

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-022-78-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 01/02/2024

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 02 MNGT-100 was superseded by DAA-0048-2013-0008-0001

Item 08 MNGT-330 was superseded by DAA-0048-2013-0001-0001

Item 09a CONT-410 was superseded by DAA-0048-2013-0001-0011

Item 09b CONT-410 was superseded by DAA-0048-2013-0001-0012

Item 10 SAFE-110 was superseded by DAA-0048-2013-0001-0002

Item 11 MNGT-520 was superseded by DAA-0048-2013-0008-0009

Item 12 ADMI-153 was superseded by DAA-0048-2013-0001-0004

Item 15 PERM-820 was superseded by DAA-0048-2013-0001-0001

Item 28 was superseded by N1-057-07-002

Item 29 was superseded by N1-057-07-002

Item 45 MNGT-21 was superseded by DAA-0048-2013-0001-0002

Item 47 ADMI-520 was superseded by DAA-0048-2013-0001-0001

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 48a MNGT-214 was superseded by DAA-0048-2013-0001-0002

Item 48b MNGT-214 was superseded by DAA-0048-2013-0001-0001

Item 50b ADMI-530 was superseded by DAA-0048-2013-0001-0002

Item 50c ADMI-530 was superseded by DAA-0048-2013-0001-0001

Item 58a INFO-750 was superseded by DAA-0048-2013-0008-0006

Item 60 MNGT-213 was superseded by DAA-0048-2013-0001-0002

Item 67 PLAN-410 was superseded by DAA-0048-2013-0001-0001

Item 69 was superseded by DAA-0022-2023-0001-0001

Item 71 ADMI-630 was superseded by DAA-0048-2013-0001-0002

Item 77a1 MNGT-540A1 was superseded by DAA-0048-2013-0008-0005

Item 80a BUOG-312 was superseded by DAA-0048-2013-0001-0011

Item 80b BUDG-312 was superseded by DAA-0048-2013-0001-0010

Item 81 MNGT-250 was superseded by DAA-0048-2013-0008-0001

Item 82b MNGT-300 was superseded by DAA-0048-2013-0008-0001

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Interior

2. MAJOR SUBDIVISION

United States Fish and Wildlife Service

3. MINOR SUBDIVISION

Directives Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Henry W. Fitzpatrick, Jr.

5. TEL EXT

343-8914

JOB NO

NC 1 22 78 1

DATE RECEIVED

JUN 26 1978

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 stamped "disposal not approved" or "withdrawn" in column 10

OCT 16 1978

Date *Acting* *James E. O'Hall*
Archivist of the United States

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 52 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.☐ A Request for immediate disposal.☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6-21-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur J. Ferguson</i> Arthur J. Ferguson	E. TITLE Chief, Directives Management Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the United States Fish and Wildlife Service.</p> <p>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 National Archives and Records Service (NARS).</p> <p>Records covered by the General Records Schedules issued by the General Services Administration are disposable without further authorization and are, therefore, not included in this schedule.</p> <p>Unless otherwise specified, this schedule addresses only the record copy of materials created or received during the performance of official functions by Service employees or others working on behalf of the Service. Unless otherwise specified, nonrecord copies should be destroyed when they no longer serve the purpose for which they were created, or when the cost of their continued maintenance is no longer justified by their value to the Service.</p> <p>Normally, only those records with specified storage periods at a Federal Archives + Records Center (FARC) will be sent to a</p>		

176 items

to agency (hand-carried), 10/18/78
 to NNF, NNH, NNTS, NNR, NNV, NNB, INC, 2NC, 4NC, 5NC-C, 6NC, 7NC, 8NC, 9NC-S, 10NC, WWRG — 1/25/79

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	<p>Federal Records Center for the temporary storage. See Items 1 and 2 for examples. However, if the quantity of records located in a particular activity causes difficulties for management, appropriate records management personnel should be contacted for assistance. Such assistance might include a deviation from this generalization.</p> <p>The job number indicated in column 9 refers to the disposal authority that is being superseded by the particular entry in this schedule. An entry appears in column 9 only if one of the FARCs holds records under the particular series description.</p> <p>Before using this schedule, any records held by the Service that were created prior to January 1, 1948, should be offered to NARS for permanent retention. Those records which are rejected should be destroyed immediately. A major exception to this generalization is the records which document the real estate holdings of the Service. See item 47 of this schedule.</p> <p style="text-align: center;">38</p> <p><i>The Fish & Wildlife Service certifies that the records described in this form and authorized herein for filming shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504, and that facilities meeting the standards of 41 CFR 101-11.506 will be used to store the silver original microfilm. For silver original microfilm copies of records of Item 65B(1) -- the only permanent records to be filmed -- inspection by NARS will not be necessary, since the film will be offered to NARS when no more than 2 years old.</i></p> <p><i>NOTE: Any filming of records NOT authorized by this schedule must be done in accordance with 41 CFR 101-11.503 and 41 CFR 101-11.507.</i></p>		

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115-203	Four copies, including original, to be submitted to the National Archives	STANDARD FORM 115-A Revised July 1974 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4
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7. ITEM NO	8. DESCRIPTION OF ITEM (W. inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>Delegations of Authority.</u> Correspondence relating to delegation of authority to the Director, Associate Directors, Assistant Directors, Regional Directors, Area Managers, and Project Leaders and all other officials to assume certain operational functions, to sign agreements, memoranda of understanding, contracts, and other binding documents without further approval.</p> <p>Destroy all copies 2 years after expiration.</p> <p>Note: General Records Schedules Nos. 3, 4, and 6, as they relate to GAO audit requirements, take precedence over the disposition instruction stated above.</p>		
3.	<p><u>Directive Issuance System.</u> Record copies of directives, instructions, manuals, handbooks, and associated substantive documentation issued in accordance with the Service's directives issuance system. (Arranged numerically.)</p> <p>PERMANENT. Break file into annual increments and transfer to FARC 3 years after file break. Offer to NARS 5 years after transfer to FARC. <u>Annual volume: 2.75 cubic feet.</u></p>		
4.	<p><u>Executive Orders and Proclamations Files.</u></p> <p>Destroy when obsolete, superseded, or otherwise no longer of value.</p>	II-NNA-1745: 5,90.	
5.	<p><u>Fatal Accident Investigation File.</u> File includes the basic accident report and any other reports or analyses of the event. Highlighted are the suspected and confirmed cause(s) of the accident, any remedial recommendations, and details of the participation of any Service personnel who reacted to the fatal accident. A fatal accident case file is maintained in the case of loss of life of any human being on Service lands or in Service-utilized facilities.</p> <p>A. Record copy. <u>Transfer to FARC 3 years after close of case. Destroy 10 years after close of case.</u></p> <p>B. All other copies. Destroy when 10 years old or when no longer of value, whichever occurs first.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p><u>Forms File.</u></p> <p>A. One record copy of each form created by or on behalf of the Service with related instructions and documentation showing inception, scope, and purpose of form.</p> <p>Destroy when form is discontinued, superseded, or canceled.</p> <p>B. Working papers, background materials, requisitions, specifications, processing data, and control records.</p> <p>Destroy when related form is discontinued, superseded, or canceled.</p>		
7.	<p><u>Installation Health Inspection Files.</u> Files include reports of inspections performed by Service personnel as a result of either perceived or suspected hazards to the health of either Service employees or other individuals. Files also include records of any followup inspections made as required by officials of the inspecting office.</p> <p>A. Record copy. Break file <u>ANNUALLY</u>. <u>TRANSFER TO 1 FARC WHEN 4 YEARS OLD. DESTROY WHEN 9 YEARS OLD.</u></p> <p>B. All other copies. Destroy when 7 years old or when no longer of value, whichever occurs first.</p>		
8.	<p><u>Local Operating Procedures Files.</u> Instructions issued in the form of letters or memoranda at divisional or lower level in the Washington Office or in field offices which govern routine operations accomplished at the level of issuance. These instructions provide standardized methods for performing activities of either an administrative or functional nature.</p> <p>Review annually. Destroy when obsolete, superseded, or otherwise canceled.</p>		
9.	<p><u>Memorandum of Agreement Files.</u> Cooperative agreements, letters of agreement, all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations concerning services rendered to or received from such bodies. See item 54 54 of this schedule for memoranda of understanding between the Service and her foreign counterparts.</p>	<p>II-NNA-1745: 11,44, 51,78, 98. II-NNA-1792: 11,45.</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>A. Record copy. Destroy 3 years after expiration or cancellation.</p> <p>B. All other copies. Destroy when memorandum expires or is canceled.</p> <p>Note: General Records Schedules Nos. 3, 4, and 6, as they relate to GAO audit requirements, take precedence over the disposition instruction stated above.</p>		
10.	<p>Report of Accident/Incident File. File contains completed Department of the Interior forms, DI-134 and 134C. These forms are completed and forwarded to the Washington Safety and Security Office on each occasion of an on-the-job accident, illness, or injury involving a Service employee. These forms provide such information as employee identity and the date, time, location, and circumstances of the event reported.</p>		
11.	<p>TRANSFER RECORD TO FARC 2 YEARS AFTER CLOSE OF CASE. DESTROY 6 YEARS AFTER CLOSE OF CASE.</p> <p>Rules and Regulations. Rules and regulations are initiated by the Service and printed in the Federal Register for comment. Final rules and regulations are again printed in the Register and regulations ultimately included in the Code of Federal Regulations (CFR). The record of this process includes correspondence, minutes of meetings, transcripts of public hearings, copies of rules and regulations, and other related substantive materials.</p> <p>RECORD Break file annually and transfer to FARC 3 years after file break. DESTROY WHEN 10 YEARS OLD.</p>	<p>II-NNA-1745:14,24.</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (W clusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
12.	<p>Training Aids File. File includes a copy of each manual, syllabus, textbook, audio-visual aid, substantive handout, and other training aid generated by or on behalf of the Service in the process of satisfying its training requirements.</p> <p>Review annually. Destroy material as it becomes obsolete, is superseded, or otherwise ceases to serve the purpose for which it was created.</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>FEDERAL-ASSISTANCE RECORDS</u>			
13.	<p><u>Endangered Species Recovery Plans File.</u> Record includes correspondence, letters and memoranda, internal direction, reports, studies, analyses of raw data, and other substantive technical or scientific documentation utilized in the development and implementation of recovery plans for the restoration of endangered native species. These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition, management actions, and other efforts designed to enhance the status of a particular species.</p> <p>A. <u>APPROVED PLANS:</u></p> <p>PERMANENT. Break file annually. Transfer to FARC 4 years after file break. Offer to NARS 5 years after transfer to FARC. <u>Annual volume: 0.5 cubic foot.</u> (Arranged by species).</p> <p>B. Material that supports the development and implementation of a specific plan, <u>INCLUDING PRELIMINARY AND DRAFT PLANS</u></p> <p>Destroy 3 years after the goals of the plan are achieved, the plan is superseded or otherwise rendered obsolete.</p> <p>C. Material that reflects repetitive, routine, or housekeeping-type activity.</p> <p>Destroy when 3 years old or when it no longer serves the purpose for which it was created, whichever occurs first.</p>		
14.	<p><u>Endangered and Threatened Species Files.</u> Record includes correspondence, letters and memoranda, internal direction, reports studies, analyses of raw data, and other substantive technical or scientific documentation utilized in the screening of candidate species and conducting status surveys to determine which species should be listed as threatened or endangered, and in the listing, delisting, or reclassifying of appropriate species.</p> <p>A. <u>ALL SUBSTANTIVE TECHNICAL AND SCIENTIFIC DOCUMENTATION:</u></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Break file annually. Transfer to FARC 8 years after file break. DESTROY 40 YEARS AFTER FILE BREAK.</p> <p>B. Material reflecting repetitive, routine, or house- keeping activities.</p> <p>Destroy when 3 years old or when it ceases to serve the purpose for which it was created, whichever occurs first.</p>		
15.	<p>General Permit Files. Files are divided into two major categories with each having a numerical code. Files include: RECORD COPY OF INSTRUCTIONS FOR COMPLETING AND PROCESSING permit applications, and informational materials that described permit policy development.</p>		

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	<p>Destroy when obsolete, superseded, or otherwise canceled.</p>		
<p>16. 16.</p>	<p>Grant-in-Aid to States Files. Case files include applications for research, development, coordination, and technical assistance grants as well as requests for Federal activity in the area of comprehensive project planning. Each case file documents project milestones and includes correspondence regarding administrative, technical, and fiscal aspects of the project, as well as congressional inquiries, and periodic progress and completion reports filed by the grantee.</p> <p><i>TRANSFER TO FARC AFTER CONCLUSION OF GRANT ACTIVITY IF ALL GAO AUDIT AND REVIEW REQUIREMENTS HAVE BEEN SATISFIED. DESTROY 4 YEARS AFTER TRANSFER.</i></p> <p>Note: For grant activities involving land acquisition, see items 36B and 47 of this schedule. 21B 38</p>	<p>II-NNA-1745:32-4,43.</p>	
<p>17. 17.</p>	<p>Permit Application Files. Files are broken into active, inactive, and "old" inactive. Each of these subdivisions has a slightly different arrangement. Files include copies of all permit applications sent to the Service by Federal, state, and private organizations, conservation groups, and private individuals who request permits for purposes of importing, exporting, research, and other activities concerning endangered wild fauna and flora, either domestic or foreign. Files also include correspondence, internal and external, dealing with the application process.</p> <p>Destroy 3 years after expiration date of permit, or termination date of latest applicable condition.</p>	<p>II-NNA-1745:27.</p>	
<p>18. 18.</p>	<p>Permit Violations Files. Files include correspondence, letters, memoranda, congressional inquiries, reports, testimony, documentation of litigation process, and other substantive material relevant to determining whether or not an alleged violation has occurred and documenting action taken as the result of a confirmed violation.</p> <p>A. Proven violations.</p> <p><i>TRANSFER TO FARC 30 ANNUAL INCREMENTS 3 YEARS AFTER ALL PARTIES HAVE EXHAUSTED ALL APPROPRIATE LEGAL RECOURSE. DESTROY 10 YEARS AFTER ALL PARTIES HAVE EXHAUSTED ALL APPROPRIATE LEGAL RECOURSE.</i></p> <p>B. Unproven violations.</p> <p>NO MORE THAN Destroy 3 years after that determination is made.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
19.	<p><u>Special Land Use Permits Files.</u> Files include materials relevant to the granting or denying of permission to use Service real estate for a variety of special uses. Uses include, but may not be limited to, agriculture, grazing, mining, and road, water and power line construction.</p> <p>A. Approvals.</p> <p>Destroy 2 years after permit expiration or when no longer needed for reference, whichever occurs sooner.</p> <p>B. Denials.</p> <p>Destroy 1 year after action is taken.</p> <p>Note: General Records Schedules Nos. 3, 4, and 6, as they relate to GAO audit requirements, take precedence over the disposition instruction stated above.</p>	II-NNA-1745:15b.	
20.	<p><u>State Program File.</u> File includes correspondence, newsclippings, program plans, studies, blueprints, comments, and other materials relative to the review and monitoring of programs funded by monies annually made available under provisions of the Federal Aid in Wildlife Restoration Act of 1970 (Pittman-Robertson Act), and the Federal Aid in Fish Restoration Act of 1970 (Dingell-Johnson Act).</p> <p>Review annually and destroy all materials no longer required to document ongoing Service activities.</p>	II-NNA-1745:29. II-NNA-1792:24a.	

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
21.	<p style="text-align: center;"><u>FISH AND WILDLIFE RESOURCES RECORDS</u></p> <p>Agricultural Cooperative Program. Records include information regarding agricultural activities undertaken on Service-managed lands in accordance with cooperative agreements. Case files include the cooperative agreement as well as data concerning crop and animal species, yields, acreage, grazing activities, forest production, and so forth.</p> <p>Destroy 3 years after controlling agreement expires or is terminated.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
22	<p><u>Animal Damage Control Central File.</u> File documents Service activities that are directed toward the reduction of animal damage to livestock, agriculture, natural resources, and human beings.</p> <p>A. Material relating to policy creation, development, and implementation. (Arranged alphabetically by subject).</p> <p>(1) Record copy.</p> <p>PERMANENT. Break file annually. Transfer to FARC 3 years after file break. Offer to NARS when 8 years old. <u>Annual volume: 1 cu. ft.</u></p> <p>(2) All other copies.</p> <p>Destroy when they cease to serve the purpose for which they were created.</p> <p>B. Material that documents routine accomplishments of the Service's mission.</p> <p>Break file annually. Transfer to FARC when 4 years old. Destroy when 10 years old.</p> <p>C. Material that reflects repetitive, routine, or house-keeping activities.</p> <p>Destroy when 3 years old or when it no longer serves the purpose for which it was created, whichever occurs first.</p>	II-NMA-1745: 53, 55	
23	<p><u>Animal Damage Control Removal Files.</u> Record contains annual compilation of animals legally removed for purposes of damage control. These compilations reflect the numbers of each species removed and the techniques utilized. This record is based on tabulations provided by the participating states.</p> <p>A. Summary Annual Report by Region (Arranged by region, thereunder chronologically).</p> <p>PERMANENT. Beginning immediately, offer to NARS in 5-year increments. <u>Annual volume: 0.2 cu. ft.</u></p> <p>B. State reports</p>	II-NMA-1745: 52	

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	<p>Destroy 2 years after being utilized to prepare annual compilation.</p> <p>C. Special compilations.</p> <p>BREAK FILE ANNUALLY. TRANSFER TO FARC WHEN 3 YEARS OLD. DESTROY WHEN 7 YEARS OLD.</p>		
24	<p>Animal Damage Control Research File. File contains correspondence, documentation of research effort, and other substantive materials relative to (a) the development of animal removal techniques, (b) the gaining of EPA registration of those techniques, and (c) the arranging for the production of registered techniques.</p> <p>Destroy 3 years after the fate of a given technique has been irrevocably determined.</p>	II-NNA-1792:44.	
25	<p>Band Issuance Records. Record identifies the band series, name of permittee, permit number, and date of issuance.</p> <p>Review annually and destroy that which has ceased to serve the purpose for which it was created.</p>		
26	<p>Banded-Bird Recovery Letters File. Record contains correspondence from hunters and other participants reporting band recoveries; worksheets generated by Bird Banding Laboratory personnel; and non-routine correspondence concerning the program.</p> <p>A. Paper copy.</p> <p>Destroy when superseded by microfilm record.</p> <p>B. Microfilm record.</p> <p>Review annually and destroy that which has ceased to serve the purposes for which it was created.</p>		
27	<p>Bird Banding Summaries. File includes a summary of the participation of each bander who is identified by permit number.</p> <p>Review annually and destroy that which has ceased to serve the purpose for which it was created.</p>		
28	<p>Bird Banding Survey. Machine-readable record contains banding data on both game and non-game species found on the North American Continent. Record includes data on the</p>		

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	<p>species, age, sex, location and direction of flight of the banded bird as well as the date of banding, type of band and band number. Similar information is noted when the band is recovered. Data dates from 1920 to the present and is used to facilitate research in the distribution, migration, population dynamics and environmental roles of various species.</p> <p>PERMANENT. <i>TRANSFER TO NARS ANNUALLY.</i></p>		
29.	<p><u>Breeding Bird Survey.</u> Machine-readable record includes census data on all non-game birds found on the North American Continent. Record includes data on the species and number observed, the date, time, location and climatic conditions of the observation, and on the observer. The data is used to study population ranges and distributions, and to provide information for environmental impact statements. The census is taken annually during April, June, and July. Data dates from 1966 to the present.</p> <p>PERMANENT. <i>TRANSFER TO NARS ANNUALLY.</i></p>		
30.	<p><u>Development Planning Documents Files.</u> Files pertain to the planning and programming of the development of Service properties, and to their operation and maintenance. Records include plans for operation and maintenance, and for the development of physical improvements. Files include area master plans, cartographic materials, general and specific activity management plans, outlines of medium and long range requirements, task directives, development concept plans, statements for management, and so forth.</p> <p>Review files annually. Destroy material when it no longer serves the purpose for which it was created.</p> <p>Note: Where appropriate material from these files should be transferred to the appropriate real property file. (See item 38.)</p> <p>38</p>	II-NNA-1745: 7,108-9. II-NNA-1792: 50.	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<p>31.</p>	<p>Engineering Records. These records document two distinct efforts: the construction, alteration, maintenance and rehabilitation of Service facilities, both natural and man-made; and the support of realty personnel as they acquire or dispose of lands and accompanying improvements.</p> <p>A. Project case files which include documentation of any and all activities associated with the construction, alteration, maintenance and rehabilitation of Service facilities to include roads, trails, ponds, lakes, dams, utilities, structures, fences, betterments, and so forth, <i>EXCEPT AS NOTED IN ITEM 31 B BELOW.</i></p> <p>(1) Record copy of such items as survey maps, specifications, tracings, blueprints, budgetary information, and descriptive materials that are of sufficient technical or administrative value to be included in the real property files. (See item 47.) 38</p> <p>Transfer to appropriate real property file upon completion of given activity.</p> <p>(2) Record copy of such items as land survey notebooks, indices, computation and traverse sheets, construction field notebooks, and other than final iterations of the records described in item 36A(1) above.</p> <p>Destroy when determined by competent authority to no longer be worthy of retention.</p> <p>C. Acquisition/Disposal case files which include property description, local market data, comparable sales information, location maps, value analysis, and any additional pertinent information.</p> <p>(1) For Service acquisition.</p> <p>Destroy documentation not incorporated in real property file 2 years after acquisition is completed.</p> <p>(2) For Service disposal.</p> <p>Transfer substantive records to new custodian. Destroy all other records when they have served the purpose for which they were created.</p> <p><i>*B. PROJECT CASE FILES SELECTED FOR ARCHITECTURAL, HISTORICAL AND TECHNOLOGICAL SIGNIFICANCE. SEE GRS # 22, ITEM 2a AND ASSOCIATED NOTES.</i></p>	<p>II-NNA-1745: 110a&b. II-NNA-1792: 31.</p> <p>II-NNA-1792: 29,32.</p> <p>II-NNA-1745: 91b, e,f.</p>	

32.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
33.	<p>Forestry Records. File documents the forestry functions of the Service and includes material on the prevention and control of forest fires, fire damage, forestry and land conservation, and forest pest control.</p> <p>Review file annually. Destroy material when 5 years old or when it no longer serves the purpose for which it was created, whichever occurs first.</p>	II-NNA-1745:16a.	
34.	<p>Migratory Webless Game Bird Management. Record includes correspondence to and from the Service of a non-routine nature; notes from internal Service meetings; proposals and recommendations for management improvements; population and harvest statistics; capture, banding and marking statistics; analytical documents.</p> <p>Review annually. Destroy that which has ceased to serve the purpose for which it was created.</p>		
35.	<p>Oil and Gas Exploration and Production Records. Files contain copies of records submitted to or received from U.S. Geological Survey (USGS) regarding oil and gas operations on leased Service lands. Included herein are well logs, plugging records, production records, exploratory studies, and lease status reports. The record copy of this data is maintained by USGS.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Destroy 4 years after year in which lease expires.</p>		
36	<p><u>Program Files.</u> Files include program documents, schedules, and correspondence maintained by the offices responsible for execution, review, and analysis of Service programs; and materials relating to the general planning and supervision of those programs.</p> <p>Review files annually. Destroy in Service that material which is no longer required to support the program activity of those programs.</p>		
37	<p><u>Project Files.</u> Records are maintained at the project management level, and present a complete picture of each project from initiation to termination. Projects include, but are not limited to, the following: 1) in the area of fish and wildlife production--the National Broodstock Project, Cooperative Striped Bass Project, Disease Control Projects, Atlantic Salmon Restoration Project; 2) in the area of wildlife assistance--Columbia River Basin Improvement Projects, Indian Assistance Projects, Agricultural Assistance Projects; 3) in the area of population management--waterfowl population surveys (e.g., mourning dove, raptors), waterfowl disease control project, polar bear population control project, and satellite-supported Arctic goose production project; 4) in the area of land management--Elk Refuge Range Rehabilitation Project, Musk Ox Reduction Project, Crop Management projects; 5) in the area of land and water resources--the Garrison Diversion Project, Missouri River Project, Trans-Alaska Pipeline Studies, water and coastal resources analysis projects; 6) in the area of habitat preservation--Bald Eagle Pollutant Study, Pesticide Effects Study, Grassland Control projects, Black Duck Habitat Evaluation; 7) in the area of interpretation and recreation--Urban Park Studies, Environmental Education projects. <i>(Arranged by project)</i></p> <p>A. Project authorization documents, final summaries or reports, summary budgetary records, and substantive correspondence (for example, correspondence that influenced the course of action on a project).</p> <p>PERMANENT. Break file annually. Transfer to NRC 5 years after file break. Offer to NARS 10 years after file break. <u>Annual volume: 2 cu. ft.</u></p> <p>B. All other records</p> <p>Break file annually. Transfer to NRC 4 years after file break. Destroy 10 years after file break.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
36	<p><u>Real Property Files.</u> Records include, but may not be limited to, site maps and surveys, plot plans, diagrams or blueprints of major structures, utility outlet plans, equipment location plans, inspection reports, building and equipment management and maintenance records, allowance lists, and the title.</p> <p>A. All records with the exception of site maps and surveys.</p> <p>Retain until property is no longer under Service custody. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p> <p>B. Site maps and surveys</p> <p>See Item 62 of this schedule.</p>	II-NHA- 1745: 91a. II-NHA- 1792: 17b.	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>A. All records with the exception of site maps and surveys.</p> <p>Retain until property is no longer under Service custody. Transfer to new custodian upon completion of sale, trade or donation proceedings, or acceptance of purchase money mortgage.</p> <p>B. Site maps and surveys.</p> <p>See item 62 of this schedule.</p>		
39.	<p><u>Sea Lamprey Data.</u> Machine-readable record contains information on sea lamprey population in the Great Lakes. Physical characteristics, living environment, and methods of collection are identified. Data is used to study population dynamics and the impact of sport and commercial fishing on the population.</p> <p>Review annually. Destroy that material which no longer serves the purpose for which it was created.</p>		
40.	<p><u>Special Surveys.</u> Machine-readable record contains breeding, banding and parts collection data for various species of game bird including the woodcock, mourning dove, and selected waterfowl. Data is utilized in the formulation and evaluation of hunting regulations and for other game bird management purposes.</p> <p>Review annually. Destroy that material which no longer serves the purposes for which it was created.</p>		
41.	<p><u>Statistical Information Files.</u> Files include miscellany of raw technical data which is accumulated at a refuge, hatchery, or like activity, and includes, but is not limited to, climatologic readings, water gage readings, migratory or resident population counts, and production figures.</p> <p>Review annually. Destroy when data has served all useful purposes, when it has become obsolete or been superseded, or when it otherwise has ceased to serve the purpose for which it was collected.</p>	<p>II-NNA-1745: 23,112. II-NNA-1792: 57b,71, 91b&d.</p>	

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
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42.	<p><u>Water Rights Case Files.</u> Files document water rights on Service-utilized real estate including applications and amendments thereto for state permits; related descriptions of land, water and streams; state letters of approval; materials pertaining to proof of beneficial use and extensions of time therefore; pertinent cartographic materials; documentation concerning disputes and other substantive correspondence.</p> <p>Destroy 3 years after rights terminate or dispute is resolved.</p>	11-NNA-1745: 111.	
43.	<p><u>Well Logs and Reservoir Capacity Logs.</u> Logs contain volume and other technical information regarding wells and reservoirs located on Service-owned or Service-utilized real estate.</p> <p>Retain until well or reservoir is no longer in the custody of the Service. Upon sale or relinquishment of easement rights, convey log to purchaser or owner (in case of easement relationship).</p>		
44.	<p><u>Winter Bird Survey.</u> Machine-readable record contains data on all species of birds that wintered in Central Maryland during the years 1970 to 1974. Information is used in the study of population dynamics.</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Review annually. Destroy that material that has ceased to serve the purpose for which it was created.		

115-203 Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO	8. DESCRIPTION OF ITEM (with Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>GENERAL RECORDS</u>			
45.	<p><u>Activity Report Files.</u> Periodic reports addressing varying periods of time submitted to no higher level than Associate/Assistant Director in either the Washington Office or Regional Offices by subordinate managers or supervisors. These reports are used to describe in varying detail accomplishments, objectives, plans, goals, and requirements. They may address technical, scientific or administrative issues but have as their purpose the providing of information for management use. Often the information provided is used in the preparation of broader-based reports to higher authority. While these reports can have enduring value, the activity reports themselves do not, except as reference material for Service personnel.</p> <p>BREAK FILE ANNUALLY. TRANSFER TO FARC WHEN 3 YEAR OLD. DESTROY WHEN 7 YEARS OLD.</p>	II-NNA-1745: 94-5, 97, 102. II-NNA-1792: 40a&b, 58, 61-2, 87.	
46.	<p><u>Audiovisual Finding Aids and Production Documentation Files.</u> Consists of existing finding aids such as data sheets, shot lists, catalogs, indices, and other textual documentation necessary for the proper identification, retrieval, and use of the related audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release, or ownership of audiovisual productions made by or on behalf of the Service.</p> <p>Disposition should be made in accordance with instructions governing the audiovisual records to which these files relate.</p>		
47.	<p><u>Congressional Inquiry Files.</u> Consist of inquiries and responses thereto along with substantive supporting documentation, if any. These files are separate from those identified as "Legislative Action Files" and included as item 60 of this schedule.</p> <p>50</p> <p>Destroy when 3 years old, OR WHEN NO LONGER REQUIRED FOR REFERENCE, WHICHEVER OCCURS FIRST.</p>		
48.	<p><u>Equipment Utilization Records.</u> Files document the utilization, operation, support and management of major pieces of support equipment including, but not limited to, aircraft, boats, bulldozers, and like machinery. Files may include both raw data and any reports produced from that data.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>A. Raw data.</p> <p>Destroy when appropriate report has been prepared or when data is 4 years old, whichever occurs first.</p> <p>B. Reports.</p> <p>Destroy 3 years after preparation.</p> <p><u>External Historical and Archeological Research Program Files.</u> Record includes letters, memoranda, reports, studies, and other documentation regarding the Service's involvement in such programs as the National Survey of Historic Sites and Buildings, National Register of Historic Places, and Technical Preservation Service.</p> <p>A. Archeological Permit Applications.</p> <p>(1) Approvals.</p> <p>Destroy 2 years after permit expiration or when no longer needed for reference, whichever occurs sooner.</p> <p>(2) Denials.</p> <p>Destroy 1 year after action is taken.</p> <p>B. All other material.</p> <p>Destroy when 4 years old or when it ceases to serve the purpose for which it was created, whichever occurs first.</p>	<p>II-NNA-1792: 3a,38.</p>	
49.	<p><u>General Correspondence Files.</u> Files include record copies of correspondence, letters and memoranda, directives, reports, studies, analyses, and other substantive documentation created or received by or on behalf of the Service pursuant to the accomplishment of its official functions, except as otherwise specified in this schedule.</p> <p>A. Materials that document the organization, functions, policies, procedures and essential activities of the Service to include, but not limited to, staff assistance, program management, relationships with the Interior Department, other higher authority, other equal organizations, industry and the public; or contain information of enduring value concerning events, personages or phenomena of significance. (Arranged by subject.)</p>	<p>II-NNA-1745: 1,10a, 25d,80, 93.</p> <p>II-NNA-1792: 5,54.</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>PERMANENT. Break file into 3-year increments and transfer to FARC 3 years after file break. Offer to NARS 5 years after transfer to FARC. <u>Annual volume: 12 cu.ft</u></p> <p>B. Material that documents the routine accomplishments of the Service's mission.</p> <p>Break file annually. Transfer to FARC when 4 years old. Destroy when 8 years old.</p> <p>C. Material that documents repetitive, individual, routine transactions and matters; housekeeping and other purely facilitative functions.</p> <p>Destroy when 3 years old or when no longer of reference value, whichever occurs first.</p>		
51	<p><u>Inspection, Survey and Investigation Files.</u> Files include appraisals, inspections, management surveys, studies and investigations of the Service by or on the behalf of the Congress, Interior Department and other Executive activities, and the Service itself.</p> <p>Destroy when 4 years old or when no longer of reference value, whichever occurs first.</p>	<p>II-NNA-1745: 1, 83.</p> <p>II-NNA-1792: 5, 54</p>	
52	<p><u>International Country File.</u> File contains materials relating to Service activities abroad including biographical data on individual participants, trip and project status reports, specific scientific information, and substantive communications, including message traffic and letter between the Service and its foreign counterparts.</p> <p>Destroy when 7 years old or no longer of reference value, whichever occurs first.</p>	<p>II-NNA-1745: 84</p>	
53	<p><u>International Project File.</u> File includes record materials relative to Service projects abroad including project descriptions, budgetary and contractual documents, and periodic progress and status reports.</p> <p>A. Initial surveys, project authorization documents, final summaries or reports, and summary budgetary records, performance assessments, substantive press announcements ^{and minutes of meetings} (Arranged by country)</p> <p>PERMANENT. Offer to NARS no more than 2 years after project completion or cancellation. <u>Annual volume: 1 cubic foot.</u></p> <p>B. Extraneous documentation which includes, but is not limited to, cables, correspondence, periodic reports and audits.</p> <p>Review file annually. Destroy that which is no</p>	<p>II-NNA-1745: 81</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
54	<p>longer of administrative value.</p> <p><u>International Treaty, Convention, and Agreement File.</u> File includes copies of all treaties, conventions, and agreements to which the United States Government is a party and for which the Service has substantial responsibilities for implementation. Also included is a record copy of each memorandum of understanding executed between the Service and its counterpart agency abroad.</p> <p>A. Record copy of memorandum of understanding and associated legal and technical materials. (Arranged by treaty).</p> <p>PERMANENT. Offer to NARS when the agreement expires or is superseded. <u>Annual volume: 0.5 cubic foot.</u></p> <p>B. Copies of treaties, conventions, and agreements.</p> <p>Destroy when no longer of reference value.</p> <p>C. Material reflecting routine, repetitive, or house-keeping activities.</p> <p>Destroy when 3 years old or when no longer of reference value, whichever occurs first.</p>		
55	<p><u>Investigative Case Files.</u> Files are classified according to the fish and wildlife law violated. Each classification has its own identity code and each case thereunder is further individualized by a number assigned to it. A case file contains the name, address, place and date of birth, and any other appropriate information concerning one or more individuals being investigated as a result of a violation of any law for which the Service has enforcement responsibility. Files also include the results of investigative action.</p> <p>A. Paper records</p> <p>(1) When reduced to microform--Destroy when accuracy of microform has been verified.</p> <p>(2) When <u>not</u> reduced to microform--Transfer to FARC 5 years after close of case. Destroy 20 years after close of case.</p> <p>B. Microform records--Destroy in Service 20 years after close of case. NOTE: See PPA 101-11.5 for criteria, procedures, and standards to be followed in the reduction of paper records to microform. <i>Records must be</i></p>	<p>II-NIA-1792:25a and c</p>	
56	<p><u>Labor-Management Agreements.</u> File contains agreements and correspondence concerning same between the Service and organized labor. The agreements are normally of 1-year's duration.--Destroy 3 years after termination of agreement,</p>	<p>II-NIA-1792: 12</p>	<p>41 CFR 101-11.504, + stored in accordance with 41 CFR 101-11.50</p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
57	<p><u>Legal Decision Files.</u> These files include nonrecord copies of correspondence with and decisions of the Attorney General, the Comptroller General, the Solicitor of the Department of the Interior, and Regional Solicitors of the Department of the Interior regarding legal issues of interest to the Service. Regional files are restricted to decisions concerning or of interest to the Regional area. The responsibility for maintenance of record material in this series rests with the Department of the Interior and other higher authority.</p> <p>Destroy when obsolete, superseded, or otherwise canceled.</p>	II-NNA-1745: 89.	
58	<p><u>Legislative Action File.</u> File documents legislative action from date the Service becomes involved until the <u>BILL DOES OR DOES NOT BECOME LAW.</u> File includes non-record materials created by Service personnel such as studies and position papers addressing a proposed piece of legislation, and materials created by others such as record of floor action, final bill enrollment, a copy of the proposed and final public law. <u>The responsibility for the maintenance of record material in this series rests with the Department of the Interior.</u></p> <p>A. <u>FOR ENACTED LEGISLATION.</u></p> <p>BREAK FILE BIENNIALY. TRANSFER TO FARC NO MORE THAN 2 YEARS AFTER FILE BREAK. DESTROY 8 YEARS AFTER FILE BREAK.</p> <p>B. <u>FOR UNENACTED LEGISLATION.</u></p> <p>DESTROY ^{in Service} MATERIAL WHEN NO LONGER OF REFERENCE VALUE.</p>	II-NNA-1745: 14b, 87.	
59	<p><u>Litigation Case Files.</u> These files include nonrecord copies of correspondence, letters and memoranda, and all other substantive materials concerning any law suit in which the Service is a participant. The responsibility for maintenance of record material in this series rests with the Department of the Interior.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Destroy 5 years after all parties have exhausted all apparent legal recourses.</p>		
60.	<p>Managerial Studies, Reports and Supporting Papers. Record consists of studies and reports, including supporting documentation, prepared as required by or on behalf of the Service for purposes deemed sufficient by the requestor. The studies and reports may address technical, scientific or administrative topics. They are prepared for essentially managerial as opposed to technical or scientific purposes.</p> <p>A. Final iterations of studies or reports that contribute significantly to policy and procedural decisions made by senior Service personnel. (Arranged alphabetically by title.)</p> <p>PERMANENT. Break file biennially ^{annually} and transfer to FARC when 5 years old. ^{when 8 years old.} Offer to NARS <u>Annual volume:</u> <u>0.5 cubic foot.</u></p> <p>B. All other records in this series.</p> <p><u>BREAK FILE ANNUALLY. TRANSFER TO FARC WHEN 3 YEARS OLD. DESTROY WHEN 7 YEARS OLD.</u></p>	II-NNA-1745: 13.	
61.	<p>Manuscript Files. Files contain informational reports, instructional materials, scientific or technical treatises, periodic, survey, or narrative reports except as otherwise specified in this schedule. MANUSCRIPTS OF PUBLISHED MATERIALS ARE OF VALUE ONLY SO FAR AS THEY AID IN verifying the accuracy of the associated publications, and that purpose is served within a specific period of time.</p> <p>A. Manuscripts of published materials.</p> <p>Destroy 2 years after publication.</p> <p>B. Manuscripts of unpublished materials, AND MATERIALS BY SERVICE EMPLOYEES PUBLISHED UNDER PRIVATE OR OTHER AUSPICES. (Arranged alphabetically by title.)</p> <p><u>PERMANENT. BREAK FILE ANNUALLY. TRANSFER TO FARC WHEN 3 YEARS OLD. OFFER TO NARS WHEN 8 YEARS OLD. ANNUAL VOLUME: 2 CUBIC FEET.</u></p>	II-NNA-1745: 3+4.	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
62	<p>Manuscript and Annotated Maps. Hand-drawn maps (generally in pencil, ink or colors on paper or tracing cloth), maps made with stickup and similar adhesives, and maps that bear significant manuscript annotations, changes, or additions. Included are maps compiled by or on behalf of the Service for administrative, scientific, or exhibitory purposes; map enclosures to reports or correspondence; original topographic planetable sheets, terrain sketches and nautical depth-soundings derived from field observations and surveys; final manuscript "smooth sheets" and "fair sheets" showing the results of surveys; maps or aerial photographic prints annotated with field survey information; proof sheets or overlays that bear annotations resulting from field checking or verification of survey data, or that are annotated to show source of information used on the map.</p> <p>A. Maps that relate to other files which document activities address elsewhere in this control schedule. Examples: Ecological Impact Statement Files, State Program Files, Development Planning Document Files.</p> <p>Dispose of in accordance with those instructions that apply to the file with which a particular map is associated.</p> <p>B. Maps that relate to Real Property Files (see item 58). (Arranged alphabetically by subject.)</p> <p>(1) Record copy.</p> <p>PERMANENT. Break file annually. Offer to NARS 2 years after file break. <u>Annual volume: 2 cubic feet.</u></p> <p>(2) All other copies.</p> <p>Dispose of in accordance with those instructions that apply to Real Property Files.</p> <p>C. All other maps.</p> <p>Destroy when they no longer serve the purpose for which they were created.</p>	II-NNA-1792:18.	
63	<p>Map History Case Files and Source Material. Map history and chart history case files documenting the chronological events in planning, surveying, field work, production and revision of specific maps, and files containing or</p>	II-NNA-1745:92,106.	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>describing the sources of information for specific maps, including map specifications, location diagrams, notes kept by cartographers when making maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers showing information about the origin and spelling of place names.</p> <p>Review annually. Destroy that documentation no longer deemed by competent technical authority to be worthy of retention, or when the map(s) to which the documentation relates is itself destroyed, whichever occurs first.</p>		
64	<p><u>Motion Picture Files.</u></p> <p>A. SERVICE - SPONSORED OR PRODUCED FILMS INTENDED FOR DISTRIBUTION OR PUBLIC SHOWING, SUCH AS <u>TO STRIKE THE BALANCE</u> AND <u>A GREAT WHITE BIRD</u>; OTHER SERVICE-SPONSORED OR PRODUCED FILMS THAT DOCUMENT AGENCY PROGRAMS AND RESPONSIBILITIES, INFORM THE PUBLIC ABOUT ENDANGERED AND OTHER SPECIES, OR DOCUMENT SCIENTIFIC EVENTS IN WHICH THE SERVICE IS INVOLVED. SAMPLE TOPICS INCLUDE WHOOPING CRANE EGG TRANSPLANTS TO GREY'S LAKE NATIONAL WILDLIFE REFUGE; THE BANDING OF WHOOPING CRANE CHICKS; THE DEMISE OF SWANS FROM LEAD POISONING AT MATAMUSKIE NATIONAL WILDLIFE REFUGE. (ARRANGED BY TITLE).</p> <p>PERMANENT. OFFER THE ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SEPARATE OPTICAL SOUND TRACK, AN INTERMEDIATE MASTER POSITIVE OR DUPLICATE NEGATIVE PLUS OPTICAL SOUND TRACK, AND A SOUND PROJECTION PRINT TO NARS WHEN NO LONGER NEEDED FOR ADMINISTRATIVE USE OR WHEN 5 YEARS OLD, WHICHEVER OCCURS FIRST. <u>ANNUAL VOLUME: 2 CUBIC FEET.</u></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>B. Unedited outtakes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described.</p> <p><u>Offer</u> the original negative or color original and a work print to the NARS Stock Film Library (NNVS) for evaluation when no longer needed for administrative purposes.</p>		
65	<p><u>Narrative Reports.</u> Annual narrative statements that document historically significant events, milestones, accomplishments, failures, phenomena that apply to a specific activity within the Service such as national wildlife refuges and national fish hatcheries. These reports are not published, normally exist in less than 5 copies, and provide historically meaningful detail otherwise not available. (Arranged chronologically, and thereunder alphabetically by title.)</p> <p>A. Paper records</p> <ol style="list-style-type: none"> (1) When reduced to microform--Destroy when accuracy of microform has been verified. (2) When <u>not</u> reduced to microform <ol style="list-style-type: none"> (a) Record copy--PERMANENT. Break file annually. Transfer to FARC when 3 years old. Offer to NARS when 8 years old. <u>Annual volume: 3 cu.ft.</u> (b) All other copies--Destroy when 10 years old or when they no longer serve the purpose for which they were created, whichever occurs first. <p>B. Microform record</p> <ol style="list-style-type: none"> (1) Record copy--PERMANENT. Break file annually. Offer silver original and 1 duplicate copy to NARS not more than 2 years after reduction to microform. <u>Annual volume: 0.1 cu.ft.</u> (2) All other copies--Destroy in Service when they no longer serve the purpose for which they were created. <p>NOTE: See FPMR 101-11.5 for criteria, procedures, and standards to be followed in the reduction of paper records to microform. Records must be filmed in accordance with 41 CFR 101-11.504, + stored in accordance with 41 CFR 101-11.506.</p>	II-NNA-1745: 6	
66	<p><u>Organizational Records.</u> Case files include the record copy of reports, studies, and other substantive materials that document decisions made by senior Service officials regarding organizational structure, manpower requirements, functional responsibilities, and related policy areas.</p> <p>Also included are organizational charts, (continued)</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>functional statements, and other similarly significant materials. (Arranged alphabetically by title.)</p> <p>A. Record copy.</p> <p>PERMANENT. Break file into biennial segments and transfer to FARC 3 years after file break. Offer to NARS 5 years after transfer to FARC. <u>Annual volume: 0.5 cubic foot.</u></p> <p>B. All other copies.</p> <p>Destroy when they cease to serve the purpose for which they were created.</p> <p>67. <u>Plans and Schedules Files.</u> Files include material which describes or outlines actions to be taken or events to be observed for a period of time in the future by personnel assigned to a specified activity. A plan or schedule can address any type of function, operation, or duty be it technical, scientific, administrative, or managerial. In any event, plans and schedules are relatively short-lived management tools, and may or may not be accompanied by narrative material. Neither plans nor schedules have any permanent value.</p> <p>Review annually. Destroy that which is obsolete, superseded, or otherwise no longer of value.</p> <p>68. <u>Publicity and Information Records:</u></p> <p>A. Public Relations Administration Files. Files consist of memoranda and letters to and from the Service regarding such topics as arrangements for conferences and meetings, visits to Service facilities, reference services; lost and found assistance; and other similar public relations functions.</p> <p>Destroy when 2 years old.</p> <p>B. Liaison Files. Letters and memoranda to and from the Service relating to routine interaction with other Federal and state agencies, national and regional conservation organizations, educational institutions, youth groups, and other interested parties and not treated more specifically elsewhere in the schedule.</p> <p>Destroy when 3 years old or when no longer of value, whichever occurs first.</p>		

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	<p>C. <u>Publications Files.</u> MANAGERIAL PUBLICATIONS FILE includes copies of those publications created by or on behalf of the Service that contribute to an understanding of the organization, functions, policies, and procedures of the Service. Included herein are annual reports such as <u>Conserving Our Fish and Wildlife Heritage</u>, <u>Federal Aid to Fish and Wildlife Restoration</u>, <u>Administration and Status Report of the Marine Mammal Protection Act of 1972</u>; and one-time reports and studies of particular policy-making significance. TECHNICAL PUBLICATIONS FILE includes copies of numerous series of periodical publications created by or on the behalf of the Service that address various scientific or technical aspects of the mission of the Service and the accomplishment of that mission. Examples of such publications series are <u>Wildlife Review</u>, <u>Fish Disease Leaflets</u>, <u>Resource Publications</u>, <u>The Progressive Fish Culturist</u>, <u>Special Scientific Reports</u>, <u>Endangered Species Technical Bulletin</u> series, and <u>Biological Service Program News</u>. POPULAR PUBLICATIONS FILE includes copies of a large number of items created by or on the behalf of the Service for the education of the general public about the aims and activities of the Service. Examples of such publications are <u>Desert Bighorn Sheep</u>, <u>Better Hunting and Fishing on Small Watershed Projects</u>, <u>Buffalo Management</u>, <u>The Bald Eagle</u>, and other publications from the "Conservation Note" series; and similar items.</p> <p>(1) Publications printed by the Government Printing Office (GPO). Examples ^{include} most issues of publications from the series listed under "Managerial Publications" and "Technical Publications" above. A copy of each is automatically provided to NARS by GPO.</p> <p>Review annually. Destroy in agency when revised, superseded, obsolete, or no longer circulated.</p> <p>(2) Publications printed by the Department of the Interior or other non-GPO organization. Examples ^{include} Endangered Species Technical Bulletin series, Biological Service News series, and some issues of ^{a minority of titles in the} other publications listed as "Managerial" and "Technical" publications, above. ^{series listed}</p> <p>(a) Record copy--Break file annually. Offer to NARS 6 months after file break. (Arr. by publication). Ca. 3 cu. ft./yr.</p> <p>(b) All other copies--Review annually. Destroy when</p>	<p>II-NWA-1745: 2, 30-1, 40a, 46, 72. II-NWA-1792: 35</p>	

Four copies, including original, to be submitted to the National Archives

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Administration
FPMR (41 CFR) 101-11.4

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	<p>revised, superseded, obsolete, or no longer circulated,</p> <p>D. Press Release File (ARRANGED CHRONOLOGICALLY).</p> <p>(1) Record copy. (Bound in volumes.)</p> <p>PERMANENT. Break file annually. Transfer to FARC in annual increments 3 years after file break. Offer to NARS when 10 years old. <u>Annual volume: 1.5 cubic feet.</u></p> <p>(2) All other copies.</p> <p>Destroy when 4 years old or when no longer of reference value, whichever occurs first.</p> <p>E. Speech File. File consists of copies of speeches delivered by the Director or other high-ranking agency officials on substantive topics relating to the Service. (Arranged chronologically.)</p> <p>(1) Record copy.</p> <p>PERMANENT. Break file biennially. Offer to NARS 5 years after file break. <u>Annual volume: 0.5 cubic foot.</u></p> <p>(2) All other copies.</p> <p>Destroy when 3 years old or when no longer of reference value, whichever occurs first.</p>		
69.	<p><u>PUBLISHED MAPS.</u> ONE COPY OF EACH PUBLISHED MAP AND PORTFOLIO PRODUCED BY OR ON BEHALF OF THE SERVICE, INCLUDING EACH EDITION AND VARIANT, AND ALL RELATED INDICES. (ARRANGED BY TOPIC).</p> <p>PERMANENT. BREAK FILE INTO BIENNIAL INCREMENTS AND OFFER TO NARS 2 YEARS AFTER FILE BREAK. <u>ANNUAL VOLUME: 0.3 CUBIC FOOT.</u></p>		

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70	<p><u>Recordings. Files.</u></p> <p>A. Audio Recordings. These records are created by the Radio/TV Programs Staff, Assistant Director-Public Affairs. (Arranged by title.) <u>Annual volume: 0.5 cu.ft.</u></p> <p>(1) Public service radio announcements concerning endangered species, Federal laws that protect flora and fauna, and wildlife information; radio news feature spots on selected flora and fauna; other broadcasts that highlight current Service projects and important scientific developments to which the Service is a contributor. An annual selection of 5 representative <u>public service announcements</u> should be made by the Service.</p> <p>(a) Conventional, mass-produced, multiple copy disc recordings--the master tape, matrix or stamper, and one disc pressing.</p> <p>PERMANENT. Offer to NARS 5-year accumulations of selected <u>public service announcements</u> and annual accumulations of news feature spots when no longer needed for administrative use or when 5 years old.</p> <p>(b) Magnetic audio tape recordings (reel-to-reel, casset, or cartridge)--the original tape or the earliest generation of each recording and a "dubbing" if one exists.</p> <p>PERMANENT. Offer to NARS 5-year accumulations of selected <u>public service announcements</u> and annual accumulations of news feature spots when no longer needed for administrative use or when 5 years old.</p> <p>(2) Audio recordings included as part of a project file, case file, report or similar type of record.</p> <p>Dispose of in accordance with the approved disposition instructions for the records of which they are a part.</p> <p>(3) <u>Public Service Announcements</u> not offered to NARS-- Destroy when no longer needed for administrative use.</p> <p>B. Video Recordings. These records are created by the Radio/TV Programs Staff, Assistant Director-Public Affairs. (Arranged by title.) <u>Annual volume: 1 cu.ft.</u></p> <p>(1) Public service TV announcements concerning such activities as endangered species research and recovery programs, law enforcement efforts, and</p>		

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	<p>animal damage control projects; feature spots narrated by celebrities such as Lorne Greene (discussing various laws and regulations governing importation of wildlife and wildlife products into the U.S.) and Paul Newman (attempting to educate the public regarding the protected status of birds of prey); announcements concerning the annual Duck Stamp Contest; and similar presentations. An annual selection of 5 representative <u>public service TV announcements</u> and <u>public service spots</u> should be made by the Service.</p> <p>PERMANENT. Offer to NARS 5-year accumulations of selected <u>public service TV announcements</u> and <u>public service spots</u> and annual accumulations of <u>news features</u> when no longer needed for administrative use or when 5 years old.</p> <p>(2) Video recordings included as part of a project file, case file, report, or similar type of record.</p> <p>Dispose of in accordance with approved disposition instructions for the records of which they are a part.</p> <p>(3) <u>Public Service^{TV} Announcements</u> and public service spots not offered to NARS.</p> <p>Destroy when no longer needed for administrative use.</p>		
71.	<p>Reference Files. These are nonrecord copies of published materials; extra copies of reproduced directives, manuals and administrative issuances of which surname copies are held as records; extra copies of documents maintained for reference purposes such as information copies of reports; day or reading file copies of outgoing correspondence; tickler, followup, advice, or suspense copies of correspondence; identical copies of documents maintained in the same file; workpapers such as preliminary drafts of correspondence and memoranda; notebooks that have been transcribed; and temporary papers or forms used to control or facilitate internal work in progress.</p> <p>Review file annually. Destroy material when 5 years old or when no longer of reference value, whichever occurs first.</p>	<p>II-NNA-1745: 96,99, 100, 104. II-NNA-1792: 60.</p>	

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72	<p><u>Statistics on Visitors to Service Facilities.</u> Statistics reflect such information as number of visitors, total visitor hours, types of visitor activities, visitor impacts on Service facilities, modes of visitor transportation, and so forth.</p> <p>Destroy when statistics are 5 years old or when they are no longer of reference value, whichever occurs first.</p>		
73	<p><u>Still Pictures.</u></p> <p>A. General Subject File. Photographs maintained in the Washington Office by the Audio Visual Staff, Assistant Director-Public Affairs, and by Public Affairs Officers in the regional offices. Subjects include Service facilities such as fish hatcheries and wildlife refuges; examples of flora, fauna, habitats, and animal damage; and other documentation in areas such as land history and human history. The photographs are either created or received by Service personnel. (Prints are arranged alphabetically by subject. Negatives are arranged numerically.)</p> <p>(1) Washington Office.</p> <p>(a) Black and white photographs--the original negative and a captioned print.</p> <p>PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever occurs first. <u>Annual volume: 0.5 cu. ft.</u></p> <p>(b) Color photography--the original color transparency or color negative, a captioned print, and an internegative, if available.</p> <p>PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever occurs first. <u>Annual volume: 0.5 cu. ft.</u></p>	<p>II-NNA-1745: 2.</p> <p>II-NNA-1792: 92</p>	

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	<p>(2) Regional offices</p> <p>(a) Black and white photographs--the original negative and a captioned print.</p> <p>PERMANENT. Break file every 5 years. Offer to NARS (appropriate regional archives) when no longer needed for administrative use or when 10 years old, whichever occurs first. <u>Annual volume: 2 cu. ft.</u></p> <p>(b) Color photography--the original color transparency or color negative, a captioned print, and an internegative, if available.</p> <p>PERMANENT. Break file every 5 years. Offer to NARS (appropriate regional archives) when no longer needed for administrative use or when 10 years old, whichever occurs first. <u>Annual volume: 2 cu. ft.</u></p> <p>B. Endangered and Unendangered Species File.</p> <p>35 mm color transparencies maintained in the Washington Office by the Audio Visual Staff, Assistant Director-Public Affairs. Photographs are of many species of flora and fauna such as the whooping crane and snail darter. The subject matter is not duplicated in 72A above. (Arranged by category, thereunder by name of species).</p> <p>PERMANENT. Break file every 5 years. Offer original transparency to NARS when no longer needed for administrative use or when 10 years old, whichever occurs first. <u>Annual volume: 1 cu. ft.</u></p>		

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	<p>C. Original Artwork. Original sketches, drawings, and paintings created by Service staff artist in the Washington Office, who is a member of the Audio Visual Staff, Assistant Director-Public Affairs. Subjects include all types of flora and fauna. Some of the original work appears in Service publications, or on posters used for publicity purposes. (Arranged by subject)</p> <p>PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever occurs first. <u>Annual volume: 1 cu. ft. (50 major works)</u></p> <p>D. Photographs included as part of a project file, case file, report, or similar record.</p> <p>Dispose of in accordance with disposition instructions for records of which they are a part.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74.	<p><u>Technical/Scientific Report Files.</u> Files include reports prepared by Service personnel that document the accomplishment of routine assigned functions when those functions are of an essentially technical or scientific nature. These reports are normally prepared by personnel working outside of the headquarters environment. They are designed to show the status of either an individual or team effort and may be filed on either a voluntary or mandatory basis. These reports are not of enduring value.</p> <p>Destroy 4 years after the completion or termination of the effort about which the document reports, or when the document ceases to be of value, whichever occurs first.</p>	II-NNA-1745: 8, 12.	
75.	<p><u>Tort Claims Files.</u> Record includes all substantive correspondence and documentation regarding tort and other types of claims brought before the Court of Claims.</p> <p>Destroy upon expiration of the statute of limitations that governs such claims. In the case of tort claims, the statute of limitations expires in 6 years.</p>		
76.	<p><u>Verticle and Oblique Aerial Film, Conventional Aircraft.</u> Verticle and oblique film in black and white, color or "false color," including photo indices (controlled or uncontrolled mosaics), flight line indices or coordinate grid systems used in finding aids that:</p> <p>A. Provide documentation of the properties, operations, and conditions of the Service; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.</p>	II-NNA-1745: 92.	

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	<p>(1) Original or master negative.</p> <p>(2) Copy negatives, internegatives, rectified negatives and glass plate negatives that are annotated.</p> <p>(3) Annotated prints--one copy.</p> <p>PERMANENT. Break file ^{annually} biennially and offer to NARS when 10 years old or when no longer needed for Service use, whichever occurs first. <u>Annual volume: 1 cubic foot.</u></p> <p>B. Are not permanent records as described immediately above.</p> <p>Destroy when no longer needed for Service use.</p> <p>C. Are included as part of project file, case file, report or a similar type of record.</p> <p>Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.</p>		
77.	<p><u>Western Hemisphere Convention File.</u> File includes correspondence and other records concerning the creation, development, and implementation of the Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere of 1940.</p> <p>A. Material relating to policy creation, development, and implementation. (Arranged numerically by subject-numeric code.)</p> <p>(1) Record copy.</p> <p>PERMANENT. Break file into biennial segments and offer to NARS 5 years after file break. <u>Annual volume: 0.5 cubic foot.</u></p> <p>(2) All other copies.</p> <p>Destroy when they cease to serve the purpose for which they were created.</p> <p>B. Material reflecting repetitive, routine, or housekeeping activities.</p> <p>Destroy when 3 years old or when no longer of reference value, whichever occurs first.</p>		

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	<u>PLANS, PROGRAMS, AND BUDGET RECORDS</u>		
78.	<p><u>Annual Program Advice File.</u> Annual program advices (PA) provide current-year national program guidance, regional guidance, and control schedules for the achievement of the objectives and policies described in the PMDs. The PA record file includes the surname copy of the document itself as well as the substantive correspondence, studies, reports, and any additional significant supporting data associated with the development of the PA.</p> <p>A. Record copy.</p> <p>Destroy 5 years after effective year.</p> <p>B. All other copies.</p> <p>Destroy when 7 years old or when no longer of reference value, whichever occurs first.</p>		
79	<p><u>Annual Work Plans Files.</u> Annual work plans (AWP) provide for the portions of the Service addressed an approved plan for the expenditure of funds budgeted for the accomplishment of programs described in PAs. The AWP record file includes the surname copy of the document itself as well as any significant, substantive documentation in support of the AWP.</p> <p>A. Record copy.</p> <p>Destroy 3 years after effective year.</p> <p>B. All other copies.</p> <p>Destroy when 7 years old or when no longer of reference value, whichever occurs first.</p>		
80	<p><u>Budget Preparation, Presentation, and Apportionment Records.</u></p> <p>A. Budget statements - estimates and justification prepared at Service level, budget digests, budget briefing books, and program and financial plans developed under the Program Management System (PMS) or its equivalent. Also included are PMS policy, responsibility, reporting, evaluation, execution, and procedure guidelines.</p>		

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	<p>Break file biennially. Transfer to FARC 4 years after file break. DESTROY WHEN 8 YEARS OLD.</p> <p>B. Substantive documentation - appropriation language sheets, narrative statements, related schedules and data, and so forth - utilized in the preparation of the final iteration of the foregoing records.</p> <p>Destroy 2 years after close of fiscal year covered in budget.</p>		
81.	<p><u>Program Evaluation Files.</u> Record includes letters and memoranda, evaluations of program status, associated studies and reports, and any other substantive documentation that reflects the status of a particular program or a facet thereof.</p> <p>Destroy when 5 years old or when no longer of reference value, whichever occurs first.</p>		
82.	<p><u>Program Management Document File.</u></p> <p>A. Program Management Documents (PMD) describe the long-range program policies and goals of the Service. As such they are the principal source of guidance in the areas of policy, budget, and programmatic development. The PMD addresses a five to ten year time frame, is reviewed annually, and is updated as required. The PMD is issued by each national program manager with the concurrence of the Director. (Arranged alphabetically by program.)</p> <p>(1) Record copy.</p> <p>PERMANENT. Break file into 4 year increments and offer to NARS 2 years after file break. <u>Annual volume: 0.5 cubic foot.</u></p> <p>(2) All other copies.</p> <p>Destroy when they no longer serve the purpose for which they were created.</p> <p>B. Substantive documentation - correspondence, studies, reports, narrative statements, other data - associated with the development of the PMD.</p>		

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	<p>Destroy when 5 years old or when no longer of reference value, whichever occurs first.</p>		

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	<u>RESEARCH AND ENVIRONMENTAL RECORDS</u>		
63.	<p><u>Environmental and Energy Conservation Files.</u> Files include record copies of several different periodic reports made by Service personnel regarding environmental or energy conservation issues.</p> <p>Destroy 2 years after date of report.</p>	II-NNA-1792:70.	
84.	<p><u>Environmental Impact Statement (EIS) Files.</u> Files contain correspondence, letters and memoranda, reports, studies, surveys, cartographic materials, congressional inquiries and input, and other substantive materials relevant to the preparation of an EIS. These statements address the environmental implications of the granting of permits and licenses by such Federal agencies as the Federal Power Commission or the Nuclear Regulatory Commission for the construction of power plants, pumping stations, transmission lines, storage facilities, and the like. Environmental Impact Statements also address the activities of such agencies as the Corps of Engineers, Bureau of Reclamation and Soil Conservation Service as the programs of those agencies have environmental implications. Finally, these statements also address activities undertaken in accordance with specific pieces of Federal legislation such as the Rivers and Harbors Act of 1899 or the Federal Water Pollution Control Act of 1972.</p> <p>A. Approved projects.</p> <p>Retain for 4 years following project completion and then destroy.</p> <p>B. Unapproved projects.</p> <p>Retain for 5 years following any substantive interest in the project and then destroy.</p> <p>Note: The files discussed do not contain the record copy of environmental impact statements. The <i>Environmental Protection Agency</i> is charged with the responsibility of maintaining that record.</p>		

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85.	<p>National Wetlands Inventory Classification System. Records document an ongoing activity that had its inception more than 25 years ago and which is unique in its content and purpose. File includes substantive correspondence and miscellaneous materials ^{Final summary} reports, surveys, planning, programming and budgetary records, agreements, and directions. (Arranged chronologically thereunder topically.)</p> <p>A. Record copy.</p> <p>PERMANENT. Break file into annual segments and transfer to FARC 4 years after file break. Offer to NARS 6 years after transfer. <u>Annual volume: 1.5 cubic feet.</u></p> <p>B. All other copies.</p> <p>Destroy when they cease to serve the purpose for which they were created.</p>		

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86	<p><u>Natural Area Files.</u> Files include correspondence, letters and memoranda, cartographic material, designation proposals, decision memoranda, and other material relative to the establishment and disestablishment by the Director of specific parcels of Service land as natural areas. (Arranged by natural area)</p> <p>PERMANENT. Transfer to FARC 2 years after establishment or disestablishment decision. Offer to NARS 5 years after decision. <u>Annual volume: 0.5 cu. ft.</u></p>		
87.	<p><u>R&D Raw Data Files.</u> Technical and scientific data accumulated from the conduct of research and development in a laboratory or similar environment.</p> <p>A. Data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project</p>	II-NNA-1745:73.	

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	<p>file.</p> <p>Destroy 6 months after completion or termination of the related project or projects.</p> <p>B. Data determined by competent scientific or technical personnel to be of significant value beyond the life of the project on behalf of which they were compiled.</p> <p><i>BREAK FILE ANNUALLY. TRANSFER TO FARC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD.</i></p>		
88.	<p>R&D Program Files. Files include program documents, schedules, and correspondence maintained by the offices responsible for execution, review and analysis of Service research and development programs; and materials relating to the general planning and supervision of those programs.</p> <p>Review files annually. Destroy that material which is no longer required to support the R&D activity of the Service.</p>		
89.	<p>R&D Project Case Files. Records are maintained at the laboratory or comparable level, and present a complete history of each project from initiation to termination (completion). Record includes procurement files, consisting of a copy of each contract or agreement for research services with appropriate modifications, changes or addenda; project authorization documents; technical characteristics; test results; drawings, specifications, and photographs deemed necessary to document design, modification, and engineering development; technical and progress reports; notice of completion or cancellation; reference to the location of prototype models, films, or other items too bulky for inclusion in the files; and correspondence that influenced the course of action on a project.</p> <p>A. <i>ALL SUBSTANTIVE TECHNICAL AND SCIENTIFIC DOCUMENTATION.</i></p> <p><i>BREAK FILE ANNUALLY. TRANSFER TO FARC 8 YEARS AFTER FILE BREAK. DESTROY 40 YEARS AFTER FILE BREAK.</i></p> <p>B. <i>MATERIAL REFLECTING REPETITIVE, ROUTINE, OR HOUSE-KEEPING ACTIVITIES</i></p> <p><i>DESTROY WHEN 3 YEARS OLD OR WHEN IT CEASES TO SERVE THE PURPOSE FOR WHICH IT WAS CREATED, WHICHEVER COMES FIRST</i></p>		

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90.	<p><u>R&D Summary Progress Reports Files.</u> Files include reports submitted by laboratories and other similar activities to document the initiation and degree of completion of projects, and consolidated reports prepared therefrom.</p> <p>A. Copies of reports retained by reporting activities.</p> <p>Destroy 1 year after completion or cancellation of related projects.</p> <p>B. Feeder reports used for compilation of consolidated reports, except as indicated in item C.</p> <p>Destroy upon submission of consolidated report.</p> <p>C. Consolidated reports, consisting of the record copy of each consolidated report any feeder reports used for preparation thereof that contain technical or scientific data not fully documented in the consolidated reports.</p> <p>Destroy when 7 years old. Transfer technical or scientific data considered by competent authority not to already exist in the Technical Report Files (item 91 of this schedule) to those files if that data continues to be germane.</p>	II-NNA-1745:76.	
91.	<p><u>R&D Technical Report Files.</u> Files include record copy of unpublished manuscripts of reports prepared in conjunction with projects, article reprints, statistical and graphic compilations, summarizations, and analyses.</p> <p>Review annually. Destroy when they no longer serve the purpose for which they were created.</p>	II-NNA-1745:75. II-NNA-1792:89.	