directorate	10 days after receiving allotment advice	Budget Division		Original only		Destroy Monthly	To monitor funding estimates and plans by object class.
20.	REPORT OF SUPERINTENDENTS AND REGIONAL DIRECTORS	Associate Director, Cultural Resources	Annually	Park Superintendents & Regional Directors	April 1	History Division	Memorandum	2 copies to History Division	A2621	Destroy after 3 years WASO File: Permanent NPSRCS (1.1) All other copies: Destroy when 3 yrs. old	To be sent to National Archives as the official record copy for

	TITLE	AUTHORITY	FREQUENCY	DUE FROM	DUE IN WASO	FOR	FORM	DISTRIBUTION OF COPIES	FILE # SYMBOL	RECORDS DISPOSITION INFORMATION	JUSTIFICATION
21.	REPORT ON TAX ACT PROJECTS	Director (Memorandums of Agreement)	Quarterly	Regions with external preservation programs	End of each quarter	Preservation Assistance Division	Memorandum	Original to Preservation Assistance Division, 1 copy to Interagency Resource Division	F 2617	Destroy after 3 years	To monitor the number of certifications, requests and approvals in a given quarter.
22.	"SEARCH & RESCUE OPERATION" REPORT	Director	Annually	Field/Regions	As reported	Ranger Activities Division	Mission Report	Regional Offices	A2621	Destroy after 3 years	To exchange data with other agencies. Audit for use of emergency funding. Target Information
23.	SUPERINTENDENT'S ANNUAL REPORT	NPS Act of 1916	Annually	Park Superintendents	January 15	Biological Resources Division	NPS Form 10 225	Superintendents, Regions	N2621	Destroy after 3 years	To monitor research conduct in the parks.
24.	ADMINISTRATIVE REVIEW OF IMPREST FUNDS	Dept'l Manual Release 2069 Part 337 1 3	Semi annual	Park or Office through Regional Finance Offices	30 days after each administrative review	Finance Division		Original and 1 copy	F 2619	Destroy after 3 years	To monitor the operations of the Imprest Fund Cashiers and to determine that the amount of cash advanced to the cashier is not excessive to meet normal requirements of the respective Park or Office served.
25.	AGENDA OF RULES SCHEDULED FOR REVIEW	E O 12044	Semi annual	Regions & WASO	April & October	Admin. Services Division	Memorandum/ Listing	Original only	A2619	Destroy after 3 years	To be included in the publication of Agency Rules.
26.	LWCF CONSOLIDATED PERFORMANCE REPORT	OMB Circular A 102	Annually	States through Regions	March 31	Recreation Grants Division		Not distributed		Destroy after 3 years	To monitor program performance
27.	ATTENDANCE AT PROFESSIONAL MEETINGS	DM (Part 370 DM 410, 8)	Quarterly	WASO, Regions & Training Centers	15th of April, July, October & January	Assistant Director, Financial & Data Systems	Form 10 187	Original and 1 copy	A2617	Destroy when no longer needed	To monitor attendance at professional meetings.
28.	CONCESSIONERS ANNUAL EVALUATION & CONTRACT COMPLIANCE REPORTS	PL 89 249	Annually	Parks through Regional Offices	December 1	Concessions Division	Forms 10 356 and 10 356a	NPS Concessioners, Parks and Regions		Indefinite Destroy when no longer needed	To assure that the concessioner facilities and services are safe, sanitary, attractive and provided at quality levels the Park visitor expects from the private sector operating outside the Parks.