

115-109 PREVIOUS EDITION NOT USABLE STANDARD FORM SF 115 (REV 3-91)
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NOV - 4 1996 *mmr* *Copy to: NNT, Agency*
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**National Park Service
Legislative and Congressional Affairs Office**

Revisions to Job No N1-79-96-2

1. Legislative Case Files (supersedes NPS-19, Item W38)

Case files containing legislative proposals, copies of bills, hearing and testimony records, legislative analyses, legislative histories, committee reports, correspondence, memorandums, studies, and other records that pertain to NPS legislation and Congressional actions Arranged by Congress and thereunder by individual park unit

AUTHORIZED DISPOSITIONS

- a Textual records Close files at the end of each Congress (2 years), and transfer to the WNRC 2 years after closure Destroy 20 years after closure
- b Microfilm Destroy when no longer needed for reference

2. Legislative Affairs Subject Files (new item)

Subject files containing correspondence, reports, studies, memorandums, compilations of laws from each Congress, laws or pending legislation for other federal agencies that may relate to or affect the Park Service, various committee files, Congressional reports, and legislative reference files that do not pertain to specific legislation that is maintained in legislative case files Alphabetically arranged by subject

AUTHORIZED DISPOSITION Close inactive files at the end of each Congress (2 years) and transfer to the WNRC 2 years after closure Destroy 15 years after closure