

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-079-07-2	
1 FROM (Agency or establishment) Department of the Interior		DATE RECEIVED 8/6/07	
2. MAJOR SUBDIVISION National Park Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Native American Graves Protection and Repatriation Act (NAGPRA)		DATE 7/30/07	
4 NAME OF PERSON WITH WHOM TO CONFER Michael Grimes	5 TELEPHONE 202-354-1908	ARCHIVIST OF THE UNITED STATES Allen G. Smith	

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 4 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

☒ is not required;
 ☐ is attached; or
 ☐ has been requested.

DATE 7-27-07	SIGNATURE OF AGENCY REPRESENTATIVE Michael A. Grimes	TITLE Servicewide Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

## **National Park Service NAGPRA Records Schedule**

The Native American Graves Protection and Repatriation Act (NAGPRA), passed in 1990, provides a process for museums, state and local governments, and Federal agencies to return certain Native American cultural items to lineal descendents, culturally affiliated tribes, and Native Hawaiian organizations. These cultural items are human remains, funerary objects, sacred objects, and objects of cultural patrimony.

The Secretary of the Department of the Interior is responsible for implementation of NAGPRA nation-wide. The National Park Service's (NPS) National NAGPRA program assists the Secretary with some of the Secretary's responsibilities under NAGPRA, and focuses on NAGPRA implementation outside of NPS. The National NAGPRA Program is located Washington, DC.

In addition to administering the National NAGPRA program, NPS must comply with NAGPRA regulations. NAGPRA related objects are found among NPS's many museum collections. The NPS Park NAGPRA Program is based in the Intermountain Region Office of Indian Affairs and American Culture in Denver, Colorado. Park NAGPRA is a service-wide program that assists all national park units with NAGPRA compliance.

Each NPS region provides the NPS units within its region with targeted NAGPRA implementation assistance. Regional NAGPRA records are maintained in each NPS Regional NAGPRA office by the Regional NAGPRA Coordinator. NAGPRA records are also found in individual NPS units.

This schedule authorizes the disposition of the record copy in any media. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

### **NATIONAL NAGPRA PROGRAM**

#### **1. NAGPRA Case Files**

Case files documenting the reporting of human remains and artifacts by Federal agencies (arranged by agency name and then state), and museums (arranged geographically by state). Files contain notices of inventory completion, of intent to repatriate, and of intended disposition; summaries of collections that may include unassociated funerary objects, sacred objects, and objects of cultural patrimony; inventories of Native American human remains and associated funerary objects; and correspondence. The NAGPRA Case Files also include indexes and databases containing inventory and notice metadata. *[Added 07/15/08 Records volume is 173 cubic feet and annual accumulation is about 11 cubic feet Records date from 1992 to present ]*

- a. NAGPRA Case Files. PERMANENT. Close inactive records upon completion of project. Transfer non-electronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives

every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

b. Record copy of indexes, including database tracking system(s).  
PERMANENT. Transfer textual records to the National Archives upon conclusion of NPS's business needs. Transfer electronic records with documentation to the National Archives every 5 years in accordance with 36 CFR 1228.270.

## **2. Tribal Files**

Files pertaining to NAGPRA contact information for tribes. Also includes indexes and databases containing tribal contact information (Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations).

a. Direct correspondence with tribes regarding official tribal contacts.  
TEMPORARY. Retain 3 years after contact is superseded.

b. Record copy of indexes, including database information system(s).  
TEMPORARY. Retain 3 years after contact is superseded.

## **3. Advisory Committee Records**

Agendas, handouts, meeting binders, tapes and transcripts of advisory committee meetings, and reports to Congress. [*Added 07/15/08: Records volume is 21.5 cubic feet and annual accumulation is about 1.5 cubic feet. Records date from 1992 to present and are arranged by chronologically by fiscal year.*] PERMANENT. Cut off at the end of the fiscal year. Transfer non-electronic records to the National Archives 20 years after file cutoff. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

## **4. Grant Records**

NAGPRA Grants are awarded to Indian tribes, Alaska Native villages and corporations, Native Hawaiian organizations, and museums for financial assistance in carrying out projects associated with NAGPRA compliance. These files contain applications; reviewer reports; notices of acceptance; interim reports; final reports; and final products such as video and audio tapes of meetings, photographs, summaries, consultation handbooks, reports, and inventories.

### **a. NAGPRA Grant Files.**

1) Grants Awarded. [*Added 07/15/08: Records volume is 37.5 cubic feet and annual accumulation is about 3 cubic feet. Records date from 1994 to present and are arranged by fiscal year and then by name.*]  
PERMANENT. Close at the end of the fiscal year in which the grant ends. Transfer non-electronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives

every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

2) Unsuccessful Grants. TEMPORARY. Cut off at the end of the fiscal year. Retain 5 years after determination.

b. Record copy of indexes, including database tracking system(s).  
PERMANENT. Transfer textual records to the National Archives upon conclusion of NPS's business needs. Transfer electronic records with documentation to the National Archives every 5 years in accordance with 36 CFR 1228.270.

## **5. Administrative Grant Files**

Press releases announcing grant awards; letters to the Secretary for approval; draft grant applications, comments on drafts, and related correspondence; brochures; flyers; and rejection letters. TEMPORARY. Cut off at the end of the fiscal year. Retain 15 years.

## **6. Training Files**

Training related to understanding and implementing NAGPRA is given to tribes, museums, and other agencies. Files consist of training materials, slides, and handouts. TEMPORARY. Cut off at the end of the fiscal year. Retain 15 years.

## **NPS NAGPRA PROGRAM**

### **7. Park NAGPRA Program Records**

Files pertain primarily to the development of inventories; summaries; and notices of inventory completion, intent to repatriate, and intended disposition. The Park NAGPRA files contain NPS inventories, summaries, messages, notice drafts, and final published notices and other evidentiary documentation related to cultural affiliation determinations. *[Added 07/15/08: Records volume is 10.5 cubic feet and annual accumulation is about one cubic foot. Records date from 1995 to present and are arranged by Park and then by subject]* PERMANENT. Close inactive records upon completion of project. Transfer non-electronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

### **8. Regional NAGPRA Program Records**

The Regional NAGPRA files consist of correspondence, both internal and with tribes; NAGPRA notices; notes from, and transcripts of, consultation and other tribal meetings; copies of repatriation agreements; requests for repatriation; cultural affiliation studies; osteological examination reports; ethnographic research; loan documents; copies of NAGPRA summaries; contaminant testing information; and other evidentiary documentation related to cultural affiliation determinations.

a. Correspondence; notes from consultation meetings; transcripts of consultation and other tribal meetings; copies of repatriation agreements; requests for repatriation; cultural affiliation studies; osteological examination reports; ethnographic research; loan documents; copies of NAGPRA summaries;

contaminant testing information; and other evidentiary documentation related to cultural affiliation determinations. [**Added 07/15/08:** *Records volume is 4 5 cubic feet and annual accumulation is about 25 cubic foot Records date from 1995 to present and are arranged by Park and then by year.*] PERMANENT. Close inactive records upon completion of project. Transfer non-electronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

- b. Copies of notices, agreements, and summaries filed for record elsewhere in the National Park Service. TEMPORARY. Retain 15 years.

### **NAGPRA Records in the Parks**

#### **9. Repatriation Files**

~~These files document repatriation activities including consultations with Native American tribes, repatriation decisions, and reburials. Files include cultural affiliation data; consultation meeting notes; requests for repatriation; approval or disapproval of repatriation requests; copies of Federal Register Notices; news articles; correspondence; repatriation agreements; schedule of reburial activities; field notes and coordinates of reburial site; and inventories of repatriated or reburied items. Records are maintained as part of the museum collection case file. Follow the disposition instructions for museum collection records. [3/24/08]~~

#### **10. NAGPRA Files**

Contents of the files vary from park to park and document each Park's NAGPRA related activities. The files document the collections identified as NAGPRA collections and the determination of cultural affiliation. Records may include the Park's inventory summary; Federal Register Notices and notices placed in local newspapers; lists of NAGPRA-related objects with catalogue number, accession number, and accession receiving report; osteological analysis sheets/reports; research documentation; cultural affiliation data; tribal correspondence; and consultation meeting notes.

- a. Park copies of documents submitted to the Park NAGPRA Program. TEMPORARY. Records must remain in the Park as long as needed for conducting business.
- b. Documents not filed for record elsewhere within NPS. [**Added 07/15/08:** *Records volume is less than one cubic foot and annual accumulation is less than .25 cubic foot Records date from 1990 to present and are arranged by subject*]. PERMANENT. Close inactive records upon completion of project. Transfer non-electronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.