

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-079-08-009

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 10A was superseded by DAA-0048-2013-0008-0003, DAA-0048-2013-0008-0011, DAA-0048-2013-0008-0012, DAA-0048-2013-0008-0013, and DAA-0048-2013-0008-0014

Item 10B was superseded by DAA-0048-2013-0008-0002

Item 10C was superseded by DAA-0048-2013-0001-0011

Item 10D was superseded by DAA-0048-2013-0001-0001

Date Reported: 05/24/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-9	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 05-2-2008	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 9/28/09	ARCHIVIST OF THE UNITED STATES Adrian Thomas
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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 4-22-08	SIGNATURE OF AGENCY REPRESENTATIVE Michael A. Grimes	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

1	10. Management and Accountability Records Records documenting those tasks involved with the planning, organizing, staffing, directing, internal/external reporting, and controlling of NPS activities that occur routinely across the NPS. 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 1-13, 16, 18, 21, 23, 25, 26 : as specified in the attached crosswalk.	
115-109	PREVIOUS EDITION NOT USABLE	STANDARD FORM SF 115 (REV 3-91) Prescribed by NARA 36 CFR 1228	

National Park Service (NPS)
Management and Accountability (Item 10)
Records Schedule

This schedule covers all records regardless of media (media neutral).

Management and Accountability (Item 10)

Description

Function: Tasks involved with the planning, organizing, staffing, directing, internal/external reporting, and controlling of NPS activities that occur routinely across the NPS

Activities Related to Management and Accountability include establishing agency-wide policy and procedures, creating and administering budgets, finance, legal affairs, aviation and motor vehicles, human resources, and other activities.

Records Related to Management and Accountability include, but are not limited to

- training materials,
- policy and procedure documents,
- Directors Orders,
- employee health folders,
- personnel records,
- environmental issues,
- contracts,
- reports to supervisors and those of a similar nature,
- park annual reports or state of the park reports,
- reports to Congress including the NPS Annual Report,
- travel authorizations and vouchers,
- budget worksheets,
- legal cases,
- vehicle maintenance and use files,
- purchase orders,
- vouchers,
- purchase card logs,
- time and attendance files, and
- Equal Employment Opportunity files

NOTE: The National Park Service requests exceptions to some of the General Records Schedules (GRS) for some of its administrative records covered by this schedule. None of the records will be retained for less than the retention periods established in the GRS, but the NPS schedule provides for unique disposition authorities for records that are otherwise addressed in the GRS.

NOTE: Records Related to Management and Accountability **do not include** contracts relating to work that has an impact upon natural and cultural resources. These are managed under Item 1, *Resource Management and Lands*.

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 development for NPS on local, regional, or national levels, • documentation of social issues affecting NPS services, • creating the annual agency budget, • strategic planning, • annual reporting, • NPS achievements that contribute to history of the agency, • “first of kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny. 	
<p>A. National Park Service Direction and Policy Records. Permanent: Records that document the direction of NPS including the creation of policy and procedures and that meet the permanent criteria listed above.</p>	<p>A. 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. Transfer all other permanent records to NARA 15 years after close.</p> <p>Transfer all other permanent records to offsite storage 5 years after cutoff</p> <p>Transfer all other permanent records to NARA 15 years after cutoff</p>
<p>B. Routine Policy Decisions, Planning, Legal Issues and Operations Records. Temporary: Records of routine policy decisions, day to day planning, legal issues, operations, etc. that do not meet the criteria for permanent records listed above.</p>	<p>B. Transfer records to offsite storage 5 years after cutoff</p> <p>Destroy/Delete records 15 years after cutoff</p>

Retention Plan	Disposition Instructions
<p>C. Routine Fiscal, Contracting, and Purchasing Records. Temporary: Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc</p> <p>NOTE: Copies of contracts dealing with natural and cultural resources should be filed in Item 1, <i>Resource Management and Lands</i>, depending on the nature of the contract.</p>	<p>C. Transfer records to offsite storage 2 years after cutoff</p> <p>Destroy/Delete records 7 years after cutoff</p>
<p>D. Housekeeping and Supporting Records. Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category</p>	<p>D. Transfer records to offsite storage 1 year after cutoff or retain in office for full retention</p> <p>Destroy/Delete records 3 years after cutoff.</p>

**NATIONAL PARK SERVICE
MANAGEMENT AND ACCOUNTABILITY (ITEM 10)
E-SYSTEMS CROSSWALK**

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
10. A. Records that document the direction of NPS and that meet the permanent criteria	Permanent	N/A	NPS Organization Code Repository The NPS Organization Code Repository enables the agency to share and describe (in data) its organizational structure. NPS organizational data is a fundamental building block for virtually all applications in the NPS. The Repository contains data pertaining to individual organization codes throughout the NPS as well as data relative to the park in which the organization code is assigned. Only the current NPS organization data/structure is tracked, though the future addition of versioned data sets will change this.	Operational	System Owner Sue Hawkins, Deputy CIO Info Systems NISC Sue_Hawkins@nps.gov 303-969-2026 System Manager Lance Gridley, Chief System Architecture & Integration, NISC Lance_Gridley@nps.gov 303-969-2376
		N/A	NR Public Use Statistics Office Reporting System (PUSORS) PUSORS contains information used to compile monthly visitation statistics at the 267 reporting units of the NPS. Each park has its own data requirements for data input, there is an input form for each park. The data are available annually from 1904-1978 and monthly from 1979 through the present day. The outputs are available on the Intranet site for park use and at www.nature.nps.gov/stats for public access.	Operational	System Owner Butch Street, Management Analyst, Denver Butch_Street@nps.gov 303-343-2704 <i>System Manager not known</i>

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
10. B. Routine policy decisions, day to day planning, legal issues, operations, etc. that do not meet the criteria for permanent records.	Temporary, 15 years	AFS3	Administrative Finance System (AFS 3) AFS 3 is used for financial tracking, budget planning, preparation and execution. It enables NPS parks and offices to meet accountability requirements for appropriated funds and maintenance of certain transaction logs AFS 3 also helps meet requirement of linking dollars to performance goals AFS 3 provides data to the following NPS systems: BPS, PMDS, PMIS, CAS and PR&P.	Operational	System Manager Regina Moriarty Computer Spec, Herndon VA Regina_Moriarty@nps.gov 703-487-9326
		CAS	Construction Allocation System (CAS) CAS is a centralized web-based relational database management system located within the Information and Telecommunications Center in Lakewood, CO The system provides an application to document appropriations, develop and approve internal project formulation processes, track allocations against approvals and link results with the Federal Financial System (FFS) The system will initially contain data for any still active Line Item project, some of which have appropriations dating as far back as FY 1990 Future enhancements will incorporate summary information for all completed Line Item projects appropriated back to the 1980's The earlier version of CAS was a dBase IV based program the consists largely of posting and tracking numbers, with official backup	Operational (being rewritten)	System Owner Marcus Hathaway Division Chief, Construction – DC Marcus_Hathaway@nps.gov 202-208-5685

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
			information being kept offline Its primary function is to produce Funding Advices that must be printed and signed – it does not generated electronic versions.		
		PMDS	Performance Management Data System (PDMS) This system is used to track service wide performance against NPS Strategic Plan goals. PMDS tracks some 67 performance measures, actual and projected, across a wide range of NPS functions In addition the system includes rough funding/FTE numbers and text based information, such as sections for detailing work plans and comment fields All data are linked to a specific park, program or office and are input by the individual NPS reporting units The system contains data 1998 to 2012 and is extended each time DOI updates the departmental strategic plan PMDS links with a number of NPS systems in the areas of Operations, Project Management and Finance.	Operational	System Owner Joel Lynch, Dep'ty Strategic Planning Admin Ops WASO Joel_Lynch@nps.gov 202-208-7029 System Mgr – Eileen Peterson Program Analyst Eileen_K_Peterson@nps.gov 605-341-7827
		NPSPlann	NPSPlanning http://planning.nps.gov NPSPlanning is a website built to provide the general public with information about all facets of the NPS planning process. It also directs the public to planning documents that are currently under public review on the PEPC (Planning Environment and Public Comment) website. The website is a source for policy and reference links that are used in planning within the National Park Service The home page of the website lists all active general management plans, special	Operational	

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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			resource studies, and other NPS plans being developed Links at the bottom of the home page filter the list in terms of the type of plan - for example Implementation Plans, Special Resource Studies, Commercial Services Plans, Development Concept Plans, etc Users click on the name of a plan and are directed to the PEPC website (see next entry)		
		PEPC	The PEPC website (http://parkplanning.nps.gov) is closely associated with the NPSPlanning website and offers a way for NPS to gather input from the public for various plans and projects being developed by the Service Users can search the site by region, state, or park name and access a list of projects, many of which are open for public comment Relevant documents are listed and downloadable as .pdf files Additional links provide access to meeting notices and other information The PEPC home page also provides a specific link to projects open for comment Users offer comments by filling out fields in a comment form and entering remarks as free text into a text box.	Operational	
10. C Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc. Also, routine personnel records such as Time and Attendance, Supervisor's records, and related personnel	Temporary, 7 years				
		BI	Background Investigation Tracking This system maintains employee background investigation information that is adjudicated by the Washington office The database supports the NPS Human Resources and Law Enforcement programs, as well as partner and contractors programs The database maintains employee data	Near Implementation	System Owner Heather Miller Personal Security & Suitability Spec Heather_Miller@nps.gov 202-513-7099

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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records such as EEO, training, and similar records		BI	(name and SSN) and background investigation data (BI type, BI closing date, adjudication date and BI status) Data is obtained from the "Office of Personnel Management Background Investigation Case Closing Transmittal" and case papers The NPS BI Database links to data pulled from the Federal Payroll and Personnel System (FPPS) It does not support another system	Near Implementation	System Owner Heather Miller Personal Security & Suitability Spec Heather_Miller@nps.gov 202-513-7099
		HPLP	Human Resources Line of Business [from CPIC Systems Inventory]	Operational	Contact Alex Young 303-969-2771 Director Denver Admin Program Center Alex_Young@nps.gov
		N/A	International Affairs Foreign Travel Database Systems This system contains data on international travel by NPS staff NPS staff must receive prior approval by the Director and the Assistant Secretary for Fish, Wildlife and Parks for international travel. The system also contains data on International Volunteers and Foreign Delegations or groups requesting support from Office of International Affairs Data are input from standard forms submitted by prospective NPS travelers Outputs are year-end reports on the number of NPS staff traveling overseas in a given fiscal year, the cost to the government, and the reasons for the traveling.	Operational	Contact is David Krewson, 202-354-1800 International Cooperation Specialist David_Krewson@nps.gov
		ACT	Northeast Region Accountability System The NER Accountability System (NERACT) maintains a system of controls considered	Inactive	System Owner Patti Dienna Chief Info Officer NER, PA Patti-Dienna@nps.gov 215-597-4818

N1-79-08.9 (New Big Bucket Schedule)		E-System Description			Comments
Item No: /Description	Retention	Acronym	System Name & Description	Status	
			<p>useful standards or best practices, based on public laws and Director's Orders that underlie each of the programs and park activities in the Northeast Region. The system is primarily a self-evaluation tool used by park superintendents to assess performance factors in such areas as Park Leadership & Management, Facility & Landscape, Planning Rehabilitation and Development, Commercial Services Management, etc.</p> <p>The system is not in use in FY2009, and is currently being considered for updating or redesign</p>		
		OFS	<p>Operations Formulation System</p> <p>The Operations Formulation System (OFS) is a Servicewide web-based system designed to facilitate the work of NPS to identify operating funds needed to pursue its mission. OFS contains all unfunded budgetary requirements of the Service for ongoing or operational needs for the next five Fiscal Years (FY). The system contains historical information on funded requests from FY 1994 and historical data on park operating budgets, acreage, visitation, and FTE. OFS was originally a DOS based system. The platform was migrated to a web-based one in the mid 1990's.</p> <p>The Operations Formulation System (OFS) is a centralized web based relational database management system located within the Information and Telecommunications Center (ITC) in Washington, DC.</p>	Operational	<p>System Owner David Harrington Supervisory Budget Analyst WA DC David_Harrington@nps.gov 202-208-4043</p> <p>System Manager Jennifer Champagne Admin Officer Rock Creek Park Jennifer_Champagne@nps.gov 202-208-7374</p>
		PTATS	<p>Park Transportation Allocation and Tracking System</p> <p>PTATS is a web based application to track</p>	Operational	<p>System Owner Mark Hatsoe Supervisory Civil Engr Mark_Hatsoe@nps.gov</p>

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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			<p>cost data for the Park Roads and Parkways Program. The application meets NPS and Federal Lands Highway (FHWA) project tracking requirements and is accessible to a wide range of NPS and FHWA users, including staff & managers in field, division/region, and headquarter offices.</p> <p>PTATS contains data pertaining to NPS Park Roads and Parkway projects including project control numbers, account numbers, and NPS unit identifiers as well as project descriptions. It also has an electronic library for the storing of project agreements, vegetation plans, and other project related documents.</p> <p>PTATS is linked with data from NPS' Project Management Information System (PMIS), and Administrative Finance System (AFS).</p>		<p>System Manager Dawn Foy IT Specialist NISC Dawn_Foy@nps.gov 505-988-6711</p>
		Park\$	<p>Park\$ Budget Reporting System The system communicates simple budget reporting to the parks and to provide parks with a snapshot of their budget status.</p> <p>Authorized amounts for offices and programs are manually input into the system. Amounts are entered throughout the fiscal year.</p> <p>The system receives data input and budget upload from multiple sources including PMIS and AFS 3.</p>	Operational	<p>System Owner Joe Escoto Superintendent Padre Isl NS Joe_Escoto@nps.gov 361-949-8173 ext 222 System Manager Rob Rivera Rod_Rivera@nps.gov 303 969-2531</p>
		CORE-SAAT-Fundamentals	<p>Personnel Reporting and Training Systems [(Minor HR Applications) from CPIC Systems Inventory]</p>	Operational	<p>Contact Alex Young (see above) 303-969-2771</p>

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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		PMIS	<p>Project Management Information System</p> <p>The Project Management Information System (PMIS) is a Servicewide intranet application within the National Park Service (NPS) which is used to manage information about requests for project funding. It enables parks and NPS offices to submit project proposals to be reviewed, approved and prioritized at park units, regional directorates, and the Washington Office (WASO). It was developed in response to a request from the National Leadership Council (NLC) to create a common system for backlogged projects.</p> <p>PMIS is a centralized web based relational database management system (RDBMS) which is located within the Information and Telecommunications Center (ITC) in Washington, DC</p>	Operational	<p>System Owner David Harrington (see above)</p> <p>System Manager Ellen Bullock</p> <p>Management Analyst DC</p> <p>Ellen_Bullock@nps.gov</p> <p>202-208-4210</p>
		N/A	<p>Workforce Diversity Reporting System</p> <p>Reporting system for various workforce diversity categories. The data stored in this application consists of selected aggregated data fields defined by NPS EEO office, pulled from the FPPS (Federal Personnel Payroll System, US DOI) on a quarterly basis (since the 3rd quarter of 1999). The data are presented by the application in a statistical / graphical manner to show demographic trends in the Service</p>	Operational but slated for retirement	<p>System Owner – Sue Hawkins</p> <p>System Manager – Lance Gridley (see above)</p>

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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10. D. All other routine, housekeeping, and supporting documentation not addressed elsewhere.	Temporary, 3 years	BIMS	<p>Barcode Inventory Management System</p> <p>“Department of the Interior Property Management Directives” and the “NPS Personal Property Management Handbook No. 44” require that parks/offices conduct a 100 percent physical inventory each physical year. Barcode scanners are used by Custodial Property Officers throughout the NPS when conducting their annual personal property inventories.</p> <p>The BIMS utilizes a centralized file server to hold data from the Fixed Assets Subsystem, a program on the Property Manager’s PC to produce inventory reports, and a handheld barcode scanner to scan asset barcodes. The system works through the transfer of information between these three components.</p> <p>BIMS information contents are personal property inventories for various offices.</p> <p>This system interacts with the Federal Financial System (FFS) and the Fixed Asset Module of FFS. These systems are Departmental, not specific to NPS.</p>	Near Implementation	<p>System Owner – Ernestine Armstrong</p> <p>Property Management Program Manager</p> <p>Ernestine_Armstrong@nps.gov</p> <p>202 354-1958</p>

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
		CSWin	Capability Statement Control System Maintained NPS "capability statements" – that is, statements of the Service's official opinion on budgetary and financial matters, provided to Congressional subcommittees. The statements assess the impact to the President's budget request of proposed changes originating from interest groups or elected representatives. CSWin was launched in 1990 and contained data through 2003.	Inactive	System Owner David Harrington (see above) System Manager Katherine Hopper (no email address) 202-208-4043
		QABECS	Questions and Answers, Briefing, Effects, Capability Statements Tracking System. QABECS replaces the former Capability Statement Control System (CSWin). QABECS is a Servicewide Internet application within the National Park Service (NPS) which is used to manage and track questions and answers, capability, briefing, and effect statements. The system is used by parks, regions, WASO program offices, the office of Legislative and Congressional Affairs, and the Office of the Comptroller.	Operational	System Owner David Harrington (see above)
		COWS	Contracting Officer's Warrant Database List of NPS contracting officers, maintained as a spreadsheet rather than a database. The spreadsheet enables the Bureau Procurement Chief to track eligibility of individuals for Contracting Officer assignments, based on the training, education and experience of the candidate, and the acquisition needs of their organization. Information is maintained as "current" on the database, names of individuals who no longer have CO authority are moved to a separate list.	Operational	System Owner – Heidi Ernst Contract Specialist – Contracts and Property Team Heidi_Ernst@nps.gov 303-987-6714 System Manager Kate Winkler 303-987-6787 (no email address)

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
		COR	Contracting Officers' Representative Database List of NPS contracting representatives and key personnel, maintained as a spreadsheet rather than as a database The COR spreadsheet provides a comprehensive list of individuals eligible for appointment as a COR, and the nature of the individuals' authority. The information is maintained "current "	Operational	Heidi Ernst (see above) Kate Winkler (see above)
		CTS	Correspondence Tracking System Tracks correspondence from Congress, public, etc	Operational	Doris Lowery Supvy Program Analyst Doris_Lowery@nps.gov (202) 354-1929
		AV PROPE	HFC AV Property Database This is a simple MS Access database formerly used to manage a program whereby Harpers Ferry Center distributed AV equipment to parks throughout the NPS system. The Harpers Ferry Center no longer distributes AV equipment as these items come with a completed contract deliverable. The database tracked quantity and type of equipment being provided (slide/movie projector, tape recorder, etc), points of contact, dates, and other information, but has been inactive for about 6 years and is now at the end of its lifecycle	Operational	Contact: Steve Pittleman
		N/A	National Park Service Office of International Affairs Skills Roster The Office of International Affairs (OIA) maintains a database for selection of qualified park personnel for possible short-term international assignments Any NPS employee who wishes to be considered for short-term international	Operational	Contact is David Krewson, 202-354-1800

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
			assignments can input their data		
		CORE	NPS CORE Conflict Resolution Manages information on conflict resolution cases	Operational	System Owner Jim Poole WAPC Manager – DC Jim_Poole@nps.gov 202-354-1936
		N/A	NPS On-Line Auction System An automated auction of excess property to general public, where items for sale to the public will be made available on the NPS Property Management website	Under Development	System Owner Ernestine Armstrong (see above)
		NPRS	National Park Reservation Service Park reservation system The system has been discontinued and replaced by Recreation.Gov, an interagency system created as part of the “E-Gov” initiative. Recreation gov consolidates the legacy recreation gov, reserveUSA com and reservations.nps.gov to offer a single point of access to information about Federal recreational opportunities and reservations	Has been replaced	System Owner – Jane Moore Fee Program Manager Jane_Moore@nps.gov 202- 513-7132 Replaced by Recreation Gov http://www.recreation.gov/
		N/A	T&D Learning Place Contains Servicewide information on training and development events and employees of the National Park Service	Operational	System Owner Katrina Fritts Logistics Coord – Hapers Ferry WV Katrina_Fritts@nps.gov 304-535-6404
		N/A	Universal Competencies The Universal Competencies system / website allows users to read definitions of the core competencies required of all NPS staff The site also hosts or links to a “Universal Competencies Needs Assessment” study conducted by the Park Service (final report produced in 1999). The site links to the NPS Fundamentals site, which provides access to	Operational	System Owner Maia Browning Wastewater Treatment Plant Operator, Isle Royale NP, MI Maia_Browning@nps.gov 202-354-1903 Contact Kevin Turner

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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			online training modules for NPS staff		
			<p>NPS Fundamentals</p> <p>The “NPS Fundamentals” site provides access to essential training for NPS staff. It is a five-part course of study that encompasses a broad understanding of the mission and goals of the National Park Service. It is designed to sustain a workforce committed to achieving the NPS mission. Registration is accomplished through a link to the “DOI Learn” website.</p> <p>This site links to the “Universal Competencies” site that contains definitions of the core competencies required of all NPS staff. It also links to the “DOI Learn” site through which a student can register for the courses.</p>	Operational	<p>System Owner Maia Browning Wastewater Treatment Plant Operator, Isle Royale NP, MI Maia_Browning@nps.gov 202-354-1903 Contact Kevin Turner</p>

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
		TRAKKER, WT	Wilderness Trakker The Wilderness Trakker system enables backcountry and wilderness managers to collect and evaluate data on backcountry camping overnight use in the park. Free mandatory backcountry camping permits are required to camp in the Shenandoah's backcountry and the information provided by park visitors on these permits is entered into the Wilderness Trakker database. This information includes: Visitor Name, Address, Location of entry into and exit from the backcountry, dates of entry and exit, number of people in the camping party, trail or backcountry area where the party will spend the night(s), vehicle make, color, and license number of the car(s) parked at the trailhead, and other information. This data allows backcountry and wilderness managers to identify trends, patterns and levels of camping use on specific trail areas of the park and can guide resource management decisions and target resource monitoring and action efforts. It can also help to target backcountry educational and law enforcement patrols, and aid in emergency response.	Operational	Contact Steve_Bair@nps.gov
		N/A	NPS People and Places Directory This is a publicly accessible online directory of NPS locations and employees. Users enter a first and/or last name in the directory and retrieve a filtered list of NPS employees with contact information (name, job title, telephone/email, location). Alternatively one can enter a location name (from a pick list of NPS locations) and retrieve a list of all NPS staff there. The website provides an	Operational	http://home.nps.gov/applications/directory/

N1-79-08-9 (New Big Bucket Schedule)		E-System Description			Comments
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			employees only link to an “Employee Maintenance” function		

**NATIONAL PARK SERVICE
MANAGEMENT AND ACCOUNTABILITY (ITEM 10. A.) CROSSWALK
PERMANENT RECORDS**

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
10. A. Records that document the direction of NPS and that meet the permanent criteria.	A. Permanent				
		A2415	Committees, International	Permanent	
		A2419	Committees, Departmental	Permanent	
		A2427	Committees, Interagency	Permanent	
		A2431	Committees, Washington	Permanent	
		A2435	Committees, Field Offices	Permanent	
		A2621	Reports, Annual [Superintendents and Regional Directors]	Permanent	
		A2623	Reports, Situation [Superintendents, Regional Directors, & Managers]	Permanent	
		A4015a	Conferences and Meetings, Departmental	Permanent	
		A4019a	Conferences and Meetings, Washington Office	Permanent	
		A4023a	Conferences and Meetings, Regional Directors	Permanent	
		A4027a	Conferences and Meetings, Regional Offices	Permanent	
		A4031a	Conferences and Meetings, Other Field Office	Permanent	
		A4033a	Conferences and Meetings, Servicewide	Permanent	
		A4035a	Conferences and Meetings, Interagency	Permanent	
		A4037a	Conferences and Meetings, International	Permanent	
		A44	Memoranda of Agreement with Federal, State, and Local Agencies	Permanent	
		A4415	Cooperative Agreements	Permanent	
		A5415	Inspections, Congressional	Permanent	
		A5419	Inspections, Departmental	Permanent	
		A5423	Inspections, Washington Office	Permanent	
		A5425	Inspections, Regional Office	Permanent	
		A5427	Inspections, Field Office	Permanent	

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		A5431	Inspections, Other Agencies	Permanent	
		A5641	Instructions and Orders, Other Federal Agencies	Permanent	
		A5621	Instructions and Orders, NPS Permanent Guidelines	Permanent	
		A5623	Instructions and Orders, NPS Special Directives	Permanent	
		A5627	Instructions and Orders, NPS Staff Directives	Permanent	
		A5631	Instructions and Orders, WASO Memoranda	Permanent	
		A5635	Instructions and Orders, Field Directorate Memoranda	Permanent	
		A5639	Instructions and Orders, Field Offices Instruction Memoranda	Permanent	
		A6415	Organization, List and Directories	Permanent	
		A6419	Organization, Goals/Objectives (Long Term Management Plan)	Permanent	
		A6423	Organization, Management Policies (Mission Statements)	Permanent	
		A6427	Organization, Organizational Charts/Roles & Function Statements	Permanent	
		A6435	Organization, Standards	Permanent	
		A6437	Organization, Management Improvement Projects	Permanent	
		A7015	National Priorities, Civil Defense Program	Permanent	
		A7019	National Priorities, Area Use (National Defense)	Permanent	
		A7021	National Priorities, Conservation (Energy and Water, etc)	Permanent	
		A8215	Dedications, Anniversaries, Similar Observances	Permanent	
		A8419	Speeches, Washington Area Directorate	Permanent	
		A8423	Speeches, Field Directorate	Permanent	
		D18	Planning Program [GPRA]	Permanent	Also listed in 1 A for GMP & DCP

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		F14	Advances, Transfers, and Allocations of Working Funds	Permanent	
		F1415	Working Funds [to other Agencies]	Permanent	
		F1419	Working Funds [from other Agencies]	Permanent	
		F1423	Working Funds [within Service]	Permanent	
		F16a	Accounting [Policy Correspondence]	Permanent	
		F30a	Budget Formulation [Correspondence]	Permanent	
		F3015a	Current Year Operating Program [Correspondence]	Permanent	
		F3017a	Budget Increases/Decreases [Correspondence]	Permanent	
		F34	Budget Execution	Permanent	
		F3415	Status of Funds	Permanent	
		F3417	Reserves	Permanent	
		F38a	Appropriations & Allotment Advices [Policy Correspondence]	Permanent	
		F3815a	Operating (Form 10-450) [Policy Correspondence]	Permanent	
		F3817a	Construction [Policy Correspondence]	Permanent	
		F3819a	Supplemental [Policy Correspondence]	Permanent	
		F3821a	Apportionments [Policy Correspondence]	Permanent	
		F3823a	Administrative Limitations [Policy Correspondence]	Permanent	
		F42a	Audits and Fiscal Examinations [Policy Correspondence]	Permanent	
		F4215a	General Accounting Office and other Government Agencies [Policy Correspondence]	Permanent	
		F4217a	Department of Interior/National Park Service [Policy Correspondence]	Permanent	
		F4223a	Public Auditors (other than Government) [Policy Correspondence]	Permanent	
		F46a	Cashiers and Collection Officers (includes imprest fund) [Policy Correspondence]	Permanent	
		F50a	Claims and Payments [Policy Correspondence]	Permanent	
		F5015a	Construction [Policy Correspondence]	Permanent	

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		F5019a	Supply [Policy Correspondence]	Permanent	
		F5023a	Travel and Transportation [Policy Correspondence]	Permanent	
		F5025	Compensation	Permanent	
		F54a	Special Nonappropriated Funds [Policy Correspondence]	Permanent	
		F5415a	Donations [Policy Correspondence]	Permanent	
		F5417a	Reimbursable/Refundables [Policy Correspondence]	Permanent	
		F5419a	Fees and Revenues [Policy Correspondence]	Permanent	
		F62a	Fiscal Requisitions and Interpretations [Policy Correspondence]	Permanent	
		F66a	Payrolls [Policy Correspondence]	Permanent	
		F6615a	Payrolls, Income Tax Deductions [Policy Correspondence]	Permanent	
		F6619a	Payrolls, Retirement Deductions [Policy Correspondence]	Permanent	
		F6623a	Payrolls, Other Deductions [Policy Correspondence]	Permanent	
		F6627a	Payrolls, Designation (i e , Timekeepers, Designated Agent) [Policy Correspondence]	Permanent	
		F74a	Rate Schedules [Policy Correspondence]	Permanent	
		F7415a	Rate Schedules, Equipment [Policy Correspondence]	Permanent	
		F7419a	Rate Schedules, Mass [Policy Correspondence]	Permanent	
		F7423a	Rate Schedules, Quarters [Policy Correspondence]	Permanent	
		F7425a	Rate Schedules, Utilities [Policy Correspondence]	Permanent	
		F86a	Travel and Transportation Regulations [Policy Correspondence]	Permanent	
		P94	Volunteer Employment Program [Policy Correspondence]	WNLN	
		S7215	[Procurement] Instructions and Procedures	Permanent	

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		New item	Director's Calendar		
		New item	Superintendent's Calendar		

**NATIONAL PARK SERVICE
MANAGEMENT AND ACCOUNTABILITY (ITEM 10. B. – E.) CROSSWALK
TEMPORARY RECORDS**

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
10. B. Routine policy decisions, day to day planning, legal issues, operations, etc. that do not meet the criteria for permanent records	Temporary, 15 years	A3415b	Commendations, About Service and Personnel [providing basis for administrative actions]	15 years	
		A3419b	Commendations, Concerning Concessions [providing basis for administrative actions]	15 years	GRS 1 12c
		A3615b	Complaints, About Service and Personnel [providing basis for investigation, etc.]	15 years	
		A3619b	Complaints, Concerning Concessions [providing basis for investigation, etc.]	15 years	
		A68a	Printing and Binding [Policy Correspondence]	15 years	
		A7227	Records Management (includes file mgmt) [Policy Correspondence]	15 years	Also listed in 9 B
		F30b	Budget Formulation [Budget Estimates and Justifications prepared at WASO level]	15 years	
		F3015b	Current Year Operating Program [Budget Estimates and Justifications prepared at WASO level]	15 years	
		F3017b	Budget Increases [Budget Estimates and Justifications prepared at WASO level]	15 years	
		F36	Budgeted Position Ceilings	15 years	
		F38b	Appropriations & Allotment Advices [Appropriations Allotment Files]	10 years	
		F3815b	Operating (Form 10-450) [Appropriations Allotment Files]	10 years	
		F3817b	Construction [Appropriations Allotment Files]	10 years	
		F3819b	Supplemental [Appropriations Allotment Files]	10 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		F3821b	Apportionments [Appropriations Allotment Files]	10 years	
		F3823b	Administrative Limitations [Appropriations Allotment Files]	10 years	
		F42b	Audits and Fiscal Examinations [Specific Audits]	15 years	
		F4215b	General Accounting Office & other Government Agencies [Specific Audits]	15 years	
		F4217b	Department of Interior/National Park Service [Specific Audits]	15 years	
		F4223b	Public Auditors (other than Government) [Specific Audits]	15 years	
		P4021a	Labor-Management Relations [Labor - Management Agreements]	15 years	
		W18	[Laws and Legal Matters] Decisions	15 years	
		W1815	Decisions, Attorney General	15 years	
		W1819	Decisions, Comptroller General	15 years	
		W1823	Decisions, Solicitor	15 years	
		W1827	Decisions, Chief Counsel	15 years	
10. C- Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc. Also, routine personnel records such as Time and Attendance, Supervisor's records, and related personnel records such as EEO, training, and similar records.	Temporary, 7 years				
		A8219	Conventions, Tours, Group Visitations, Public Gatherings	2 years HQ, 3 years field	
		A8223	Religious Services	2 years HQ, 3 years field	
		A8227	Expositions	2 years HQ, 3 years field	
		A8231	Display of Flag	2 years HQ, 3 years field	
		D5215	Professional Services (Architecture & Engineering) Contracts	Transfer to DSC	
		F16b	Accounting Expenditure Accounting Files	3 years	
		F2615-F2623	F2615=Fiscal Reports, Monthly F2617=Fiscal Reports, Quarterly F2619=Fiscal Reports, Semi-Annual F2621=Fiscal Reports, Annual F2623=Fiscal Reports, Situation	3 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		F30c	Budget Formulation [Work Papers, Cost Statements, etc.]	1 year	
		F3015c	Current Year Operating Program [Work Papers, Cost Statements, etc.]	1 year	
		F3017c	Budget Increases/Decreases [Work Papers, Cost Statements, etc.]	1 year	
		F38c	Appropriations and Allotment Advices [Apportionment Files]	2 years	
		F3815c	Operating (Form 10-450) [Apportionment Files]	2 years	
		F3817c	Construction [Apportionment Files]	2 years	
		F3819c	Supplemental [Apportionment Files]	2 years	
		F3821c	Apportionments [Apportionment Files]	2 years	
		F3823c	Administrative Limitations [Apportionment Files]	2 years	
		F46b	Cashiers and Collection Officers (includes imprest fund) [Transactions]	6 years, 3 months	
		F50b	Claims and Payments [Accountable Officer's Files]	6 years, 3 months	
		F5015b	Construction [Accountable Officer's Files]	6 years, 3 mos	
		F5019b	Supply [Accountable Officer's Files]	6 years, 3 mos.	
		F5023b	Travel and Transportation [Accountable Officer's Files]	6 years, 3 months	
		F62b	Fiscal Requisitions and Interpretations [Regulations]	WSO	
		F6615b(1)	[Payrolls] Income Tax Deductions Individual Authorized Allotment Files [record maintained on earning record card]	3 years	NOTE. F66b(1) is an obsolete record with a WSO retention
		F6619b(1)	[Payrolls] Retirement Deductions Individual Authorized Allotment Files [record maintained on earning record card]	3 years	NOTE F66b(1) is an obsolete record with a WSO retention
		F6623b(1)	[Payrolls] Other Deductions Individual Authorized Allotment Files [record maintained on earning record card]	3 years	NOTE F66b(1) is an obsolete record with a WSO retention

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		F6627b(1)	[Payrolls] Designations (i.e. Timekeepers, Designated Agent) Individual Authorized Allotment Files [record maintained on earning record card]	3 years	NOTE F66b(1) is an obsolete record with a WSO retention
		F78	Tax Exemptions	4 years	
		F86b	Travel and Transportation [Regulations]	WSO	
		P14c	Individual Official Personnel Files [Annual Performance Review]	OPF if ratings outstanding or unsatisfactory, otherwise destroy after 2 years	GRS 1.23 Does not pertain to Presidential appointees
		P30	Appointment Requirements and Procedures	5 years	
		P32a	Classification, Position [Correspondence relating to development of standards for classification]	5 years	GRS 1 7
		P32b	Classification, Position [Standards]	5 years	GRS 1 7
		P3415	[Compensation] For Injury	6 years	
		P4019	Employee Relations [Correspondence & Counseling]	3 years	
		P4021b	Labor-Management Relations [Arbitration Cases]	5 years	
		P4215	[EEO] Affirmative Action Plan	5 years or WNLN	
		P4217a	Discrimination Complaints [when resolved in agency]	4 years	
		P4217b	Discrimination Complaints [When Resolved by USCSC]	OPM schedule	
		P4219	Special Programs	5 years	
		P48b	Examinations [Forms & Correspondence]	6 years	
		P86	Training	5 years or WSO	
		P8615	In-Service Training	5 years or WSO	
		P8617	Interagency Facilities Training	5 years or WSO	
		P8619	Non-Government Facilities Training	5 years or WSO	
		P94	Volunteer Employment Program	WNLN	
		S28	Drafting and Engineering Supplies	2 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		S30	Explosives	2 years	
		S32	Firefighting Equipment	2 years	
		S34	Firearms and Ammunition	2 years	
		S38	Fuels	2 years	
		S46	Library	2 years	
		S4615	Library Equipment	2 years	
		S4619	Library Publications	2 years	
		S50	License Plates and Tags	2 years	
		S54	Medical [Supplies]	2 years	
		S62	Office [Supplies]	2 years	
		S6215	Furniture and Accessories	2 years	
		S6219	Forms (Stock Only)	3 months	
		S6223	Machines	2 years	
		S6227	Stationery	2 years	
		S66	Optical Equipment	2 years	
		S6615	Binoculars and Telescopes	2 years	
		S6619	Microscopes	2 years	
		S70	Photographic and Sound Equipment	2 years	
		S7015	Cameras and Projectors	2 years	
		S7019	Films and Slides	2 years	
		S72	Procurement [Transactions]	6 years 3 months or 3 years	
		S7219	Professional Services (A&E) Contracts	6 years 3 months or 3 years	
		S7223	Supply and Equipment Contracts	6 years 3 months or 3 years	
		S7225	Personal Services Contracts	6 years 3 months or 3 years	
		S7227	Purchase Orders	6 years 3 months or 3 years	
		S7421	Disposal of Personal Property	3 years	
		S7421a	Correspondence	2 years	
		S7421b	Excess [Personal] Property Reports	3 years	
		S7421c	Sales of Surplus Property Case Files	6 years 3 months or 3 years	
		S84	Stenographic Services	6 years 3 months or 3 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
10. D. All other routine, housekeeping, and supporting documentation not addressed elsewhere.	Temporary, 3 years	S90	Shipments (Bills of Lading/Invoices)	3 years	
		S94b	[Uniforms] Specific Order and Related Correspondence	6 years 3 months or 3 years	
		S98	Weed and Insect Control Products and Animal Repellents	6 years 3 months or 3 years	
		A14	Acting Personnel Designation (in place of temporarily absent officials)	3 months	
		A2615	[Admin] Reports, Monthly	WNLN HQ, 3 years field	
		A2617	[Admin] Reports, Quarterly	WNLN HQ, 3 years field	
		A2619	[Admin] Reports, Semi-Annual	3 years	
		A3415a	Commendations, About Service and Personnel	OPF	GRS 1.12
		A3415c	Commendations, About Service and Personnel [routine correspondence]	3 months	
		A3419a	Commendations, Concerning Concessions	OPF	GRS 1 12
		A3615c	Complaints, About Service and Personnel [routine correspondence]	3 months	
		A3619c	Complaints, Concerning Concessions [routine correspondence]	3 months	
		A4015b&c	Conferences and Meetings, Departmental b non-record copies c arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A4019b&c	Conferences and Meetings, Washington Office b. non-record copies c arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A4023b&c	Conferences and Meetings, Regional Directors b. non-record copies c arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A4027b&c	Conferences and Meetings, Regional Offices b non-record copies c arrangements for meetings	b 2 years HQ, 3 years field c 2 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		A4031b&c	Conferences and Meetings, Other Field Office b non-record copies c arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A4033b&c	Conferences and Meetings, Servicewide b non-record copies c arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A4035b&c	Conferences and Meetings, Interagency b non-record copies c. arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A4037b&c	Conferences and Meetings, International b non-record copies c. arrangements for meetings	b 2 years HQ, 3 years field c 2 years	
		A52	Fund Raising & other Civic Campaigns	2 years	
		A5615	Instructions and Orders, Secretary's Orders	WSR	
		A5619	Instructions and Orders, Secretary's Office Memoranda	WSR	
		A5643	Instructions and Orders, Requests for Copies	3 months	
		A6019	Visits, of Government Personnel	2 years HQ, 1 year field	
		A6021	Visits, of Foreign Persons	2 years HQ, 1 year field	
		A6615	Manuals, Departmental Manuals, & other Issuances	WSR	
		A6617	Manuals, NPS Manuals and other Issuances to FPM and FPMR	WNLN	
		A6621	Manuals, Other Federal Agencies	WSO	
		A6625	Manuals, Requests for Copies	3 months	
		A68b-g	Printing and Binding [various routine records such as printing orders, unit operations, etc.]	Varies from 3 years to 1 year	
		A96	Delegations of Authority	5 years	
		F66b(2)	Payrolls [Records Not Maintained Elsewhere]	3 years after WSO	NOTE F66b(1) is an obsolete record with a WSO retention

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		F6615b(2)	Payrolls, Income Tax Deductions [Records Not Maintained Elsewhere]	3 years after WSO	NOTE F66b(1) is an obsolete record with a WSO retention
		F6619b(2)	Payrolls, Retirement Deductions [Records Not Maintained Elsewhere]	3 years after WSO	NOTE. F66b(1) is an obsolete record with a WSO retention
		F6623b(2)	Payrolls, Other Deductions [Records Not Maintained Elsewhere]	3 years after WSO	NOTE: F66b(1) is an obsolete record with a WSO retention
		F6627b(2)	Payrolls, Designations (i.e , Timekeepers, Designated Agent) [Records Not Maintained Elsewhere]	3 years after WSO	NOTE F66b(1) is an obsolete record with a WSO retention
		F7415b	Rate Schedules, Equipment [Rate Schedule]	WSO	
		F7419b	Rate Schedules, Mass [Rate Schedule]	WSO	
		F7423b	Rate Schedules, Quarters [Rate Schedule]	WSO	
		F7425b	Rate Schedules, Utilities [Rate Schedule]	WSO	
		P14b	Individual Official Personnel Files [Papers on Left-Hand Side]	Employee transfer or 2 years after term	GRS 1 10
		P1815	[OPM] Rules and Regulations and Related Correspondence	WNLN	
		P1819	[OPM Laws, Rules, & Regulations] Interpretation	2 years HQ, 3 years field	
		P1821	[OPM] Inspections (CSC and Civil Service)	WSO	
		P22	Applications and Inquiries for Employment	3 years	
		P2215	Permanent Positions	3 years	
		P2217	Temporary Positions	3 years	
		P26	Reports [Personnel]	3 years	
		P2615	Monthly	3 years	
		P2617	Quarterly	3 years	
		P2619	Semi-annual	3 years	
		P2621	Annual	3 years	
		P2623	Situation	3 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		P32c	Classification, Position [Position Descriptions]	5 years	GRS 1 7b
		P3419- P3423	P3419=[Compensation] For Overtime P3421=[Compensation] For Hazard Pay P3419=[Compensation] For Duty at Remote Work Sites	3 years	
		P36	Conduct of Officers and Employees	WSO	
		P38	Performance Ratings Program and Procedures	3 years	
		P4015	[Employee] Welfare [Health & Life Insurance]	3 years	
		P4217c	Discrimination Complaints [All Other Copies]	1 year	
		P4217d	Discrimination Complaints [All Background Documents]	2 years	
		P4415	[Incentive Awards Programs] Procedures	2 years	
		P4417a	[Incentive Awards Programs] Merit Awards [Correspondence]	3 years	
		P4417b	[Incentive Awards Programs] Merit Awards [Awards]	2 years	
		P4419a	[Incentive Awards Programs] Suggestions [Correspondence]	3 years	
		P4419b	[Incentive Awards Programs] Suggestions [Suggestions (Case Files by Individuals)]	2 years	
		P48a	Examinations [Correspondence other than medical]	3 years	
		P52	Hours and Tours of Duty	3 years	
		P56	Identification of Employees	3 months	
		P60	Leave	3 years	GRS 2 9b
		P6015- P6043	P6015=Annual P6019=Jury P6023=Military P6027=Sick P6031=Without Pay P6035=Compensatory P6039=Holiday P6043=Special Occasions	3 years	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		P64	Personnel Procedures and Records	3 years	
		P68	Promotion, Career Development and Placement	WSO	
		P72a	Recruitment and Certification [Correspondence]	3 years	
		P72b	Recruitment and Certification [Recruitment for Specific Positions]	3 years	
		P72c	Recruitment and Certification [Certificates of Eligibles]	2 years	
		P74	Restrictions on Employment	3 years	
		P76	Reemployment	3 years	
		P78	Retirement	3 years	
		P80	Separation	3 years	
		P82	Statistics	2 years	
		P84	Status	3 years	
		P88	Transfers/Details/Reassignment	3 years	
		P8815	Within Service	3 years	
		P8819	Outside Service	3 years	
		P90a	Wage Board Matters [Policy Correspondence]	WNLN	
		P90b	Wage Board Matters [Wage Rate Schedules and Related Correspondence]	3 years	
		P90c	Wage Board Matters [Wage Survey Files]	Destroy after completion of second succeeding Wage Survey	GRS 1 38
		S26	Property Reports	2 years	
		S2615-S2623	S2615=Property Reports, Monthly S2617=Property Reports, Quarterly S2619=Property Reports, Semi-Annual S2621=Property Reports, Annual S2623=Property Reports, Situation	2 years	
		S2621	S2621=Property Reports, Annual [Passenger Motor Vehicle and Aircraft Requirements]	3 years	
		S58	Motor-Driven Propelled Equipment	3 mos /3 yrs	

N1-79-08-9 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Item Number and Title	Retention	
		S5815-S5835	S5815=Aircraft S5819=Automobiles, Trucks, Motorcycles S5823=Boats S5831=Road Construction and Maintenance Equipment S5835=Use of	2 years/3 years	
		S5815-S5835a	Correspondence	2 years	
		S5815-S5835b	Operating Records Relating to Gas & Oil, Dispatching & Scheduling	3 months	
		S5815-S5835c	Maintenance Records	1 year	
		S5815-S5835d	Motor Vehicle Operations (Including Driver tests, etc.)	3 years	
		S7229	[Procurement] Bidders List	WSO	
		S7231	[Procurement] Federal Supply Catalogs, Schedules and Manufacturers Catalogs	WSO	
		S7419a	[Personal Property] Correspondence	3 years	
		S7419b	[Personal Property] Automated Equipment Inventory	WSO	
		S7419c	[Personal Property] Working Papers	After verification	Data entry
		S7423	Equipment Replacement Program	3 years	
		W22	Final [Legal] Opinions and Orders	3 years	
		W24	Federal Register Submissions	2 years or when put in CFR	
		W28	Executive Orders and Proclamations	WSO	
		W42	Special Regulations Case Files	2 years or when put in CFR	
		W46	General Regulations Case Files	2 years or when put in CFR	

**General Records Schedule Crosswalk
To NPS "Big Bucket" Schedule**

NOTE: This Crosswalk pertains only to Administration and Accountability records, Bucket 10 Schedules that contain no Administration and Accountability records are not included.

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 The new schedule has cut off instructions as well

Abbreviations Used WNLN = When No Longer Needed
 WSO = When Superseded or Obsolete

General Records Schedule #1: Civilian Personnel Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
1 a & b	Official Personnel Folders (OPFs)	Personnel folders, retention dependent on type	65 years to Permanent (if NARA selects)		Management and Accountability	Per GRS 1	
2	Service Record Cards	Employee Info, now obsolete	60 years		Management and Accountability	Per GRS 1	
3	Personnel Correspondence Files	General administration of personnel function	3 yrs	10D	Management and Accountability	Per GRS 1	
4	Offers of Employment Files	Offers both accepted and declined	0	10C	Management and Accountability	Per GRS 1	Could also use 10D depending in interpretation
5	Certificate of Eligibles Files	OPM certification of eligibility for employment	2 yrs	10C	Management and Accountability	Per GRS 1	
6	Employee Record Cards	Cards used outside of HR, now obsolete	WNLN	10C	Management and Accountability	Per GRS 1	
7a	Position	Standards used to	2-5 yrs	10C	Management and	Per GRS 1	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
	Classification Standards Files	classify positions			Accountability		
7b	Position Descriptions	Description of job duties, etc	WNLN+2 yrs	10C	Management and Accountability	Per GRS 1	
7c	Survey Files	Classification audits and related	2-3 yrs	10C	Management and Accountability	Per GRS 1	
7d	Appeals Files	Classification appeals	3 yrs	10C	Management and Accountability	Per GRS 1	
8	Interview Records	Interview correspondence and related	2 yrs after separation of employee	10C	Management and Accountability	Per GRS 1	
9	Performance Rating Board Case Files	Transferred to OPM, copies in agency	1 yr	10C	Management and Accountability	Per GRS 1	
10	Temporary Individual Employee Records	Temporary employee records, etc	3 yrs after separation of employee	10C	Management and Accountability	Per GRS 1	
11	Position Identification Strips	Position information, now obsolete	WNLN	10C	Management and Accountability	Per GRS 1	
12	Employee Awards Files	Not including those filed in OPF	1-2 yrs	10C	Management and Accountability	Per GRS 1	
13	Incentive Awards Program Reports	Operation of the program	3 yrs	10C	Management and Accountability	Per GRS 1	
14	Notifications of Personnel Actions	SF 50s not in OPF	1-2 yrs	10C	Management and Accountability	Per GRS 1	
15	Reserved						
16	Personnel Operations Statistical Reports	Reports of the personnel office	2 yrs	10D	Management and Accountability	Per GRS 1	
17	Correspondence and Forms Files	Personnel operating records not covered herein	WNLN-2 yrs	10D	Management and Accountability	Per GRS 1	
18	Supervisors'	Items kept by	1 yr after	10C	Management and	Per GRS 1	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
	Personnel Files and Duplicate OPF Documentation	supervisor or other offices	separation		Accountability		
19	Individual Non-Occupational Health Record Files	Health records gathered during non-work visits	6 yrs	10C	Management and Accountability	Per GRS 1	
20	Health Unit Control Files	Records of a health unit	3 mo to 2 yrs	10D	Management and Accountability	Per GRS 1	
21a	Employee Medical Folder (EMF)	Long-term employee medical records as listed in 5 CFR	75 yrs after birth date of employee		Management and Accountability	Per GRS 1	
21b	Temporary or short-term records as defined in the Federal Personnel Manual (FPM).		1 yr after separation of employee	10D	Management and Accountability	Per GRS 1	
21c	Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility		60 yrs after transfer to NARA		Management and Accountability	Per GRS 1	
22	Statistical Summaries	Summaries of employee health	2 yrs	10D	Management and Accountability	Per GRS 1	
23	Employee Performance File System Records	Appraisal records: This is a complicated entry divided between SES and non-SES; acceptable and	1-5 yrs	10C	Management and Accountability	Per GRS 1	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
		unacceptable performance, etc.					
24a	Reasonable Accommodation Request Records: General Files	Files related to a program for reasonable accommodation requests for disability	WNLN+3 yrs	10C	Management and Accountability	Per GRS 1	
24b	Employee Case Files	Requests made by individuals	3 yrs after employee separation	10C	Management and Accountability	Per GRS 1	
24c	Supplemental Files	Records created while working on a request	3 yrs	10C	Management and Accountability	Per GRS 1	
24d	Tracking System	Records showing EEOC compliance	3 yrs after compliance report filed	10C	Management and Accountability	Per GRS 1	
25a	Equal Employment Opportunity (EEO) Records. Official Discrimination Complaint Case Files	Agency copies of formal complaint files	4 yrs	10C	Management and Accountability	Per GRS 1	
25b	Copies of Complaint Case Files	Copies of above files	1 yr	10D	Management and Accountability	Per GRS 1	
25c	Preliminary and Background Files	Files that do not develop into a case or not filed in 25a	2 yrs	10D	Management and Accountability	Per GRS 1	
25d	Compliance Records	Records of compliance reviews	7 yrs	10C	Management and Accountability	Per GRS 1	
25e	Employee Housing Requests	Records asking agency help in obtaining housing	1 yr	10C	Management and Accountability	Per GRS 1	
25f	Employment Statistics Files	Race and sex statistics	5 yrs	10C	Management and Accountability	Per GRS 1	
25g	EEO General Files	Records of EEO	3 yrs	10C	Management and	Per GRS 1	Could also use 10D

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
		meetings, copies of regulations, etc			Accountability		
25h	EEO Affirmative Action Plans (AAP)	Agency copy of EEO plan	5 yrs	10C	Management and Accountability	Per GRS 1	
26	Personnel Counseling Records	Counseling and program files	3 yrs	10C	Management and Accountability	Per GRS 1	
27	Alternative Dispute Resolution (ADR) Files	Conciliation, ombudsmen programs, etc. Both program and case files	3 yrs	10C	Management and Accountability	Per GRS 1	
28	Labor Management Relations Records	Entry is for both employee relations and labor arbitration	5 yrs	10C	Management and Accountability	Per GRS 1	
29	Training Records	Records of employee training not including course material, formally established schools, etc.	3-5 yrs	10C	Management and Accountability	Per GRS 1	
30	Administrative Grievance, Disciplinary, and Adverse Action Files	Records dealing with hearing grievances and taking adverse action against an employee	4-7 yrs	10C	Management and Accountability	Per GRS 1	
31	Personal Injury Files	Reports, etc. regarding a work-related injury.	3 yrs	10C	Management and Accountability	Per GRS 1	
32	Merit Promotion Case Files	Records regarding promotion	2 yrs	10C	Management and Accountability	Per GRS 1	
33a-t	Examining and Certification Records	This item has many parts that involve a number of retentions. It includes agreements with OPM about	Many retentions, longest is 5 yrs, shortest is 90 days.	10C	Management and Accountability	Per GRS 1	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
		testing, correspondence, lists of eligibles, testing procedures, tests, audits, certifications of results, and others.					
34	Occupational Injury and Illness Files	Reports and logs of OSHA and other forms dealing with work-place injury and health	5 yrs	10C	Management and Accountability	Per GRS 1	
35	Denied Health Benefits Requests Under Spouse Equity	Denied requests (appealed and unappealed listed)	3 yrs	10C	Management and Accountability	Per GRS 1	
36	Federal Workplace Drug Testing Program Files	Includes log books, testing forms, test results, plans, procedures, etc	3 yrs	10C	Management and Accountability	Per GRS 1	
37	Donated Leave Program Case Files	Files regarding receipt and donation of donated leave	1 yr	10C	Management and Accountability	Per GRS 1	Could also use 10D
38	Wage Survey Files	Surveys that help create wage schedules and specific pay rates	Keep until second survey	10C	Management and Accountability	7 yrs	The retention in GRS could lead to some issues Need to discuss further.
39	Retirement Assistance Files	Records created while assisting employees retirement	1 yr	10C	Management and Accountability	Per GRS 1	
40	Handicapped Individuals Appointment Case Files	Hiring, applications, reasonable accommodation requests of a handicapped employee	5 yrs	10C	Management and Accountability	Per GRS 1	
41	Pay Comparability	Records created under	3 yrs	10C	Management and	Per GRS 1	Could also use 10D

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #1 Civilian Personnel Records				New Schedule Items			
	Records	implementation of the Federal Employees Pay Comparability Act			Accountability		
42	Alternate Worksite Records	Records requesting working from an alternate site includes accepted or denied requests	1 yr	10C	Management and Accountability	Per GRS 1	Could also use 10D
43	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE. NARA is phasing out this language use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail.	180 days				The big bucket schedule does not include this item and focuses only on record copy

General Records Schedule # 2: Payrolling and Pay Administration Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule # 2 Payroll and Pay Administration Records				New Schedule Items			
1a	Individual Employee Pay Record	For electronic payroll systems	Update as required		Management and Accountability	Per GRS 2	We may need to check with NARA to see if this is required for an e-system
1b	Individual Employee Pay Record	For paper or microfilm records	56 yrs		Management and Accountability	Per GRS 2	
2	Noncurrent Payroll Files	Copies of non-current data in service bureaus; paper or digital	15 yrs	10B	Management and Accountability	15 yrs	
3	Reserved						
4	Reserved						
5	Reserved						
6	Leave Application Files	SF71 or equivalent	3 yrs (if employee does not initial time sheet, if so then end of next pay period)	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
7	Time and Attendance Source Records	Records needed for GAO audit such as source leave forms, flextime agreements, etc ; paper or digital	6 yrs	10C	Management and Accountability	7 yrs	
8	Time and Attendance Input Records	Records used to input data in a payroll system, for GAO audit	6 yrs	10C	Management and Accountability	7 yrs	
9a	Leave Record	Leave record of employee filed in OPF	65 yrs		Management and Accountability	Per GRS 1	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule # 2 Payroll and Pay Administration Records				New Schedule Items			
		upon termination					
9b	Leave Record	Agency copy if retained	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
10	Reserved						
11	Reserved						
12	Reserved						
13	Tax Files	Agency copies of various tax forms such as W-4, W-2 etc	4 yrs	10C	Management and Accountability	7 yrs	
14	Savings Bond Purchase Files	Forms for purchase of bonds, issuance, receipt, and transmittal	4 mos (longest)	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
15	Combined Federal Campaign and Other Allotment Authorizations	CFC contributions, union dues, etc.	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
16	Thrift Savings Plan Election Form	TSP-1 form used to enroll employee or to make changes	When superseded or upon separation of employee	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
17	Direct Deposit Sign-up Form (SF 1199A)	Self-explanatory	When superseded or upon separation of employee	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
18	Levy and Garnishment Files	Records dealing with IRS levy or other garnishments of employee wages	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of use if necessary
19	Reserved						
20	Reserved						

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule # 2 Payroll and Pay Administration Records				New Schedule Items			
21	Reserved						
22a-b	Payroll System Reports	22a System operations reports, error reports, etc 22b Reports and data for agency workload and personnel management	2 yrs	10D	Management and Accountability	3 yrs	
22c	Payroll System Reports	Fiscal information reports	3 yrs	10D	Management and Accountability	3 yrs	
23	Payroll Change Files	Records used to change an individual pay transaction	3 yrs (for copies subject to GAO audit, all others; 1 mo)	10D	Management and Accountability	3 yrs	
24	Payroll Correspondence	Routine administrative matters that do not include individual payments	2 yrs	10D	Management and Accountability	3 yrs	
25	Reserved						
26	Reserved						
27	Reserved						
28	Retirement Files	Reports, registers, logs, SF 2807, etc.	Destroy after OPM receipt	10D	Management and Accountability	3 yrs	
29	Reserved						
30	Reserved						
31	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20 Item 13 for word	180 days				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 # 2 Payroll and Pay Administration Records				New Schedule Items			
		processing; GRS 20 Item 14 for e-mail.					

General Records Schedule #3: Procurement, Supply, and Grant Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #3: Procurement, Supply, and Grant Records				New Schedule Items			
2	General Correspondence Files	Correspondence of purchasing units not covered elsewhere in schedule	2 yrs	10D	Management and Accountability	3 yrs	Could also use 10C
3	Routine Procurement Files	This is a complicated entry that is dependent on amount spent, when a purchase was made, and other factors It covers purchase orders, leases, bonds, sureties, payment, etc.	Retentions vary from 6 yrs 3 mos to 5 yrs to 3 yrs	10C	Management and Accountability	7 yrs	There would be no attempt to separate records by type, just put all in this sub-bucket
4	Supply Management Files	Reports on supplies management and procurement	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
5	Solicited and Unsolicited Bids and Proposals Files	(Does not include successful bids—see item 3) Records of bidding processes including unopened bids, etc	Retentions depend on several factors, longest is 5 yrs	10C	Management and Accountability	7 yrs	
6	Public Printer Files	Requisitions and	3 yrs	10D	Management and	3 yrs	Could use 10C for

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #3: Procurement, Supply, and Grant Records				New Schedule Items			
		supporting files regarding printing requests (includes accounting copy)			Accountability		ease of filing (i.e., keeping all procurement files together)
7	Nonpersonal Requisition File	Requisitions for services such as duplicating, laundry, binding, etc.	1 yr (Note not accountable officer's copy)	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
8	Inventory Requisition File	Requisitions for supplies and equipment	2 yrs for stockroom copy 6 mos for all others	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
9	Inventory Files	Inventory lists, cards, inventory adjustment, etc (Note: more directed to a stock room inventory)	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
10	Telephone Records	Telephone statements and toll slips	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
11	Contractors' Payroll Files	Construction contract payrolls and related papers	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
12	Tax Exemption Files	Tax exemption certificates and related	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #3: Procurement, Supply, and Grant Records				New Schedule Items			
							together)
15	Contract Appeals Case Files	Appeals under the Contracts Dispute Act including notices of appeal, correspondence, contract copies, etc.	If created before 10/01/1979: 6 yrs, 3 mos If after that date: 1 yr	10C	Management and Accountability	7 yrs	Could use 10D if there are no records created before 10/01/1979
16	Contractor's Statement of Contingent or Other Fees	Statement of fees if filed separately from contract and used for reporting or enforcement	WNLN	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
17	Small and Disadvantaged Business Utilization Files	Records relating to using small or disadvantaged businesses	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all procurement files together)
18	Federal Activities Inventory Reform (FAIR) Act Records	Records regarding OMB Circular A-76 including surveys, challenges, appeals, decisions, etc	6-10 yrs at agency discretion 2 yrs for other copies	10C	Management and Accountability	7 yrs	Could use 10B (15 yrs)
19	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20 Item 13 for word processing, GRS 20 Item 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #4: Property Disposal Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #4: Property Disposal Records				New Schedule Items			
1	Property Disposal Correspondence Files	Administrative files of unit responsible for property disposal	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all property files together)
2	Excess Personal Property Reports	No further explanation given in GRS	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all property files together)
3	Surplus Property Case Files	Files on sales of property	6 yrs if sales of more than \$25,000 3 yrs if less	10C	Management and Accountability	7 yrs	Could use 10C for ease of filing (i.e., keeping all property files together)
5	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems NOTE: NARA is phasing out this language use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail.	180 days				The big bucket schedule does not include this item and focuses only on record copy

General Records Schedule #5: Budget Preparation, Presentation, and Apportionment Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #5: Budget Preparation, Presentation, and Apportionment Records				New Schedule Items			
1	Budget Correspondence Files	Routine administrative files of budget offices; excludes policy and procedures; official	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all budget files together)

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #5: Budget Preparation, Presentation, and Apportionment Records				New Schedule Items			
		estimates of bureau level budget offices					
2	Budget Background Records	Cost statements, rough data, etc gathered to prepare annual estimates	1 yr	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all budget files together)
3	Budget Reports Files	Reports on status of accounts and apportionments	5 yrs (annual report) 3 yrs (all others)	10C	Management and Accountability	7 yrs	
4	Budget Apportionment Files	Apportionment schedules including quarterly adjustments	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all budget files together)
5	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy

General Records Schedule #6: Accountable Officers' Accounts Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #6: Accountable Officers' Accounts Records				New Schedule Items			
1	Accountable Officers' Files	Includes records subject to GAO audit and held by accountable officers	6 yrs 3 mos	10C	Management and Accountability	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #6: Accountable Officers' Accounts Records				New Schedule Items			
		Can contain vouchers, receipt, expense, etc. Excludes records involving accounts with American Indians					
2	GAO Exceptions Files	Notices of exceptions to GAO and related correspondence	1 yr	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all similar files together)
3	Certificates Settlement Files	Settlements of accountable officer accounts	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all similar files together)
4	General Fund Files	Relating to custody, collection, and deposit of funds if not covered in Item 1 above	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all similar files together)
5	Accounting Administrative Files	Correspondence and related used to operate an accounting program	2 yrs for workload purposes 3 yrs otherwise	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all similar files together)
6	Federal Personnel Surety Bond Files	Copies of bonds and powers of attorney	15 yrs	10B	Management and Accountability	15 yrs	
7	Gasoline Sales Tickets	Hard copies of receipts that support vouchers for credit card purchases of gas	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all similar files together)
8	Telephone Toll Tickets	Telephone receipts that support vouchers	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all similar files together)
9	Telegrams	Copies of telegrams	3 yrs	10D	Management and	3 yrs	Could use 10C for

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #6: Accountable Officers' Accounts Records				New Schedule Items			
		that support telegraph bills			Accountability		ease of filing (i.e., keeping all similar files together)
10a	Administrative Claims Files: Claims Against the United States	Claims for funds that were disallowed in full or part	6 yrs 3 mos	10C	Management and Accountability	7 yrs	
	Administrative Claims Files: Claims by the United States	Claims for monies owed the US; claims depend on what part of the law was used, most retention times are 6 yrs and 3 mos	6 yrs 3 mos if agreement reached pursuant to 4 CFR 103 10 yrs 3 mos if agreement reached pursuant to 4 CFR 104	10C	Management and Accountability	7 yrs (not for the ones reached under 4 CFR 104)	Probably filed under 10C, but will need to check further
10C	Administrative Claims Files: Claims by the United States	Claim files affected by litigation or court order	6 yrs 3 mos	10C	Management and Accountability	7 yrs	
11	Waiver of Claims Files	Waiver of claims against a person due to erroneous payment of expenses to an employee	6 yrs 3 mos for approved claims; use Item 10 for denied waivers	10C	Management and Accountability	7 yrs	
12	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20	180 days				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 #6: Accountable Officers' Accounts Records				New Schedule Items			
		Item 13 for word processing, GRS 20 Item 14 for e-mail.					

General Records Schedule #7: Expenditure Accounting Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #7: Expenditure Accounting Records				New Schedule Items			
1	Expenditures Accounting General Correspondence and Subject Files	Internal administration files and correspondence of accounting units	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all accounting files together)
2	General Accounting Ledgers	Accounts ledgers showing debits and credits	6 yrs 3 mos	10C	Management and Accountability	7 yrs	
3	Appropriation Allotment Files	Allotment records showing status of obligations under each appropriation	6 yrs 3 mos	10C	Management and Accountability	7 yrs	
4	Expenditure Accounting Posting and Control Files	Posting and control records that are subsidiary to the ledgers	3 yrs 2 yrs for copies	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping all accounting files together)
5	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20 Item 13 for word processing; GRS 20	180 days				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 #7: Expenditure Accounting Records				New Schedule Items			
		Item 14 for e-mail.					

General Records Schedule #8: Stores, Plant, and Cost Accounting Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #8: Stores, Plant, and Cost Accounting Records				New Schedule Items			
1	Plant, Cost, and Stores General Correspondence Files	Correspondence and administrative files of stores and plants units	3 yrs	10D	Management and Accountability	3 yrs	
2	Stores Invoice Files	Invoices used for stores accounting purposes	3 yrs	10D	Management and Accountability	3 yrs	
3	Stores Accounting Files	Accounting returns and reports for stores and plants	3 yrs	10D	Management and Accountability	3 yrs	
4	Stores Accounting Background Files	Working files used to accumulate accounting data	2 yrs	10D	Management and Accountability	3 yrs	
5	Plant Accounting Files	Plant account cards and ledgers other than pertaining to structures	3 yrs	10D	Management and Accountability	3 yrs	
6	Cost Accounting Reports	Reports on accounting for both receiving and reporting unit	3 yrs	10D	Management and Accountability	3 yrs	
7	Cost Report Data Files	Ledgers, forms, e-records used to gather data for cost reports	3 yrs (Note: there are other items such as detail cards, summary cards, etc with less	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #8: Stores, Plant, and Cost Accounting Records				New Schedule Items			
			retention)				
8	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #9: Travel and Transportation Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #9: Travel and Transportation Records				New Schedule Items			
1a	Commercial Freight and Passenger Transportation Files	Original vouchers for freight and passenger transportation charges	6 yrs	10C	Management and Accountability	7 yrs	
1b	Commercial Freight and Passenger Transportation Files	Original vouchers for freight and passenger transportation charges for which there is an overcharge, litigation, or other problem	10 yrs	10B	Management and Accountability	15 yrs	
1c-d	Commercial Freight and Passenger Transportation Files	Issuing office copies of Government Bills of Lading, travel authorizations, etc. (d=obligation copy which is destroy when funds are obligated	6 yrs	10C	Management and Accountability	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #9: Travel and Transportation Records				New Schedule Items			
1e	Commercial Freight and Passenger Transportation Files	Unused ticket redemption forms	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
2	Lost or Damaged Shipments Files	Records, lists of valuables, and other records dealing with loss of shipment	6 yrs	10C	Management and Accountability	7 yrs	
3	Noncommercial, Reimbursable Travel Files	Travel vouchers, orders, supporting documents, etc.	6 yrs	10C	Management and Accountability	7 yrs	
4	General Travel and Transportation Files	Correspondence, forms, related records dealing with travel and freight not covered in schedule	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
5a	Records Relating to Official Passports: Application files	Files for issuance of passports, their requests, transmittal letters, etc.	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
5b	Records Relating to Official Passports. Reports	Reports to State Department on number of passports issued, and related	1 yr	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
5c	Records Relating to Official Passports Registers	List of employees who have official passports	WNLN	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
6	Reserved						
7	Federal Employee Transportation Subsidy Records	Records dealing with disbursement of transportation subsidies	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #9: Travel and Transportation Records				New Schedule Items			
8	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail.	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #10: Motor Vehicle and Aircraft Maintenance and Operation Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #10: Motor Vehicle and Aircraft Maintenance and Operation Records				New Schedule Items			
1	Motor Vehicle Correspondence Files	Correspondence and internal administrative records of unit that is responsible for vehicles	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
2a	Motor Vehicle Operating and Maintenance Files	Records dealing with gas and oil consumption, dispatching, etc	3 mos	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
2b	Motor Vehicle Operating and Maintenance Files	Maintenance records including service and repair	1 yr	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
3	Motor Vehicle Cost Files	Ledgers and worksheets providing cost and expense data	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
4	Motor Vehicle Report Files	Reports about vehicles other than accident,	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e.,

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #10: Motor Vehicle and Aircraft Maintenance and Operation Records				New Schedule Items			
		operating, and maintenance					keeping similar files together)
5	Motor Vehicle Accident Files	Transportation offices reports of accidents	6 yrs	10C	Management and Accountability	7 yrs	
6	Motor Vehicle Release Files	Records on transfer, sale, donation, of vehicles	4 yrs	10C	Management and Accountability	7 yrs	
7	Motor Vehicle Operator Files	Records on employee operation of agency vehicles including driving tests, authorization to use, driving awards, etc.	3 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
8	Reserved						
9	Routine Aircraft Operations	Day to day operation of Federal agency aircraft such as flight plans, passenger lists, flight logs, etc.	2 yrs	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
10	Logistical Support for Flight Operations	Support such as supplies, administration, comments on regulations, etc. relating to logistics, budget, etc.	6 yrs	10C	Management and Accountability	7 yrs	
11a	General Aircraft Maintenance and Modifications Records	General maintenance, improvements, servicing, rebuilding, testing equipment Can also include manuals for customized or unique	Permanent (for customized or unique craft)	10A	Management and Accountability	Permanent	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #10: Motor Vehicle and Aircraft Maintenance and Operation Records				New Schedule Items			
		aircraft.					
11b	General Aircraft Maintenance and Modifications Records	Same as 11a, except manuals for customized or unique aircraft	6 yrs	10C	Management and Accountability	7 yrs	
12	Individual Aircraft Maintenance and Airframe Modifications Records	Maintenance including aircraft logbooks, engine records, inspections, preventive maintenance, changes to equipment	6 yrs	10C	Management and Accountability	7 yrs	
13	Records Required for Accident/Incident Reports	Records requested for an investigation into an aircraft	1 yr	10D	Management and Accountability	3 yrs	Could use 10C for ease of filing (i.e., keeping similar files together)
	This GRS does not have the electronic mail or word processing statement						

General Records Schedule #11: Space and Maintenance Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #11: Space and Maintenance Records				New Schedule Items			
3	Directory Service Files	Records relating to compilation of directory service listings	2 mos	10D	Management and Accountability	3 yrs	
4	Credentials Files	Identification credentials including	3 mos	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #11: Space and Maintenance Records				New Schedule Items			
		badges, cards, permits, passes, etc.					
5	Building and Equipment Service Files	Requests for building services	3 mos	10D	Management and Accountability	3 yrs	
6	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail.	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #12: Communications Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #12: Communications Records				New Schedule Items			
1	Messenger Service Files	Logs, dispatch records, receipts, route schedules, etc.	2 mos	10D	Management and Accountability	3 yrs	
2a	Communication General Files	Correspondence and internal administration and operation	2 yrs	10D	Management and Accountability	3 yrs	
2b	Communication General Files	Telecommunications plans, reports, equipment requests, etc	3 yrs	10D	Management and Accountability	3 yrs	
2c	Communication General Files	Cost and volume statistical reports	1 yr	10D	Management and Accountability	3 yrs	
2d	Communication General Files	Reference copies of fiscal records and records relating to	1 yr (fiscal) 3 yrs (installation)	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #12: Communications Records				New Schedule Items			
		installation or servicing of equipment					
2e	Communication General Files	Copies of agreements for telecommunication services	2 yrs	10D	Management and Accountability	3 yrs	
3a	Telecommunications Operational Files	Message registers, logs, performance reports, etc.	6 mos	10D	Management and Accountability	3 yrs	
3b	Telecommunications Operational Files	Copies of messages	2 yrs	10D	Management and Accountability	3 yrs	
4	Telephone Use (Call Detail) Records	Use of telephone lines including fax and e-mail particularly showing duration of use, cost, etc.	3 yrs	10D	Management and Accountability	3 yrs	
5	Post Office and Private Mail Company Records	This item is divided into three parts, all with the same retention a) Incoming or outgoing registered mail pouches, certified mail receipts, and related; b) application for registration and certification of declared value mail; c) report of loss, rifling, late delivery, wrong delivery, etc.	1 yr	10D	Management and Accountability	3 yrs	
6a	Mail and Delivery Service Control Files	Receipts of incoming mail not covered in Item 5 and receipts of private delivery	1 yr	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #12: Communications Records				New Schedule Items			
		companies					
6b	Mail and Delivery Service Control Files	Statistical reports of postage used on outgoing mail and private delivery	6 mos	10D	Management and Accountability	3 yrs	
6c	Mail and Delivery Service Control Files	Requisitions for stamps	6 mos	10D	Management and Accountability	3 yrs	
6d	Mail and Delivery Service Control Files	Statistical reports on handling of mail and volume	1 yr	10D	Management and Accountability	3 yrs	
6e	Mail and Delivery Service Control Files	Records of cash, check, money orders, stamps, etc remitted to agency by mail	1 yr	10D	Management and Accountability	3 yrs	
6f	Mail and Delivery Service Control Files	Receipts for mail and packages received through Official Mail and Messenger Service	6 mos	10D	Management and Accountability	3 yrs	
6g	Mail and Delivery Service Control Files	Internal administration of mail room operations including correspondence and directives	1 yr	10D	Management and Accountability	3 yrs	
6h	Mail and Delivery Service Control Files	Locator cards, directories, indexes used to deliver mail to individuals	5 mos	10D	Management and Accountability	3 yrs	
7	Metered Mail Files	Metered mail reports	6 yrs	10C	Management and Accountability	7 yrs	
8	Postal Irregularities File	Reports on mishandling of mail including loss or destruction of mail,	3 yrs	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #12: Communications Records				New Schedule Items			
		stamps, etc					
9	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail.	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #13: Printing, Binding, Duplication, and Distribution Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #13: Printing, Binding, Duplication, and Distribution Records (NOTE: Publications themselves are not covered in the GRS)				New Schedule Items			
1	Administrative Correspondence Files	Internal administration of unit responsible for printing, binding, etc.	2 yrs	10D	Management and Accountability	3 yrs	
2a	Project Files	Records relating to planning and execution of printing, binding jobs specifically requisitions, clearances, etc. if not sent to Public Printer	1 yr	10D	Management and Accountability	3 yrs	
2b	Project Files	Records relating to planning and execution of printing, binding jobs specifically pertaining to planning and technical matters	3 yrs	10D	Management and Accountability	3 yrs	
3	Control Files	Registers of	1 yr	10D	Management and	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #13: Printing, Binding, Duplication, and Distribution Records (NOTE: Publications themselves are not covered in the GRS)				New Schedule Items			
		requisitions and work orders			Accountability		
4	Mailing Lists	Correspondence relating to changes in mailing lists and card lists/	Destroy after revision or after 3 mos	10D	Management and Accountability	3 yrs	
5	Joint Committee on Printing (JCP) Reports Files	Agency reports to Congress on operation of Class A or B printing plants	3 yrs	10D	Management and Accountability	3 yrs	
6	Internal Management Files	Internal management and operation of printing unit	2 yrs	10D	Management and Accountability	3 yrs	
7	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing, GRS 20 Item 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	WSO	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #16: Administrative Management Records				New Schedule Items			
		directives, manuals, etc					
5	Project Control Files	Reports and other documentation on progress and completions of projects, and related	1 yr	10D	Management and Accountability	3 yrs	
6	Reports Control Files	Case files for formal reports including directives, instructions, etc.	2 yrs	10D	Management and Accountability	3 yrs	
8	Reserved						
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	3 yrs	Could use 10C
14f	Management Control Records.	Audit findings, reports, etc, that show	5	10C	Management and Accountability	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #16: Administrative Management Records				New Schedule Items			
	Review Files	weakness of control and corrective actions taken to solve problem					
37	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 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

25	Classified Information Nondisclosure Agreements	Nondisclosure agreements	70 yrs if not stored in OPF		Management and Accountability		
26	Emergency Planning Administrative Correspondence Files	Administrative files of the emergency planning program	2 yrs	10B	Management and Accountability	15 yrs	
27	Emergency Planning Case Files	Case files created during preparation and issuance of pland and directives (not including one record copy in agency's set of master directives)	3 yrs	10B	Management and Accountability	15 yrs	
28	Emergency Operations Tests	Tests of emergency plans	3 yrs	10B	Management and Accountability	15 yrs	

	Files						
29	National Defense Executive Reserve (NDER) Case Files	NDER reservists files maintained for mobilization	5 yrs	10B	Management and Accountability	15 yrs	
30	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 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			
3	Electronic Versions of Records Scheduled for Disposal	This item contains several entries that cover electronic versions of records that replace hard copy records or exist parallel to hard copy. The retentions are essentially the same.	Use retention of existing records				The big bucket schedule does not include this item and focuses only on record copy.
5	Records Consisting of Extracted Information	Data that is extracted from a file that is covered elsewhere in GRS 20 or scheduled	WNLN				The big bucket schedule does not include this item and focuses only on

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
		elsewhere It does not include files created for public access and files in which the content was changed during the process.					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 with the purpose of reformatting and sending data to someone else (does not include records transferred 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)	Indexes to records that are scheduled in the GRS or separately	Delete with related records or WNLN				Keep with records 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	Delete with related records or WNLN				The big bucket schedule does not include this item and focuses only on record copy Also,

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #20: Electronic Records				New Schedule Items			
		so if records are to be transferred to NARA)					keep with records and apply same retention to software as to records

General Records Schedule #21: Audiovisual Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
3	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency	Self-explanatory	1 yrs	10C	Management and Accountability	7 yrs	
4	Reserved						
9	Films Acquired from Outside Sources for Personnel and	Self-explanatory	1 yr	10C	Management and Accountability	7 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
	Management Training						
10	Reserved						
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	10C	Management and Accountability	7 yrs	
15	Reserved						
16	Rehearsal or Practice Tapes	Self-explanatory	Destroy immediately				The big bucket schedule does not 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	10C	Management and Accountability	7 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.

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #21: Audiovisual Records				New Schedule Items			
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.
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						
27	Reserved						

General Records Schedule #23: Records Common to Most Offices Within Agencies

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #23: Records Common to Most Offices Within Agencies				New Schedule Items			
1	Office Administrative Files	Internal administration or housekeeping functions on an office	2 yrs	10D	Management and Accountability	3 yrs	

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #23: Records Common to Most Offices Within Agencies				New Schedule Items			
		such as staffing reports, fax machine logs, workload reports, etc. Does not include record copies of procedures, organization charts, etc					
2	Reserved						
3	Reserved						
4	Reserved						
5	Schedules of Daily Activities	Calendars, appointment books, diaries, etc that document meetings, appointments, telephone calls, trips, visits. Does not include personal records or calendars of high officials	2 yrs (If entered into organized files, then WNLN)	10D	Management and Accountability	3 yrs	
6a	Suspense Files	Files kept in chronological order as reminders to take action at or by a certain date. Reminder notes	Destroy when action is taken				The big bucket schedule does not include this item and focuses only on record copy
6b	Suspense Files	Files kept in chronological order as reminders to take action at or by a certain date: File copy or extra copy of a document	Destroy when action is taken if extra copy, file with proper records if it				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 #23: Records Common to Most Offices Within Agencies				New Schedule Items			
7	Transitory Files	Short-term records (180 days or less) with minimal or no documentary or evidential value including routine information requests, transmittal letters, routine notices, meeting reminders, etc	is a file copy WNLN or other business rule (i.e., auto-delete in e-mail)	10D	Management and Accountability	3 yrs	These are considered ephemeral and do not need to be scheduled formally, but could use 10D if necessary
					NPS does not request an exception to GRS 23 item 7. NPS will continue to use GRS 23 item 7.		
8	Tracking and Control Records	Logs, registers, etc, used to track the status of correspondence, reports, etc when those documents are listed in a GRS or scheduled	2 yrs	10D	Management and Accountability	3 yrs	
9	Finding Aids (or Indexes)	Used to access records that are listed on a GRS or are scheduled unless the finding aids provide unique information	Dispose same time as related record	10D	Management and Accountability	3 yrs	Could also destroy with related records
37	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy

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			
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.
12	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy.

General Records Schedule #25: Ethics Program Records

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #25: Ethics Program Records				New Schedule Items			
1	Ethics Program Implementation, Interpretation, Counseling, and Development Files	Records of ethics program offices dealing with development, review and implementation of ethic guidelines Retention depends on definition of types of records.	3-6 yrs	10C	Management and Accountability	7 yrs	
2	Financial Disclosure Reporting Files	Records are for financial disclosure of office seekers There are two retentions based on success in getting an office	1 yr 6 yrs	10C	Management and Accountability	7 yrs	
3	Ethics Agreement Records	Records documenting review and issuance of ethics guidelines that remedy potential or actual conflicts of interest.	6 yrs	10C	Management and Accountability	7 yrs	
4	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files	Referrals made to Inspectors General or Department of Justice on violations	6 yrs	10C	Management and Accountability	7 yrs	
5	Non-Federally Funded Travel Files	Agency copies of Semiannual Expense Reports for	3 yrs for report	10D	Management and Accountability	3 yrs	Could also use 10C for ease of filing

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #25: Ethics Program Records				New Schedule Items			
		Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics	1 yr for background materials				
6	Ethics Program Review Files	Reports and other records regarding reviews of agency ethics compliance carried out by Office of Government Ethics	6 yrs 1 yr for background materials	10C	Management and Accountability	7 yrs	
7	Annual Agency Ethics Program Questionnaire Files	Annual questionnaire completed by ethics officials	3 yrs 1 yr for background materials	10D	Management and Accountability	3 yrs	Could also use 10C for ease of filing
8a	Ethics Program Employee Training and Education Files	Administration records for new employee ethics training including annual plans, rosters of attending employees, etc	6 yrs	10C	Management and Accountability	7 yrs	
8b	Ethics Program Employee Training and Education Files	Record copy of materials used to provide training such as newsletters, instructors' guides, handouts, etc.	6 yrs	10C	Management and Accountability	7 yrs	
9	Ethics Program Procedures Files	Records regarding the administration of the ethics program	6 yrs	10C	Management and Accountability	7 yrs	
10	Electronic Mail and Word Processing System	Electronic copies in e-mail or word processing systems	180 days				The big bucket schedule does not include this item and

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #25: Ethics Program Records				New Schedule Items			
	Copies	NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing, GRS 20 Item 14 for e-mail.					focuses only on record copy.

General Records Schedule #26: Temporary Commissions, Boards, Councils and Committees

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #26: Temporary Commissions, Boards, Councils and Committees				New Schedule Items			
1a	Internal Agency Committees	Records of internal committees unrelated to an agency's mission such as organizing events, etc.	WNLN	10D	Management and Accountability	3 yrs	
1b	Internal Agency Committees	Records of internal agency committees related to an agency's mission	These records must be scheduled separately and may be permanent				Such records would also be placed in the most appropriate bucket based on subject of the committee
2a	Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA)	These records of committees that are 1) established by statute or reorganization plan or 2) established or utilized by the President, or 3) established or utilized by one or more agencies or officers of the Federal	Permanent				Such records would also be placed in the most appropriate bucket based on subject of the committee

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #26: Temporary Commissions, Boards, Councils and Committees				New Schedule Items			
		government and are nor composed solely of Federal employees. Records include charter, agendas, significant correspondence, etc.					
2b-c	Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA)	Day to day records, facilitative matters, transcribed audiotapes, extra copies of agendas, etc. Section c is for committee website, technical operation records, and electronic records that have been duplicated in Committee records	Destroy at close of committee				Such records would also be placed in the most appropriate bucket based on subject of the committee
3	Committee Records Not Maintained by the Sponsor or Secretariat	Copies of records held in agencies other than the sponsor, excludes international committees (US is not the sponsor, and committees dealing with agency mission)	3 yrs				Such records would also be placed in the most appropriate bucket based on subject of the committee
4	Committee Management Records	Records maintained by Committee Management Office for FACA committees including membership lists, statistics etc.	6 yrs				Such records would also be placed in the most appropriate bucket based on subject of the committee
5	Electronic Mail	Electronic copies in e-	180 days				The big bucket

Item #	Title	Brief Description	Retention	Item #	Title	Retention	Comments
General Records Schedule #26: Temporary Commissions, Boards, Councils and Committees				New Schedule Items			
	and Word Processing System Copies	mail or word processing systems NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail					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			
8	Electronic Mail and Word Processing System Copies	Electronic copies in e-mail or word processing systems. NOTE: NARA is phasing out this language; use GRS 20 Item 13 for word processing; GRS 20 Item 14 for e-mail	180 days				The big bucket schedule does not include this item and focuses only on record copy