

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-05-010

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 4180.a was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Date Reported: 5/11/2022

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



# SF 115 Supplementary Cover Sheet

## **Summary:**

This action establishes a new Office of the Secretary series entitled: "Departmental Paperwork Reduction Act Files."

## **Reason for submission:**

- (1) This action provides for the disposition of records that document the Department's compliance with the Paperwork Reduction Act of 1995. While most of these records are covered by GRS 16, item 12, the General Records Schedule does not cover the temporary website records maintained by the Office of Policy Analysis for this program (4180.a Information Budget Collection Guidance on the Web).
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*. See attachment.

~~4180. Departmental Paperwork Reduction Act Files. These files contain records that document the Department's compliance with the Paperwork Reduction Act of 1995. They include copies of monthly reports, directives, and forms issued/created by the Office of Management and Budget (OMB) relating to the agency's responsibilities under the Act; copies of bureau submission packages requesting permission from OMB to collect information from the public; OMB Notices of Action approving bureau submissions; Departmental guidance related to Information Collection Budget (ICB) actions and issues; and the annual ICB report to OMB. They also include correspondence with the bureaus and OMB relating to ICB expiration schedules and individual information collections and submission packages, Departmental ICB statistical compilations, and ICB training materials. They do not include the record copy of bureau submission packages, which are retained by the bureaus that created them.~~

Retention: TEMPORARY. Cut off files at end of fiscal year. Destroy 7 years after cutoff (GRS 16, item 12).

COVERED BY  
GRS 16, ITEM 12

4180.a Information Budget Collection Guidance on the Web. These files contain Departmental guidance for the bureaus regarding the information collection requirements of the Paperwork Reduction Act, together with a detailed analysis of and instructions for complying with the process for obtaining OMB approval of information collections associated with proposed rulemaking, as posted to the Department's website at doi.gov.

Disposition: TEMPORARY. Delete or update information within 60 days after it has become obsolete or out of date, as appropriate.

~~4180.b Office of the Secretary Paperwork Reduction Act Files. These files contain records that document the Office of the Secretary's (OS) compliance with the Paperwork Reduction Act of 1995. They include guidance documents issued by both OMB and the Department, correspondence with the Department and OS program managers relating to ICB expiration schedules and individual information collections; and the record copy of OS ICB submissions packages.~~

Retention: TEMPORARY. Cut off files at end of fiscal year. Destroy 7 years after cutoff (GRS 16, item 12).

Covered by  
GRS 16, ITEM 12

~~4180.c Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate (GRS 16, item 15).

COVERED by  
GRS 16, Item 15

# Crosswalk

## New OS Records Schedule

## Old OS Records Schedule

**1000 Administration, Planning  
and Performance**

**A. Office Administration (100)**

**1200 Strategic Planning &  
Performance Assessment Files**

**B. Management and Planning  
(200)**

**1300 Management Improvement Files**

**2000 Budget and Financial Management**

**C. Budget and Finance (300)**

**3000 Human Resources Management**

**D. Personnel (400)**

**4000 Information Management**

**I. Public Relations (900)**

**5000 Procurement and Property  
Management**

**E. Procurement and Property  
(500)**

**6000 Law Enforcement and Security**

**F. Security and Law Enforcement  
(600)**

**7000 Legal and Legislative**

**H. Legal and Legislative (800)**

**8000 Audit and Investigation**

**G. Audit and Investigation (700)**

**9000 Office of the Secretary Programs**

**J. Research and Development  
(1000)**

**K. Program/Projects (1100)**