

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-079-08-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/24/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 other items remain 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 9A1 was superseded by DAA-0048-2013-0008-0003, DAA-0048-2013-0008-0011, DAA-0048-2013-0008-0012, DAA-0048-2013-0008-0013, and DAA-0048-2013-0008-0014

Item 9C was superseded by DAA-0048-2013-0001-0002

Item 9D was superseded by DAA-0048-2013-0001-0001 and DAA-0048-2013-0001-0013

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-8	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5/2/08	
1 FROM (Agency or establishment) Department of Interior		NOTIFICATION TO AGENCY 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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION National Park Service			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Grimes	5 TELEPHONE 202-354-1908	DATE 10 Jan 10	ARCHIVIST OF THE UNITED STATES 
6 AGENCY CERTIFICATION 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 2 pages are not now 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 manual for Guidance of Federal Agencies, [*] is not required, [] is attached, or [] has been requested			
DATE 4-22-08	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Servicewide Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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9. Information and Public Image Management Records

Records documenting the management of NPS data and information resources; and public image management, including the development of graphic standards used to portray a consistent image of the NPS in websites, publications, signs, and uniforms

See attached schedule

NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules GRS 14, 16, 18, 20, 21, 24, 27 : as specified in the attached crosswalk.

**NATIONAL PARK SERVICE (NPS)
INFORMATION AND PUBLIC IMAGE MANAGEMENT (ITEM 9)
RECORDS SCHEDULE**

This schedule covers all records regardless of media (media neutral), including web content.

INFORMATION AND PUBLIC IMAGE MANAGEMENT (ITEM 9)

Description

Functions: This category includes two functions:

1. Management of NPS data and information resources and
2. Public image management This includes development of graphic standards used to portray a consistent image of the NPS in publications, websites, signs, and uniforms.

Activities Related to Information Management include: indexing, storage, and retrieval of Information Technology systems, databases, Enterprise Architecture, capital planning, etc. Also covers records management and related records.

Records Related to Information Management include, but are not limited to:

- system planning records,
- help desk requests,
- network administration files,
- hardware maintenance,
- software licenses,
- records management documents for scheduling, storage, and transfer of records (SF 115, SF 258, SF 135, and supporting documentation),
- forms management,
- mail management,
- reports,
- correspondence,
- policy and procedure files,
- photographs,
- maps and drawings management,
- electronic records management,
- e-mail messages,
- administrative records,
- Freedom of Information Act (FOIA), and
- Privacy Act

Activities Related to Public Image Management include: developing standards that help portray a consistent image in publications, uniforms, websites, signs, and all other outreach. Activities also include public affairs such as press releases, media presentations, and related material.

Records Related to Public Image Management include, but are not limited to:

- proof sheets,
- library circulation and administration files,

- standards on use of NPS symbols,
- standards for signs, uniforms, etc.,
- web sites,
- press releases,
- media packages,
- recordings of radio and television appearances by NPS representatives,
- speeches,
- in-house newsletters, and
- posters.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • policy and procedure for directing Information and Public Image Management, • communication of the NPS mission, the dissemination of NPS information, and the conveyance of NPS positions and statements, • documentation of computer systems in any category that contain permanent records, • creation, history, and development of NPS symbols, • “first of kind” or establishes precedents, • the subject of widespread media attention or Congressional scrutiny. 	
<p><i>Item 1.</i></p> <p>A. 1. Permanent: Records that help manage and set direction for systems development and public image</p> <p>NOTE: Documentation records of computer systems in any category that contain permanent records will be transferred with the system</p> <p>Current Volume: 25 cft. Annual Accumulation 2.5 cft. Date Span: 1998 to 2009 Estimated date of first accession 2010</p>	<p>Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred as specified in 36 CFR 1228.270, or according to standards applicable at the time</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>
<p><i>Item 2.</i></p> <p>A. 2. Permanent: Records that document the communication of the NPS mission; the dissemination of NPS information, and the conveyance of NPS positions and statements</p> <p>Note: These may include press releases, maps, radio and television activities, newsletters, special articles, video, web content, posters, etc</p> <p>Current Volume: 100 cft</p>	<p>Transfer permanent special media, and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred as specified in 36 CFR 1228.270, or according to standards applicable at the time.</p>

Retention Plan	Disposition Instructions
Annual Accumulation: 5 cft. Date Span: 1990 to 2009 Estimated date of first accession 2010	Transfer all other permanent records to NARA 15 years after closure.
<i>Item 3.</i> B. Temporary: Records that document system administration, records management, and public information functions that do not meet the criteria listed above.	B. Destroy/Delete records 15 years after closure.
<i>Item 4.</i> C. Temporary: Records regarding development of publications (i.e., proof sheets and related), and library activities (circulation records) that do not meet the criteria for permanent records listed above. Also includes Freedom of Information Act and Privacy Act requests.	C. Destroy/Delete records 7 years after closure.
<i>Item 5.</i> D. Temporary: Records dealing with help desk, hardware/software maintenance, meeting arrangements, requests for information, and all other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	D. Destroy/Delete records 3 years after closure

**NATIONAL PARK SERVICE
INFORMATION AND PUBLIC IMAGE MANAGEMENT (ITEM 9) CROSSWALK**

N1-79-08-8 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
9. A. 1. Records that help manage and set direction for systems development and public image	Permanent				
		A7231a	Vital Records [Policy Correspondence]	Permanent	
		K34	News Media (Press, Radio, & TV) [Policy Correspondence]	Permanent	
9. A. 2 Records that document the communication of the NPS mission, the dissemination of NPS information; and the conveyance of NPS positions and statements.	Permanent				
		K3415	Press Releases, NPS issuances at level of origin	Permanent	
		K3417	Radio and Television Activities	Permanent	
		K38b	Publications, Service [Specific Publications at level of origin describing history, administration, major policies, etc.]	Permanent	
		K3815b	In-House (Newsletters etc.) [Level of Origin]	Permanent	
		K3819b	Free Informational Literature [Level of Origin]	Permanent	
		K3823b	Sales [Level of Origin]	Permanent	
		K3827b	Maps [Level of Origin]	Permanent	
		K3831b	Posters, Cartoons, & Emblems [Level of Origin]	Permanent	
		K3841b	Manuscripts and Proofs [Level of Origin]	Permanent	
		K54	Special Articles regarding Service or Areas	Permanent	
		K5415	Prepared by Service Personnel	Permanent	
		K5417	Prepared by Other than Service Personnel	Permanent	
		S94a	Uniforms [Policy Correspondence]	15 years	
9. B. Records that document system administration, records management, and public information functions that do not meet the criteria listed above.	Temporary, 15 years				
		A3815a	Public Relations, with Federal, State, and Local Agencies [Policy and Procedures]	15 years	
		A3817a	Public Relations, with Foreign Agencies [Policy and Procedures]	15 years	
		A3821a	Public Relations, with Individuals [Policy and Procedures]	15 years	

N1-79-08-8 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		A3823a	Public Relations, Public Involvement [Policy and Procedures]	15 years	
		A46a	Communications Service [Policy, Procedures, and Regulations]	6 years or WNLN	
		A72	Information Resource Management [Policy Correspondence]	15 years	
		A7215	Automatic Data Processing	15 years	
		A7217	Correspondence Management	15 years	
		A7219	Directives Management System	15 years	
		A7223	Forms Management [Policy Correspondence]	15 years	
		A7225a	Paperwork Management, Mail Management [Policy Correspondence]	15 years or WNLN	
		A7227a	Records Management (includes file mgmt) [Policy Correspondence]	15 years	Also listed in 10.C.
		A7233a	Micrographics [Policy Correspondence]	15 years	
		K38a	Publications, Service [Policy Correspondence]	15 years	
		K38c	Publications, Service, [Manuscript copies & proof sheets that can be returned to author]	5 years	
		K3815a	In-House (Newsletters etc.) [Policy Correspondence]	15 years	
		K3815c	In-House (Newsletters etc.) [Manuscript copies & proof sheets that can be returned to author]	5 years	
		K3819a	Free Informational Literature [Policy Correspondence]	15 years	
		K3819c	Free Informational Literature [Manuscript copies and proof sheets that can be returned to author]	5 years	
		K3823a	Sales [Policy Correspondence]	15 years	
		K3823c	Sales [Manuscript copies and proof sheets that can be returned to author]	5 years	
		K3827a	Maps [Policy Correspondence]	15 years	
		K3827c	Maps [Manuscript copies and proof sheets that can be returned to author]	5 years	

N1-79-08-8 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		K3831a	Posters, Cartoons, & Emblems [Policy Correspondence]	15 years	
		K3831c	Posters, Cartoons, & Emblems [Manuscript copies and proof sheets that can be returned to author]	5 years	
		K3841a	Manuscripts and Proofs [Policy Correspondence]	15 years	
		K3841c	Manuscripts & Proofs [Manuscript copies and proof sheets that can be returned to author]	5 years	
		P92	Uniform Standards (includes grooming)	WNLN	Field guidance on when & how to wear uniforms
		S82	Signs, Markers, Traffic Devices, Flags, and Pennants	2 years	Note This item refers to procurement; retention depends on cost Design of these falls into Bucket 9.A
9. C. Records regarding development of publications (i.e., proof sheets), and library activities (circulation records) that do not meet the criteria for permanent records. Also includes FOIA & PA requests	Temporary, 7 years	A7221	Freedom of Information Act (FOIA) and Privacy Act (PA)	15 years	
		A7235	Word Processing	6 years	Obsolete
		K22	Libraries & Library Services, circulation records	2 years	
		K42	Publications, Other	6 years	
		K4215	Secretary's Office	6 years	
		K4219	Other Departments, Bureaus, & Offices	6 years	
9. D. Records dealing with help desk, hardware/software maintenance, meeting arrangements, requests for information, and all	Temporary, 3 years	A3815b	Public Relations, with Federal, State, and Local Agencies [arrangements for meetings, events, etc.]	2 years	
		A3817b	Public Relations, with Foreign Agencies [arrangements for meetings, events, etc]	2 years	

N1-79-08-8 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.		A3821b	Public Relations, with Individuals [arrangements for meetings, events, etc.]	2 years	
		A3823b	Public Relations, Public Involvement [arrangements for meetings, events, etc.]	2 years	
		A46b	Communications Service, Other [message registers, long-distance summaries, etc.]	3 years	
		A7225b-e	Various forms, mail control records, distribution lists, etc.	1 year or when superseded or obsolete	
		A7231b	Vital Records [administration of system]	WNLN	
		A7233b	Micrographics [administration of system]	6 years	
		K14	Information Requests	3 months	[GRS 14.1]

**NATIONAL PARK SERVICE
INFORMATION AND PUBLIC IMAGE MANAGEMENT (ITEM 9)
E-SYSTEMS CROSSWALK**

N1-79-08-8 (New Big Bucket Schedule)		E-System Description			Comments
Item No./Description	Retention	Acronym	System Name & Description	Status	
9. A. 1. Records that help manage and set direction for systems development and public image	Permanent		None listed [Reserved]		
9. A. 2. Records that document the communication of the NPS mission, the dissemination of NPS information, and the conveyance of NPS positions and statements.	Permanent	N/A	Park News Releases External Website	Operational	Currently part of www.nps.gov : http://www.nps.gov/news/parklisting.htm
		N/A	Parktips Monthly web-based newsletter containing brief news articles developed by the Office of Communications and Public Affairs.	Operational	Currently part of www.nps.gov : http://www.nps.gov/pub_aff/parktips/parktips.htm
9. B. Records that document system administration, records management, and public information functions that do not meet the criteria listed above.	Temporary, 15 years	N/A	HFC Reference Services Graphics Database Tracks images from outside NPS, borrowed or purchased for evaluating for use in NPS publications.	Operational	
		N/A	HFC Commissioned Art Database Tracks commissioned artwork to prevent duplication of existing illustrations.	Operational	
9. C. Records regarding	Temporary, 7 years				

N1-79-08-8 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
development of publications (i e., proof sheets), and library activities (circulation records) that do not meet the criteria for permanent records. Also includes FOIA & PA requests			None listed [Reserved]		
9. D. Records dealing with help desk, hardware/software maintenance, meeting arrangements, requests for information, and all other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	Temporary, 3 years	ITIS	Information Technology Inventory System NPS IT Systems Inventory provides a listing of each IT application, website or general support system used within the Service.	Operational	
		N/A	Office of Communication and Public Affairs Reference Desk Web-based listing of NPS-generated contact information.	Operational	Currently part of nps.gov http://www.nps.gov/pub_aff/refdesk/index.html
		N/A	Information Technology Asset Inventory and Management System Tracks and maintains inventory of all Windows-based IT desktop, laptop, and server assets in NPS.	Operational	

**General Records Schedule Crosswalk
To NPS “Big Bucket” Schedule for Information and Image Management**

NOTE All records are assumed to be “cut off” and are no longer active. Cut off can be based on termination of an employee, the end of a case, when no longer needed, or other definitions. Records can have a much longer active life than an inactive life.

General Records Schedule #14: Information Services Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #14: Information Services Records				New Schedule Items			
1	Information Requests Files	Information requests for publications, photos, literature that require no special effort	3 mos	9D	Information and Image Management	3 yrs	
2	Acknowledgment Files	Notification that requests have been sent elsewhere	3 mos	9D	Information and Image Management	3 yrs	
3	Press Service Files	Press service teletypes	3 mos	9D	Information and Image Management	3 yrs	
4	Information Project Files	Information services project case files maintained by designated information officers	1 yr	9D	Information and Image Management	3 yrs	
5	Commendation/ Complaint Correspondence Files	Anonymous letters of commendation, complaints, and replies to them except those that were basis of an investigation or incorporated into individual personnel records	3 mos	9D	Information and Image Management	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #14: Information Services Records				New Schedule Items			
6	Indexes and Check Lists	Bibliographies, indexes, etc of agency publications (excluding those relating to permanent records)	WNLN	9D	Information and Image Management	3 yrs	
7	Reserved						
8	Reserved						
9	Reserved						
10	Reserved						
11a	FOIA Requests Files	Files created in response to a FOIA request; a) is divided into several parts and includes requests, correspondence, access approval, appeal to request, appeal of denial and similar: retention is basically the same except for a FOIA denial	2 yrs 6 yrs if denial	9C	Information and Image Management	7 yrs	
11b	FOIA Requests Files	File copy of requested records	Use disposition instructions for these records	N/A			Include note in a file plan along with requirement to create a FOIA Library of frequently requested materials
12	FOIA Appeals Files	Appeals to a FOIA decision including correspondence and supporting documents Part b is for the original files being requested, see 11b	6 yrs	9C	Information and Image Management	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #14: Information Services Records				New Schedule Items			
		above.					
13	FOIA Control Files	Registers, logs, and other records used to control FOIA requests including name, address of requester, date, purpose of request, etc	6 yrs	9C	Information and Image Management	7 yrs	
14	FOIA Reports Files	Reports on implementation of FOIA in agency (does not include reports to Congress)	2 yrs	9C	Information and Image Management	7 yrs	
15	FOIA Administrative Files	General implementation of FOIA such as notices, correspondence, etc	2 yrs	9C	Information and Image Management	7 yrs	
16	Reserved						
17	Reserved						
18	Reserved						
19	Reserved						
20	Reserved						
21a	Privacy Act Requests Files	Response to individuals who request records pertaining to them. If requests are granted, retention is 2 years, but if denied then 5 years	2 yrs (granted, not found, etc) 5 yrs if denied	9C	Information and Image Management	7 yrs	
21b	Privacy Act Requests Files	File copy of requested records	Use disposition instructions for these records	N/A			Include note in a file plan.

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #14: Information Services Records				New Schedule Items			
22	Privacy Act Amendment Case Files	Request to amend a record pertaining to an individual Retentions are based on denial or acceptance also disposition of record that is amended. Work papers have basically same retention	4 yrs	9C	Information and Image Management	7 yrs	
23	Privacy Act Accounting of Disclosure Files	Files that account for disclosure of a privacy act record (individual's record could have a separate retention)	5 yrs	9C	Information and Image Management	7 yrs	
24	Privacy Act Control Files	Records to control responses including registers, lists, etc	5 yrs	9C	Information and Image Management	7 yrs	
25	Privacy Act Reports Files	Reports of implementation of privacy act including biennial report to OMB	2 yrs	9C	Information and Image Management	7 yrs	
26	Privacy Act General Administrative Files	Relating to general implementation of act including notices, correspondence, etc.	2 yrs	9C	Information and Image Management	7 yrs	
27	Reserved						
28	Reserved						
29	Reserved						
30	Reserved						
31	Mandatory Review For Declassification Requests Files	Responses to requests regarding declassification (does not include file copy and sanitizing instructions)	2 yrs if approved 5 yrs if denied and	9C	Information and Image Management	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #14: Information Services Records				New Schedule Items			
		Retention depends on acceptance, denial, and appeal. Requested records are retained according to their own disposition instructions Sanitizing instructions are destroyed when requested files are declassified or destroyed.	not appealed				
32	Mandatory Review for Declassification Appeals Files	Appeals to a negative decision such as correspondence, etc. Copy of requested records retained according to their instructions	4 yrs	9C	Information and Image Management	7 yrs	
33	Mandatory Review for Declassification Control Files	Control records such as ledgers, listings, etc	5 yrs	9C	Information and Image Management	7 yrs	
34	Mandatory Review for Declassification Reports Files	Reports of implementation of review program	2 yrs	9C	Information and Image Management	7 yrs	
35	Mandatory Review for Declassification Administrative Files	Relating to the general agency implementation of the program such as notices, correspondence, etc	2 yrs	9C	Information and Image Management	7 yrs	
36	Erroneous Release Files	Files documenting the release of privileged information to unauthorized people	6 yrs	9C	Information and Image Management	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #14: Information Services Records				New Schedule Items			
37	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems Use GRS 20 13 for word processing; GRS 20.14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy

General Records Schedule #16: Administrative Management Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #16: Administrative Management Records				New Schedule Items			
1	Administrative Issuances	Notices regarding routine administrative functions. Does not include formal directives, manuals, etc.	WSO	10E	Management and Accountability	3 yrs	
2	Records Disposition Files	Inventories, disposal authorizations, reports, related	superseded SF 115s & routine corres , 2 yrs all others, 6 yrs	9B	Information and Image Management	15 yrs	
				1B	Resource Management	Long-term	Inventories, etc. of resource management records
3	Forms Files	Agency created forms including scope, purpose, etc. Note. also includes control documents, requisitions, etc	5 yrs for forms WSO for control files	9B	Information and Image Management	15 yrs	
4	Records Holdings Files	Statistical reports of agency holdings including volume of records disposed	3 yrs	9B	Information and Image Management	15 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #16: Administrative Management Records				New Schedule Items			
5	Project Control Files	Reports and other documentation on progress and completions of projects, and related	1 yr	10E	Management and Accountability	3 yrs	Project Completion reports are filed under 1A 2, Permanent
6	Reports Control Files	Case files for formal reports including directives, instructions, etc	2 yrs	10E	Management and Accountability	3 yrs	
7	Records Management Files	Correspondence, reports relating to the management of records such as mail policy, files management, use of microforms, ADP systems, etc	6 yrs	9B	Information and Image Management	15 yrs	
8	Reserved						
9	Feasibility Studies	Studies conducted before installation of information management systems	5 yrs	9B	Information and Image Management	15 yrs	
10	Microform Inspection Records	Inventories, logs, and reports documenting inspection of permanent microfilm	1 yr after transfer to NARA 2 yrs for agency copy	9B	Information and Image Management	15 yrs	
11	IRM Triennial Review Files	Reviews of information resources management practices	7 yrs	9B	Information and Image Management	15 yrs	
12	Information Collection Budget Files	Documentation of how much time the public spends completing	7 yrs	9B	Information and Image Management	15 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #16: Administrative Management Records				New Schedule Items			
		agency forms					
13a	Documents Published in the Federal Register	Documentation of meeting notices, licenses issuance or revocations, etc	1 yr	9B	Information and Image Management	15 yrs	
13b	Documents Published in the Federal Register	Files documenting the processing of semi-annual regulatory agenda	2 yrs	9B	Information and Image Management	15 yrs	
14a-e	Management Control Records	Evaluations of agency accounting and administrative controls to prevent waste, fraud, and mismanagement. Item has several sections all but 14f has basically the same retention	1 yr	10D	Management and Accountability	7 yrs	
14f	Management Control Records Review Files	Audit findings, reports, etc. that show weakness of control and corrective actions taken to solve problem	5 yrs	10D	Management and Accountability	7 yrs	
37	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems Use GRS 20.13 for word processing, GRS 20.14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy

General Records Schedule #18: Security and Protective Services Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #18: Security and Protective Services Records				New Schedule Items			
1	Classified Documents Administrative Correspondence Files	Correspondence on security classification, control, and accounting for classified documents	2 yrs	9B	Information and Image Management	15 yrs	
2	Document Receipt Files	Receipt and issuance of classified documents	2 yrs	9B	Information and Image Management	15 yrs	
3	Destruction Certificates Files	Documentation of the destruction of classified documents	2 yrs	9B	Information and Image Management	15 yrs	Documents pertaining to historic structures are filed under 1B.
4	Classified Document Inventory Files	Ledgers etc used to show identity, routing and disposition of classified documents not covered elsewhere in the schedule	2 yrs	9B	Information and Image Management	15 yrs	
5	Top Secret Accounting and Control Files	Registers tracking and accounting for top secret documents	5 yrs	9B	Information and Image Management	15 yrs	
6	Access Request Files	Requests and authorizations for individuals to have access to classified files	2 yrs	9B	Information and Image Management	15 yrs	
7	Classified Document Container Security Files	Lists of safe combinations, of people with that information, etc Also,	WSO for lists 3 mos for	9B	Information and Image Management	15 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #18: Security and Protective Services Records				New Schedule Items			
		forms on containers that record entry and checking security	forms on containers				
8	Security and Protective Services Administrative Correspondence Files	Administrative files on operations of facilities protective services program	2 yrs	2D	Protection and Safety	3 yrs	
9	Survey and Inspection Files	Inspections to ensure protective measures against hazards and sabotage	3 yrs	2D	Protection and Safety	3 yrs	
10	Survey and Inspection Files Privately Owned Facilities	Inspections to ensure protective measures against hazards and sabotage of facilities under Federal protection	4 yrs	2C	Protection and Safety	7 yrs	
11	Investigative Files	Files of investigations of fire, accidents, explosions, etc	2 yrs	2C	Protection and Safety	7 yrs	
12	Property Pass Files	Property passes authorizing removal of property	3 mos	2D	Protection and Safety	3 yrs	
13a	Guard Assignment Files	Guard assignments ledgers	3 yrs	2D	Protection and Safety	3 yrs	
13b	Guard Assignment Files	Requests, reports, change notices, etc	2 yrs	2D	Protection and Safety	3 yrs	
14a	Police Functions Files	Records relating to exercise of police function: ledger records of arrest, cars ticketed, police	3 yrs	2C	Protection and Safety	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #18: Security and Protective Services Records				New Schedule Items			
		contacts					
14b	Police Functions Files	Reports, witness statements, warnings, etc	2 yrs	2C	Protection and Safety	7 yrs	
14c	Police Functions Files	Reports of contact of outside police with building occupants	1 yr	2C	Protection and Safety	7 yrs	
15	Personal Property Accountability Files	Records on lost or stolen personal property	3 yrs for ledgers 1 yr for reports, receipts etc	2D	Protection and Safety	3 yrs	
16	Key Accountability Files	Records on keys issued to individuals	3 yrs for high security areas 6 mos. for other areas	2D	Protection and Safety	3 yrs	
17a	Visitor Control Files	Reports and logs of visitors etc. to a maximum security area	5 yrs	2C	Protection and Safety	7 yrs	
17b	Visitor Control Files	Reports and logs of visitors etc. to any other area	2 yrs	2C	Protection and Safety	7 yrs	
18	Facilities Checks Files	Periodic guard force checks including data sheets, check sheets, reports on security violations, etc (Very routine materials can be destroyed after 1 month)	1 yr	2D	Protection and Safety	3 yrs	
19a	Guard Service	Control center key or	WSO	2D	Protection and Safety	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #18: Security and Protective Services Records				New Schedule Items			
	Control Files	code records, emergency call cards, building record and employee identification cards					
19b	Guard Service Control Files	Round reports, service reports, punch clock sheets	1 yr	2D	Protection and Safety	3 yrs	
19c	Guard Service Control Files	Automatic machine patrol charts of patrol and alarm services	1 yr	2D	Protection and Safety	3 yrs	
19d	Guard Service Control Files	Arms distribution sheets, receipts, etc	3 mos	2D	Protection and Safety	3 yrs	
20	Logs and Registers	Guard logs not covered elsewhere	2 yrs Central guard office logs 1 yr for guard posts logs if entered in master log	2D	Protection and Safety	3 yrs	
21	Security Clearance Administrative Subject Files	Records dealing with operation of personnel security program	2 yrs	2D	Protection and Safety	3 yrs	
22a	Personnel Security Clearance Files	Security clearances case files on investigations of employees	5 yrs	10D	Management and Accountability	7 yrs	
22b-c	Personnel Security Clearance Files	Reports furnished to agencies by investigative organizations in order to make determinations	WSO or destroy according o investigator instructions	10D	Management and Accountability	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #18: Security and Protective Services Records				New Schedule Items			
		and index to a case file					
23	Personnel Security Clearance Status Files	Rosters showing security clearances of individuals	WSO	10D	Management and Accountability	7 yrs	
24	Security Violations Files	Investigations of alleged violations of law, regulations, etc. for safeguarding of national security information	5 yrs (if referred for prosecution) 2 yrs (all other files, except for documents in OPFs)	10D	Management and Accountability	7 yrs	
25	Classified Information Nondisclosure Agreements	Nondisclosure agreements	70 yrs if not stored in OPF	10B	Management and Accountability	75 yrs	
26	Emergency Planning Administrative Correspondence Files	Administrative files of the emergency planning program	2 yrs	10C	Management and Accountability	15 yrs	
27	Emergency Planning Case Files	Case files created during preparation and issuance of plans and directives (not including one record copy in agency's set of master directives)	3 yrs	10C	Management and Accountability	15 yrs	
28	Emergency Operations Tests Files	Tests of emergency plans	3 yrs	10C	Management and Accountability	15 yrs	
29	National Defense Executive Reserve	NDER reservists files maintained for	5 yrs	10C	Management and Accountability	15 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #18: Security and Protective Services Records				New Schedule Items			
	(NDER) Case Files	mobilization					
30	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems Use GRS 20 13 for word processing, GRS 20 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #20: Electronic Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
1a	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records	Tests of system performance and related	WNLN	9D	Information and Image Management	3 yrs	
1b	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records	Electronic records used to create or add to a master file such as intermediate input and output records	WNLN	9D	Information and Image Management	3 yrs	
1c	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records	Records that monitor systems usage including password lists, audit trail, log-in files, cost-back records, etc.	WNLN	9D	Information and Image Management	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
2a1	Input/Source Records	Permanent hard copy records that must go to NARA as hard copy	Permanent				Pertains to records covered by a NARA approved schedule
2a2	Input/Source Records	Permanent hard copy records converted to electronic format	Permanent				Pertains to records covered by a NARA approved schedule
2a3	Input/Source Records	Hard copy documents that contain information that is not or cannot be captured in an electronic version (eg handwritten notations)	Use approved retention for hard copy records				Pertains to records covered by a NARA approved schedule
2a4	Input/Source Records	Hard copy documents other than those covered by 2a(1-3)	Destroy after information converted to electronic medium, WNLN or 60 days after NARA is notified				
2b-d	Input/Source Records	This item includes 3 different types of input or source records including those coming from another agency, raw data, etc	WNLN (after accuracy of entry is verified)				Follow authorized retention for input/source documents
3a	Electronic Records that Replace Temporary Hard Copy Records	Scanned Images	Use approved retention for hard copy records.				
3b(1)	Electronic Records	Electronic formats	Use				

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
	that Replace Temporary Hard Copy Records	other than scanned images for temporary records other than those in 3b(2)	approved retention for related records				
3b(2)	Electronic Records that Replace Temporary Hard Copy Records	Employee Medical Files (GRS 1.21), Statistical Summaries (GRS 1 22), EEO Statistics (GRS 1 25f), Telecommunications Operational Files (GRS 12 3), Top Secret Accounting & Control Files (GRS 18.5)	Submit SF 115				
3b(3)	Electronic Records that Replace Temporary Hard Copy Records	Digital versions of still pictures, motion picture film, & sound and video recordings.	Use approved retention for hard copy.				
3b(4)	Electronic Records that Replace Temporary Hard Copy Records	Program records approved for destruction in a media neutral schedule	Use approved retention for hard copy.				
3b(5)	Electronic Records that Replace Temporary Hard Copy Records	Program records in electronic format not covered by 3a, 3b(1, 3, and 4)	Submit SF 115				
3 1	Electronic Records that Replace Permanent Hard Copy Records	E-records that replace hard copy records approved as permanent	Permanent				
4	Data Files Consisting of Summarized	These are records that summarize or aggregate a set of data	WNLN	9D	Information and Image Management	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
	Information	from a database or other file that is covered by a GRS item					
5	Records Consisting of Extracted Information	Data that is extracted from a file that is covered elsewhere in GRS 20 or scheduled elsewhere. It does not include files created for public access and files in which the content was changed during the process.	WNLN				The big bucket schedule does not include this item and focuses only on record copy.
6	Print File	A file extracted from a master file and used to prepare hard copy publications or statistical reports or similar.	WNLN				The big bucket schedule does not include this item and focuses only on record copy.
7	Technical Reformat File	Information copied from a master file for the purpose of reformatting & sending data to someone else (excludes records created for transfer to NARA)	WNLN				The big bucket schedule does not include this item and focuses only on record copy.
8	Backups of Files	Back up copy of electronic records used in case original file is damaged or lost.	WNLN				The big bucket schedule does not include this item and focuses only on record copy.
9	Finding Aids (or	Indexes to records that	Delete with				Keep with records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
	Indexes)	are scheduled in the GRS or separately	related records or WNLN				and apply same retention to indexes as to records.
10	Special Purpose Programs	Software created or used to maintain a database or other file (does not include software needed to do so if records are to be transferred to NARA)	Delete with related records or WNLN				The big bucket schedule does not include this item and focuses only on record copy. Also, keep with records and apply same retention to software as to records
11a(1)	Documentation	Specifications, user guides, code books, etc related to temporary records.	Delete with related records				Such records would be placed in the most appropriate bucket based on subject of the committee
11a(2)	Documentation	Specifications, user guides, code books, etc related to permanent records	Permanent				Such records would also be placed in the most appropriate bucket based on subject of the committee
11b	Documentation	Specifications, user guides, code books, etc related to system security	Use GRS 24 5				
12	Downloaded and Copied Data	Copied or extracted data generated within the agency, when the original data is retained. This is separated into three parts with essentially	WNLN	9D	Information and Image Management	3 yrs	The big bucket schedule does not include this item and focuses only on record copy.

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
		the same retention					
13	Word Processing Files	Files produced as part of word processing after copying to a record keeping system.	WNLN				The big bucket schedule does not include this item and focuses only on record copy
14	Electronic Mail Records	E-mail still in its native format that is a Federal record and has been copied into a record keeping system	Delete after copying to record keeping system				The big bucket schedule does not include this item and focuses only on record copy
15a	Electronic Spreadsheets	Spreadsheets completed for admin. use, etc. and used to print a hard copy	Delete after printing and WNLN				The big bucket schedule does not include this item and focuses only on record copy
15b	Electronic Spreadsheets	Spreadsheets completed for admin. use etc. and maintained electronically.	Follow retention authorized for hard copy records				Keep with records and apply same retention to spreadsheets as to like records
16	Hard copy printouts created to meet ad hoc business needs	For reference purposes or to meet day to day business needs.	WNLN				The big bucket schedule does not include this item and focuses only on record copy File GIS maps used in field work with resource management field notes in 1B

General Records Schedule #21: Audiovisual Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
1	Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency		1 yr	9D	Information and Image Management	3 yrs	Does not include photos of visiting dignitaries File these in 1B, Resource Management Records.
2	Personnel Identification or Passport Photographs		5 yrs	9C	Information and Image Management	7 yrs	
3	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency		1 yrs	10D	Management and Accountability	7 yrs	
4	Reserved						
5	Viewgraphs	Used for graphic arts	1 yr	9D	Information and Image Management	3 yrs	
6	Routine Artwork for Handbills, Flyers, Posters, Letterhead, and other Graphics	Self-explanatory	WNLN	9D	Information and Image Management	3 yrs	
7	Line and Halftone Negatives, Screened Paper	Self-explanatory	WNLN	9D	Information and Image Management	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
	Prints and Offset Lithographic Plates Used for Photomechanical Reproduction						
8	Line Copies of Graphs and Charts	Self-explanatory	WNLN	9D	Information and Image Management	3 yrs	
9	Films Acquired from Outside Sources for Personnel and Management Training	Self-explanatory	1 yr	10D	Management and Accountability	7 yrs	
10	Reserved						
11	Routine Surveillance Footage (Motion Pictures)	Self-explanatory	6 mos	2D	Protection and Safety	3 yrs	
12	Routine Scientific, Medical, or Engineering Footage (Motion Pictures)	Self-explanatory	2 yrs				This could go into a number of buckets throughout the schedule depending on the footage itself.
13	Reserved						
14	Programs Acquired from Outside Sources for Personnel and Management Training	Self-explanatory	1 yr	10D	Management and Accountability	7 yrs	
15	Reserved						
16	Rehearsal or Practice Tapes	Self-explanatory	Destroy immediately				The big bucket schedule does not

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
							include this item and focuses only on record copy
17	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency	Self-explanatory	1 yr	10D	Management and Accountability	7 yrs	
18	Routine Surveillance [Video] Recordings	Self-explanatory	6 mos.	2D	Protection and Safety	3 yrs	
19	Routine Scientific, Medical, or Engineering [Video] Recordings	Self-explanatory	2 yrs				This could go into a number of buckets throughout the schedule depending on the footage itself
20	Recordings that Document Routine Meetings and Award Presentations	Self-explanatory	2 yrs	9D	Information and Image Management	3 yrs	Does not include photos of visiting dignitaries File these in 1B, Resource Management Records.
21	Reserved						
22	Recordings of Meetings Made Exclusively for Note Taking or Transcription	These are audio recordings and exclude Presidential and executive commissions	Destroy immediately after use				The big bucket schedule does not include this item and focuses only on record copy.
23	Dictation Belts or Tapes	Self-explanatory	Destroy immediately after use				The big bucket schedule does not include this item and focuses only on record copy

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
24	Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production	Self-explanatory	Destroy immediately after use				The big bucket schedule does not include this item and focuses only on record copy.
25	Reserved						
26	Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis	Self-explanatory	6 mos	9D	Information and Image Management	3 yrs	
27	Reserved						
28	Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records	Self-explanatory	Dispose same time as related audiovisual record	9D	Information and Image Management	3 yrs	
29	Finding Aids for Identification, Retrieval, or Use of Temporary Audiovisual Records	Self-explanatory	Dispose same time as related audiovisual record	9D	Information and Image Management	3 yrs	

General Records Schedule #24: Information Technology Operations and Management Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #24: Information Technology Operations and Management Records				New Schedule Items			
1a	Oversight and Compliance Files	Records in offices that manage agency-wide or bureau-wide IT services performance measurements and benchmarks	5 yrs	9C	Information and Image Management	7 yrs	
1b	Oversight and Compliance Files	Records in offices that manage agency-wide or bureau-wide IT services all other oversight and compliance records	3 yrs	9C	Information and Image Management	7 yrs	
2	IT Facility, Site Management, and Equipment Support Services Records	Records on buildings and rooms where IT assets are located including site visits, equipment support, reviews, etc	3 yrs	9D	Information and Image Management	3 yrs	
3a	IT Asset and Configuration Management Files	Inventories of IT assets, network circuits, circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets	1 yr	9D	Information and Image Management	3 yrs	
3b	IT Asset and Configuration Management Files	Records on asset management, performance and	1 yr for changes, version	9D	Information and Image Management	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #24: Information Technology Operations and Management Records				New Schedule Items			
		capacity management, system management, configuration and change management, etc	management, etc 3 yrs if maintenance and service actions				
4	System Backups and Tape Library Records	Back up tapes used to restore systems and data in case of loss or damage Also, logs of tapes.	Delete after back up WSO for logs				The big bucket schedule does not include this item and focuses only on record copy
5	Files Related to Maintaining the Security of Systems and Data	System security plans, disaster recovery plans, and risk assessments	1 yr	9D	Information and Image Management	3 yrs	
6	User Identification, Profiles, Authorizations, and Password Files	This item is for systems that need extra security, for other systems use GRS 20 1c does not include electronic signatures	6 yrs	9C	Information and Image Management	7 yrs	
7	Computer Security Incident Handling, Reporting and Follow-up Records	Self-explanatory	3 yrs	9D	Information and Image Management	3 yrs	
8a	IT Operations Records	Workload schedules, run reports, maintenance schedules, etc.	1 yr	9D	Information and Image Management	3 yrs	
8b	IT Operations Records	Problem reports on software running network	1 yr	9D	Information and Image Management	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #24: Information Technology Operations and Management Records				New Schedule Items			
8c	IT Operations Records	Reports on operations, critical success factors, performance, etc	3 yrs	9D	Information and Image Management	3 yrs	
9	Financing of IT Resources and Services	(Note: not procurement records) This item is divided into three parts with the same retention. agreements on quality of service, managing third party services, allocate charges for IT services	3 yrs	9D	Information and Image Management	3 yrs	
10	IT Customer Service Files	This is a two-part item. records providing help desk information such as pamphlets, FAQs, etc ; logs of customer problems and help desk response	1 yr	9D	Information and Image Management	3 yrs	
11a	IT Infrastructure Design and Implementation Files	Records of projects that support or implement IT infrastructure such as requirements, maintenance needs, schematics, quality assurance, etc . projects not implemented	1 yr	9C	Information and Image Management	7 yrs	
11b	IT Infrastructure Design and Implementation Files	Records of projects that support or implement IT infrastructure such as	5 yrs	9C	Information and Image Management	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #24: Information Technology Operations and Management Records				New Schedule Items			
		requirements, maintenance needs, schematics, quality assurance, etc . implemented projects					
11c	IT Infrastructure Design and Implementation Files	Records of projects that support or implement IT infrastructure such as requirements, maintenance needs, schematics, quality assurance, etc. installation and testing records	3 yrs	9C	Information and Image Management	7 yrs	
12	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems Use GRS 20 13 for word processing, GRS 20 14 for e-mail.	180 days				The big bucket schedule does not include this item and focuses only on record copy

General Records Schedule #27: Records of the Chief Information Officer

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #27: Records of the Chief Information Officer				New Schedule Items			
1	Information Technology (IT) Program Planning Records	Records of development of IT program such as goals, performance measures, plans, etc.	7 yrs	9D	Information and Image Management	7 yrs	
2	Enterprise Architecture Records	Records identifying agency networks and systems	7 yrs	9D	Information and Image Management	7 yrs	
3	IT Capital Investment Records	Records integrating IT with agency procurement, budget, etc.	7 yrs	9D	Information and Image Management	7 yrs	
4	Legal and Regulatory Compliance Records	Records detailing compliance with Federal IRM regulations	5 yrs	9D	Information and Image Management	7 yrs	
5	CIO Committee Records	Committee records for which the CIO is the committee sponsor	5 yrs	9D	Information and Image Management	7 yrs	
6	CIO Subject and Office Records	Records that support CIO functions and operations; not listed in GRS	5 yrs	9D	Information and Image Management	7 yrs	
7	Schedules of Daily Activities	Calendars, logs, etc of the CIO	2-5 yrs	9D	Information and Image Management	7 yrs	
8	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems Use GRS 20.13 for word processing; GRS 20 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy