

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>71-048-07-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date Received <i>5-16-2006</i>	
FROM: (Agency or establishment) Department of the Interior			NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary			In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3. MINOR SUBDIVISION Office of the Chief Information Officer				
4 NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich		4 TELEPHONE NUMBER 202-208-3909	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
5 AGENCY INFORMATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>17</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE 10/04/2006		SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	7201. Federal Records Act Program Files		Item B 4 and B 8 Job #NC1-48-78-1	WITHDRAWN

SF 115 Supplementary Cover Sheet

Summary:

This action establishes a new Office of the Secretary records series located in the Office of the Chief Information Office, the National Business Center's Information Management Branch (informally known as the Office of the Secretary records office), the records program offices in the Office of the Solicitor and Office of the Inspector General, all program offices in the Office of the Secretary, and a (small) portion of the legal case files and related legal records maintained by the Office of the Solicitor.

Reason for submission:

(1) This action establishes a new Office of the Secretary records series covering records relating to the Department of the Interior's and Office of the Secretary's compliance with the Federal Records Act of 1950, as amended, and other related laws and regulations, which require the developing and implementing of a program for Federal records management. This schedule covers records relating to the management of Federal records within the Department and the Office of the Secretary, e.g., records management policies and other directives, records management practices and procedures, records management meetings projects, as well as records disposition schedules and records relating to the disposition, transfer and retirement of Federal records. It also covers records relating to the Department's and the Office of the Secretary's vital records programs and the OS Records Inventory (OSRI) System. This series supersedes items B.4 and B.8 of the Office of the Secretary's old comprehensive records schedule accepted by NARA as job #NC1-48-78-1.

(2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*. See attachment.

WITHDRAWN

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)

*Item B.4: Records Management
Files.*

Item B.8: Records Disposition Files.

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)

*7201 Federal Records Act
Program Files*

8000 Audit and Investigation

G. Audit and Investigation (700)

9000 Office of the Secretary Programs

J. Research and Development
(1000)

K. Program/Projects (1100)

WITHDRAWN

7201 Federal Records Act Program Files. These files pertain to documents created by the Office of the Chief Information Officer (OCIO) and offices within the Office of the Secretary (OS) in response to the Federal Records Act of 1950, as amended, and other related laws and regulations, which require the developing and implementing of a program for Federal records management. This schedule covers records relating to the management of Federal records within the Department of the Interior (DOI) and the Office of the Secretary, e.g., records management policies and other directives, records management practices and procedures, records management meetings projects, as well as records disposition schedules and records relating to the disposition, transfer and retirement of Federal records. It also covers records relating to the Department's and the OS's vital records programs and the OS Records Inventory (OSRI) System.

7201.01 Federal Records Act Program, DOI Policy and Manual Files. These files contain records documenting formal Government and Departmental Records Management Program policy, including copies of applicable laws, statutes and regulations, as well as directives issued by other federal agencies. These files include, but are not limited to: copies of Departmental records management program directives (bulletins, handbooks, etc.) issued by the OCIO and copies of bureau/office Records Management Program directives.

7201.01a Issued by Other Agencies/Bodies. Policies and manuals issued by other agencies/bodies. Records are filed chronologically by date.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy one (1) year after directive is superseded or revoked, or when no longer needed for agency business, whichever is later.

7201.01b Issued by the OCIO. Policies and manuals issued by OCIO. Records are filed chronologically by date in ACTIVE and INACTIVE folders.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy fifteen (15) years after directive is superseded or revoked, or when no longer needed for agency business, whichever is later.

7201.01c Issued by Bureaus and Offices. Copies of Policies and manuals issued by bureaus and offices.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy one (1) year after directive is superseded or revoked, or when no longer needed for agency business, whichever is later.

7201.02 Federal Records Act Program, Court Orders and Program Related Litigation Files. Files include copies of court orders, legal decisions, and other litigation-related records that affect the Department's Records Management Program, such as restrictions or freezes on the

Department's authority to destroy or transfer records. Copies of selected bureau and office court orders and legal decisions impacting their records management programs are also included.

Disposition: TEMPORARY. Cut off when case is decided or final order is issued, or any related appeals are settled. Destroy/delete three (3) years after cut-off or when no longer needed for agency business, whichever is later.

7201.03 Federal Records Act Program, DOI Policy Development, Planning and Guidance Files. These files contain records relating to the development of Departmental records management policies, manuals, and directives; records related to strategic and tactical planning for records management program development; and technical advice and guidance.

7202.03a Policy and Manual Development Files. These files contain records documenting the development of policies pertaining to the Department's Records Management Program. They include, but are not limited to: policy drafts, as may be issued for review and comment during the development cycle; transmittal cover sheets, which include distribution information and instructions for commenters; correspondence regarding the resolution and/or interpretation of comments; minutes of meetings; and notes from telephone calls, teleconferences, and e-mails relating to policy development or policy revision.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy three (3) years after cut-off. If draft policies are not expected to be finalized, delete/destroy when the files are no longer needed for agency business.

7201.03b Program Planning Files. These files contain records documenting the implementation of new and ongoing records management initiatives. Records include, but are not limited to: analyses of new program requirements and recommendations related to the Department and/or bureau and office programs; records relating to records management staffing and organization of the Department, bureaus, and offices; communications, in the forms of e-mail and memoranda, between the OCIO and bureaus and offices regarding plans to ensure program compliance; strategic and tactical plans; and final and draft plans with supporting documents.

Disposition: TEMPORARY. Cut off files on the date on which plans are finalized. Delete/destroy two (2) years after cut-off. If plans are not expected to be finalized, delete/destroy when the files are no longer needed for agency business.

7201.03c Technical Advice/Guidance Files. These files contain records providing technical advice, direction, and guidance to or by Departmental records officials. The advice or guidance is often in response to one-time questions or is routine in nature and does not establish new policy. These files include, but are not limited to: records documenting the advice or guidance provided, typically in the form of e-mail or memoranda; correspondence with bureau and office records officials or contacts; and any

other similar documents. Note: Departmental long-term issues and/or non-routine issues are covered under 7201.05 (Project/Issues Files). Outreach types of communications that serve an educational or training purpose are covered under 7201.10 (Training Files).

Disposition: TEMPORARY. Cut off files at end of fiscal year. Delete/destroy two (2) years after cut-off.

7201.04 Federal Records Act Program, DOI Committee/Meeting and Program Contacts Files. These files contain records documenting the OCIO's participation in meetings and committees, and records documenting records management program contacts.

7201.04a DOI External Committee/Meeting Files. These files contain records documenting the OCIO's participation in meetings of import to the Department's records management program hosted by other Federal (and non-Federal) agencies/bodies, e.g., the National Archives and Records Administration (NARA), the Federal Information and Records Managers Council (FIRM), etc. These files include, but are not limited to: correspondence, planning records; meeting notes; official agendas and meeting minutes; handouts; presentations; and reports. Files are organized by individual committee/meeting, with documents filed in chronological order within each file.

Disposition: TEMPORARY. Cut off files on the last day of the committee's cycle; if there is no regular cycle, cut off at close of fiscal year. Delete/destroy two (2) years after cut-off.

7201.04b DOI Internal Committee/Meeting Files. These files contain records documenting the OCIO's participation in meetings of import to the Department's records management program hosted by the OCIO, by other program offices within the Department, or by bureau or office records management officials. It also contains records documenting the activities of bodies such as the DOI Records Officers' Council. These files include, but are not limited to: correspondence; sign-in sheets; planning documents; meeting notes; official agendas and meeting minutes; handouts; presentations; and reports. Note: Meetings related exclusively to the program's policy development and program planning are included under 7201.03a and 7201.03b. Files are organized by individual committee/meeting, with documents filed in chronological order within each file.

Disposition: TEMPORARY. Cut off files on the last day of the committee's cycle; if there is no regular cycle, cut off at close of fiscal year. Delete/destroy five (5) years after cut off.

7201.04c DOI Bureau and Office Contacts Files. These files contain records that identify and contain contact information for bureau and office Records Officers and other records management contacts. These files include, but are not limited to: contact lists and

non-substantive communication between and among the Records Officers, in the forms of email, correspondence, and memoranda.

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

7201.05 Federal Records Act Program, DOI Project/Issue Files. These files contain records relating to non-routine, substantive Records Management Program projects and issues. Typical projects and issues include: the Records Electronic Document System (REDS) project; E-Government projects; website issues; and special records-management-related projects that involve both the OCIO and one or more bureaus and offices, such as the Office of the Secretary's OCIO file plan project. These files include, but are not limited to: communications, in the form of e-mail, correspondence, and memoranda; research notes and results; reports; plans related to the resolution of a specific project or issue; and any supporting documentation. Files are organized by individual project/issue, with documents filed in chronological order within each file.

Disposition: TEMPORARY. Cut off files on the date on which the project concludes or issue is resolved. Delete/destroy five (5) years after cut-off or when no longer needed for agency business, whichever is later.

7201.06 Federal Records Act Program, DOI Records Inventory Files. These files contain statistical reports of agency holdings, including feeder reports from bureaus and offices and data on the volume of records disposed of by bureaus and offices by destruction or transfer, along with other records inventories. These files do not contain a complete record of any of the bureau or office inventories. They also do not contain inventories of agency vital records, which are covered by 7201.11c.

Disposition: TEMPORARY. Cut off when superseded or obsolete. Destroy/delete when no longer needed for agency business.

7201.07 Federal Records Act Program, DOI Records Disposition Schedule Files. These files include copies of bureau and office records disposition schedules created by and covering the records of the bureaus and offices, along with copies of Departmentwide records disposition schedules created by the Office of the Secretary, and copies of the General Records Schedules issued by NARA.

Disposition: TEMPORARY. Cut off at close of fiscal year in which schedule is superseded or obsolete. Destroy/Delete five (5) years after cut-off, or when no longer needed, whichever is later.

WITHDRAWN

7201.08 Federal Records Act Program, DOI Records Transfer/Retirement Files. These files contain copies of records provided to the OCIO by the bureaus and offices, along with copies of the basic documentation for the transfer and retirement of Federal records, including: SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.

Disposition: TEMPORARY. Cut off by fiscal year. Delete/destroy five (5) years after cut-off.

7201.09 Federal Records Act Program, DOI Records Destruction Files. These files contain copies of records provided to the OCIO by the bureaus and offices, along with copies of the basic documentation for the destruction of Federal records, including DI-1941 authorization forms (Authority to Destroy Non-Classified Material) and related documentation.

Disposition: TEMPORARY. Cut off by fiscal year. Delete/destroy five (5) years after cut-off

7201.10 Federal Records Act Program, DOI Report Files. These files include reports related to the Records Management Program that are issued or received by the OCIO on a one-time or recurring basis. Contents of the files include, but are not limited to: draft and final reports; communications, in the form of e-mails, memoranda, and letters; and supporting documents.

7201.10a Received by the OCIO. These files include reports received by the OCIO, from bureaus, program offices, or other bodies.

Disposition: TEMPORARY. Cut off on the date the report is issued. Delete/destroy one (1) year after cut-off.

7201.10b Issued by the OCIO. These files include reports issued by the OCIO and their supporting documentation.

Disposition: TEMPORARY. Cut off on the date the report is issued. Delete/destroy five (5) years after cut-off.

7201.10 Federal Records Act Program, DOI Training Files. These files contain records relating to the training provided by the OCIO on the management of Federal records in the Department of the Interior.

7201.10a DOI Training Administration Files. These records include information regarding the availability, planning, scheduling, and logistics of, and attendance at records management training provided by the OCIO. Records include, but are not limited to: memoranda, e-mails, correspondence, flyers or announcements, sign-in sheets, reports, and related documents.

WITHDRAWN

Disposition: TEMPORARY. Cut off files at close of fiscal year. Destroy/delete five (5) years after cut off.

7201.10b DOI Training Course Development Files. These files contain records of the development of training products used for training or educational purposes. The contents of the files include, but are not limited to: Draft content and communications in the form of e-mail or memoranda related to the course.

Disposition: TEMPORARY. Cut off files when course content is finalized. Destroy/delete after file cut-off or when no longer needed for agency business, whichever is later. If training course development files are not expected to be finalized, delete/destroy when the files are no longer needed for agency business.

7201.10c DOI Training Course Product Files. These files contain the actual products of any formal or informal records management training, including educational outreach communications. Products include, but are not limited to: instructions; tips; pamphlets; lesson plans; agendas and outlines; Power Point training slides; supplemental handout materials; and educational information on the management of Federal records in the Department of the Interior.

Disposition: TEMPORARY. Cut off when superseded or obsolete. Destroy/delete one (1) year after cut-off or when no longer needed for agency business, whichever is sooner.

7201.11 Federal Records Act Program, Vital Records Planning Files. These files contain documents related to the development and maintenance of a Departmental Vital Records Plan. Vital records are essential agency records needed to meet operational responsibilities under national or regional emergency or disaster conditions or to protect the legal and financial rights of the Government and those affected by Government activities, in the event of such conditions.

7201.11a DOI Vital Records Plan. These files contain the record copy of the current Departmental Vital Records Plan. This plan is generally updated no less frequently than on an annual basis.

Disposition: PERMANENT. Cut off when Plan is superseded by more current version. Transfer to the National Archives and Records Administration five (5) years after cut-off.

7201.11b DOI Vital Records Planning Files. These files contain records that detail the development and creation of a Departmental Vital Records Plan. Documents include, but are not limited to: Draft plans, meeting minutes and notes, correspondence via memoranda or e-mail, and other supporting documentation.

Disposition: TEMPORARY. Cut off when official Plan is issued. Destroy/delete one (1) year after cut-off or when no longer needed for agency business.

7201.11c DOI Vital Records Inventory Files. These files contain copies (generally in electronic format) of official agency records (or indexes/listings of records) identified and supplied by the bureaus and offices comprising the Department vital records. Records are organized by agency component.

Disposition: TEMPORARY. Cut off when superseded by updated copy or index.
Destroy/delete four (4) years after cut-off.

7201.40 Office of the Secretary/Program Office Records Policy and Manual Files. These files contain records documenting formal Government, Departmental, Office of the Secretary (OS) and program office Records Management Program policies, including copies of applicable laws, statutes and regulations, as well as directives issued by other federal agencies and the OCIO. These files include, but are not limited to: official copies of Departmental records management program directives (bulletins, handbooks, etc.) issued by the OS/program offices and copies of Records Management Program directives from the OCIO and other bodies.

7201.40a Directives Issued by Other Agencies/Bodies. These files include directives issued by other agencies and bodies, including court orders and other litigation-related records that affect the Department's Records Management Program, such as restrictions or freezes on the Department's authority to destroy or transfer records. Records are filed chronologically by date.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy one (1) year after directive is superseded or revoked, or when no longer needed for agency business, whichever is later.

7201.40b Copies of Directives Issued by the OCIO. These files include copies of directives issued by the OCIO. Records are filed chronologically by date.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy one (1) year after directive is superseded or revoked, or when no longer needed for agency business, whichever is later.

7201.40c Directives Issued by OS/Program Offices. These files include directives issued by the OS and/or program offices. Records are filed chronologically by date in ACTIVE and INACTIVE folders.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy five (5) years after directive is superseded or revoked, or when no longer needed for agency business; whichever is later.

7201.41 Office of the Secretary/Program Office Policy and Procedures Development, and

Guidance Files. These files contain OS and program office records relating to the development of policies and procedures, manuals, and directives; strategic and tactical planning for program development; and technical advice and guidance.

7201.41a Office of the Secretary/Program Office Policy and Procedures

Development Files. These files contain documentation of the development of policies and procedures pertaining to the OS' Records Management Program. They include, but are not limited to: policy and procedures drafts, as may be issued for review and comment during the development cycle; transmittal cover sheets, which include distribution information and instructions for commenters; correspondence regarding the resolution and/or interpretation of comments; minutes of meetings; and notes from telephone calls, teleconferences, and e-mails relating to policy development or policy revision.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy three (3) years after cut-off. If draft policies are not expected to be finalized, delete/destroy when the files are no longer needed for agency business.

7201.41b Office of the Secretary/Program Office Program Planning Files. These files contain records documenting the implementation of new and ongoing records management initiatives. They include, but are not limited to: analysis of new program requirements and recommendations related to the OS and/or program office programs; records relating to records management staffing and organization of the OS and program offices; communications, in the forms of e-mail and memoranda, between the OS, and/or the OCIO and program offices regarding plans to ensure program compliance; and final and draft plans with supporting documents.

Disposition: TEMPORARY. Cut off files on the date on which plans are finalized. Delete/destroy two (2) years after cut-off. If plans are not expected to be finalized, delete/destroy when the files are no longer needed for agency business.

7201.41c Office of the Secretary/Program Office Technical Advice/Guidance Files. These files contain records providing technical advice, direction, and guidance to or by OS or program office records officials. The advice or guidance is often in response to a one-time question or is routine in nature and does not establish new policy. The files include, but are not limited to: records documenting the advice or guidance provided, typically through the form of e-mail or memoranda; correspondence with program office records officials or contacts; and any other similar documents. Note: OS long-term issues and/or non-routine issues are covered under 7201.43 (Project/Issues Files). Outreach types of communications that serve an educational or training purpose are covered under 7201.49 (Training Files).

Disposition: TEMPORARY. Cut off files at end of fiscal year. Delete/destroy two (2) years after cut-off.

WITHDRAWN

7201.42 Office of the Secretary/Program Office Committee Meetings and Program Contacts Files. These files contain records documenting the OS's participation in meetings and committees, and records documenting records management program contacts within and beyond the Office of the Secretary.

7201.42a OS Committee/Meeting Files. These files contain records documenting the OS's participation in meetings of import to the OS's records management program. These files include, but are not limited to: correspondence; sign-in sheets; planning documents; meeting notes; official agendas and meeting minutes; handouts; presentations; and reports. Note: Meetings related exclusively to the program's policy development and program planning are included under 7201.41a and 7201.41.b. Files are organized by individual committee/meeting, with documents filed in chronological order within each file.

Disposition: TEMPORARY. Cut off files on the last day of the committee's cycle; if there is no regular cycle, cut off at close of fiscal year. Delete/destroy two (2) years after cut off.

7201.42b OS Contacts Files. These files contain records that identify and contain contact information for program office and other records management contacts. The contents of the files include, but are not limited to: contact lists and non-substantive communication between and among the records contacts, in the forms of email, correspondence, and memoranda.

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

7201.43 Office of the Secretary/Program Office Project/Issue Files. These files contain records relating to non-routine, one-time substantive records management projects and issues. These files include, but are not limited to: communications, in the form of e-mail, correspondence, and memoranda; research notes and results; reports; plans related to the resolution of a specific project or issues; and any supporting documentation. Files are organized by individual project/issue, with documents filed in chronological order within each file.

Disposition: TEMPORARY. Cut off files on the formal conclusion of the project or issue. Delete/destroy five (5) years after cut off or when no longer needed for agency business, whichever is later.

7201.44 Office of the Secretary Records Inventory System (OSRI) Files. The OSRI is an electronic system used for maintaining the inventory of records series (files) managed by program offices within the Office of the Secretary. The system provides information about the series content and disposition authority, the volume of material in the series, the physical

location of the records maintained in the series, and office and contact information for the records administrator assigned to the series.

7201.44a OSRI Planning and Development Files. These files contain records relating to the initial planning and development of OSRI as well as records relating to its ongoing modification and enhancement. They include but are not limited to: records relating to system authorization; documents soliciting and providing input on functional requirements; documents detailing technical specifications; plans, timetables, and milestone charts for system development; screen design mock-ups; records relating to system installation and testing; and system acceptance documents.

Disposition: TEMPORARY. Cut off at close of fiscal year in which the new version of the system of new enhancement to the system was successfully installed and accepted. Destroy/delete five (5) years after cut-off.

7201.44b RESERVED

7201.44c OSRI Management & Maintenance Files. These files contain records relating to the routine management of OSRI. They also contained records relating to the day-to-day maintenance of the system created or received by the system's maintenance provider in the National Business Center (NBC). Management documents include, but are not limited to: administrative documents (documents relating to system costs and funding) and system-function documents (system Business Rules and guidelines, Rules of Behavior, etc.). Maintenance documents include, but are not limited to: electronic and hard-copy printouts created to monitor system usage (log-in files, password files, audit trail files, and system usage files), identify and correct system problems, back-up system data, and perform any other functions associated with routine and regular system maintenance and support.

Management documents. Disposition: TEMPORARY. Destroy when superseded or obsolete.

Maintenance documents. Disposition: TEMPORARY. Destroy or delete when no longer needed for administrative, legal, audit or other operational purposes. (GRS 20)

7201.44d OSRI Security Files. These files include all records relating to system security, risk analysis, and disaster and continuity planning, as described in OMB Circular No. A-130. These include, but are not limited to the following: System Security Plan, Asset Valuation*, the PIA (Privacy Impact Assessment)*, Contingency Plan, Self Assessment Checklist (NIST 800-26), Limited Technical Vulnerability Assessment, Configuration Management Plan, Risk Assessment Report, Security Testing and Evaluation Report, Certification Statement*, and accreditation Statement*. The record copy of these documents is maintained in the office of the system's Security Officer.

Disposition: TEMPORARY. Retain for the life of the system plus five (5) years.

7201.44e OSRI Inputs Files. Data for each record series (file) is entered directly into the system by authorized users in the Office of the Secretary.

Disposition: TEMPORARY. Cut off after input and verification of data into master data files. Delete/destroy when no longer need to support the reconstruction of the master files.

7201.44f OSRI Master (Data) Files. Master data files contain data about the amount, status, and location of non-electronic records series (files) maintained within the various offices of the OS bureau. The data record for each series (file) includes, but is not limited to the following information: name, manager, content, purpose, status, description, NARA job number, and disposal instructions. In addition, each series can be further classified into an active or inactive record containing additional information that includes, but is not limited to: beginning and ending date, physical location, volume, equipment, housing, recommendations, and comments. This is a dynamic database with regard to the fact that information contained within it is continually changing to reflect ongoing changes in the data for each series.

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

7201.44g OSRI Outputs (Reports) Files. System outputs consist of printable or exportable (electronic) reports summarizing series data maintained in the database sorted by a variety of categories including, but not limited to: file number, file manager, office, etc.

Disposition: TEMPORARY. Cut off at printing or export. Destroy/delete when no longer needed for agency business.

7201.44h OSRI System Documentation Files. These files contain all records needed to interpret (read and understand) the data in the system. They include, but are not limited to: the system's program code and code translation tables (codebooks); data element definitions and dictionary; table descriptions; file specifications; and record layout. These records pertaining to the technical description of the electronic system are maintained in the office of the system's maintenance provider in the NBC.

Disposition: TEMPORARY. Cut off at close of fiscal year in which superseded or obsolete. Destroy/delete five (5) years after cut-off.

7201.44i OSRI User Manual & Training Files. These files contain records created to train or assist authorized systems users in using the system, and records relating to the administration of training in the use of the system provided to system users. They include, but are not limited to: printed and electronic user guides, electronic "Help

WITHDRAWN

Screen” instructions, Power Point presentations, handouts prepared for system demonstrations and user training, announcements of and schedules for user training sessions, sign-in sheets documenting users trained, and other related records. The record copy of these files is maintained in the office of the system’s maintenance provider in the NBC.

Disposition: TEMPORARY. Cut off at close of fiscal year in which superseded or obsolete. Destroy/delete two (2) years after cut-off.

7201.45 Office of the Secretary Records Disposition Schedule Files. These files contain records disposition schedules created by and for the Office of the Secretary, including records disposition schedules created for Departmentwide use, along with drafts, notes, supporting documentation, and correspondence generated during the creation of the records disposition schedules.

7201.45a OS Records Disposition Schedules. These files contain the record copies of records disposition schedules generated by the Office of the Secretary and signed by the Archivist of the United States.

Disposition: TEMPORARY. Cut off, by schedule, when superseded or obsolete. Destroy/delete fifteen (15) years after cut-off, or when no longer needed, whichever is later.

7201.45b OS Record Disposition Schedules Development Files. These files include selected drafts of records disposition schedules generated by the OS, as well as documents collected in the disposition-drafting-and-review process. They may also include notes, correspondence, structural charts, comments on and edits of drafts, and other related information, as appropriate.

Disposition: TEMPORARY. Cut off, by schedule, at close of fiscal year in which final schedule is signed by the Archivist of the United States. Destroy/delete two (2) years after cut-off, or when no longer needed for agency business, whichever is later.

7201.45c OS Program Office File Plans. These files contain program office file plans based on OS records disposition schedules, along with any instructional materials developed to assist employees in implementing or interpreting plans.

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

7201.46 Office of the Secretary Records Transfer/Retirement Files. These files contain copies of records documenting the transfer and retirement of records in the Office of the Secretary, including: SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer

Records to National Archives of the United States; and related documentation.

7201.46a OS Files. These files include record copies of records documenting the transfer and retirement of records maintained by program offices within the Office of the Secretary..

Disposition: TEMPORARY. Cut off when records are retired or transferred.
Delete/destroy ten (10) years after cut-off.

7201.46b Program Office Files. These files include copies of records documenting the transfer and retirement of program office files, maintained in program offices within the Office of the Secretary.

Disposition: TEMPORARY. Cut off when records are retired or transferred.
Delete/destroy five (5) years after cut-off.

7201.46c Bureau of Mines Files. These files include record copies of records documenting how the Bureau of Mines retired and transferred its records prior to being disbanded in 1995. These files are used as finding aids to locate records formerly in the custody of the Bureau of Mines.

Disposition: TEMPORARY. Delete/destroy when no longer needed for agency business.

7201.46d NARA Storage Reports Files. These files contain reports issued by NARA at periodic intervals, for billing and management purposes, documenting the extent of OS records currently being maintained in Federal Records Centers.

Disposition: TEMPORARY. Cut off at close of fiscal year in which report is made.
Destroy/delete 2 years after cut-off or when no longer needed for agency business, whichever is later.

7201.47 Office of the Secretary Records Destruction Files. These files contain records documenting the destruction of Federal records in the Office of the Secretary, including DI-1941 authorization forms (Authority to Destroy Non-Classified Material) and related documentation.

7201.47a OS Files. These files contain record copies of documents approved by the OS authorizing the destruction of Federal records maintained by OS program offices.

Disposition: TEMPORARY. Cut off when records are destroyed. Destroy/delete ten (10) years after cut-off.

7201.47b Program Office Files. These files contain copies of documents approved by the OS authorizing the destruction of Federal records maintained in program office files.

Disposition: TEMPORARY. Cut off when records are destroyed. Destroy/delete five (5) years after cut-off.

7201.48 OS Records Report Files. These files include reports related to the Records Management Program that are issued or received by the OS on a one-time or recurring basis. Contents of the files include, but are not limited to: draft and final reports; communications, in the form of e-mails, memoranda, and letters; and supporting documents.

7201.10a Received by the OS. These files include reports received by the OCIO, from bureaus, program offices, or other bodies.

Disposition: TEMPORARY. Cut off on the date the report is issued. Delete/destroy one (1) year after cut-off.

7201.10b Issued by the OS. These files include reports issued by the OCIO and their supporting documentation.

Disposition: TEMPORARY. Cut off on the date the report is issued. Delete/destroy five (5) years after cut-off.

7201.49 OS/Program Office Training Files. These files contain records relating to the training provided by the OS and/or program offices within the OS on the management of Federal records in the Office of the Secretary.

7201.49a OS/Program Office Training Administration Files. These records include information regarding the availability, planning, scheduling, and logistics of, and attendance at records management training provided by the OS and/or program offices within the OS. Records include, but are not limited to: memoranda, e-mails, correspondence, flyers or announcements, sign-in sheets, reports, and related documents.

Disposition: TEMPORARY. Cut off files at close of fiscal year. Destroy/delete two (2) years after cut off.

7201.49a OS/Program Office Training Course Development Files. These files contain records of the development of training products used for training or educational purposes. The contents of the files include, but are not limited to: Draft content and communications in the form of e-mail or memoranda related to the course.

Disposition: TEMPORARY. Cut off files when course content is finalized. Destroy/delete after file cut-off or when no longer needed for agency business, whichever is later. If training course development files are not expected to be finalized, delete/destroy when the files are no longer needed for agency business.

7201.49c OS/Program Office Training Course Product Files. These files contain the actual products of any formal or informal records management training, including educational outreach communications. Products include, but are not limited to: instructions; tips; pamphlets; lesson plans; agendas and outlines; Power Point training slides; supplemental handout materials; and educational information on the management of Federal records in the Department of the Interior and Office of the Secretary.

Disposition: TEMPORARY. Cut off when superseded or obsolete. Destroy/delete one (1) year after cut-off or when no longer needed for agency business, whichever is sooner.

7201.50 Office of the Secretary Vital Records Planning Files. These files contain documents related to the development and maintenance of an Office of the Secretary (OS) Vital Records Plan. Vital records are essential agency records needed to meet operational responsibilities under national or regional emergency or disaster conditions or to protect the legal and financial rights of the Government and those affected by Government activities, in the event of such conditions.

7201.50a OS Vital Records Plan. These files contain the record copy of the current OS Vital Records Plan. This plan is generally updated no less frequently than on an annual basis.

Disposition: TEMPORARY. Cut off when Plan is superseded by more current version. Delete/destroy 5 (five) years after cut-off.

7201.50b OS Vital Records Planning Files. These files contain records that detail the development and creation of an OS Vital Records Plan. Documents include, but are not limited to: Draft plans, meeting minutes and notes, correspondence via memoranda or e-mail, and other supporting documentation.

Disposition: TEMPORARY. Cut off when official Plan is issued. Destroy/delete one (1) year after cut-off or when no longer needed for agency business, whichever is later.

7201.50c OS Vital Records Inventory Files. These files contain copies (generally in electronic format) of official agency records (or indexes/listings of records) identified and supplied by the program offices comprising the OS's vital records. Records are organized by agency component.

Disposition: TEMPORARY. Cut off when superseded by updated copy or index. Destroy/delete four (years) after cut-off.

~~7201.60 Federal Records Act, Litigation Case Files.~~ These files contain case files for litigation brought by and against the Department of the Interior related to the Department's implementation of the Federal Records Act. They include, but are not limited to: ~~correspondence,~~

memoranda, research papers, briefs, court decisions and other documents. (Files are arranged alphabetically by case name and/or number.)

7201.60a Cases Selected by the Office of the Solicitor for Their Historical Value and Legal Precedence. Cases include those that result in court decisions that significantly interpret legislation or regulations; and/or that are deemed to be significant for investigative or litigation procedures, including contested and/or uncontested cases; and/or that gain national attention because of considerable Congressional or public interest; and/or that show possible conflicts of interest.

Disposition: PERMANENT. Cut off on date of final disposition, or when no further agency action is required, whichever is later. Transfer to the National Archives and Records Administration twenty (20) years after cut-off.

7201.60b All Other Cases.

Disposition: TEMPORARY. Cut off on date of final disposition, or when no further agency action is required, whichever is later. Destroy/delete twenty (20) years after cut-off.

7201.61 Federal Records Act, Other Legal Functions Files. These files contain records providing legal advice or guidance, by the Office of the Solicitor (SOL), to agency officials regarding the implementation of the Federal Records Act by the bureaus and offices within the Department of the Interior, and records reflecting the review, by the SOL, of legislative proposals and proposed regulations relating to the Federal Records Act.

7201.61a Federal Records Act, Legal Advice and Guidance Files. These files contain records documenting legal advice provided to agency officials by the SOL on records management policies, practices, and/or actions proposed by the bureaus and offices, along with legal guidance interpreting decisions or directives issued by external bodies, e.g., the Federal Courts, with records management implications. They include, but are not limited to: correspondence, emails, notes, memoranda, legal opinions and other related materials.

Disposition: TEMPORARY. Cut off at the end of fiscal year in which advice/guidance is issued. Destroy/delete five (5) years after cut-off, or when no longer needed for agency business, whichever is later.

7201.61b Federal Records Act, Legislation, Rulemaking, and Legal Review Files. These files contain records documenting the Office of the Solicitor's review of legislative proposals and proposed regulations relating to the management of Federal records within the Federal Government or the Department. They include, but are not limited to: correspondence, emails, notes, memoranda, legal opinions and other related materials.

WITHDRAWN

~~Disposition: TEMPORARY. Cut off at the end of the fiscal year in which legal review was conducted. Destroy/delete two (2) years after cut-off.~~

7201.98 Federal Records Act Program, Website. These files contain records relating to the Department's Records Management Program, as posted to the Department's website, at doi.gov, and electronic links to documents records relating to the Records Management Programs of the Office of the Secretary, bureaus, and offices as posted on their respective websites. The website contains information that includes, but is not limited to: Policies and Guidance, Program Guidance, Guidance for Executives, and training courses for managing e-mail records.

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

WITHDRAWN