General Services Administration

National Archives and Records Service Washington, DC 20408

Date : February 21, 1980

Reply to Attn of : NC80-98/NCD80-67

Subject : New Comprehensive Records Control Schedule for Heritage Conservation and Recreation Service (RG 368)

To : All Assistant Regional Administrators, NARS (less enclosure)
All Center Directors

We are enclosing NC1-368-79-1, a comprehensive records control schedule for the Heritage Conservation and Recreation Service (HCRS), formerly the Bureau of Outdoor Recreation. For all future coding of records of HCRS into the NARS-5 system, you should continue to use input code 368Ø, which will cause the computer to print "RCS." "RCS" from now on will refer to NC1-368-79-1.

The package also includes a Mass Data Change Worksheet containing information needed to convert Bureau of Outdoor Recreation records retired under certain items of NN/169/2 to disposition authorities given in NC1-368-79-1. Please note that the following disposal authorities are NOT superseded by NC1-368-79-1, and remain valid:

NN/169/2/10B	NN/169/2/43B	NN/169/2/71A
NN/169/2/11A	NN/169/2/54A	NN/169/2/71B
NN/169/2/11B	NN/169/2/54B	NN/169/2/75B
NN/169/2/15B	NN/169/2/57B	NN/169/2/79A
NN/169/2/2B	NN/169/2/69B	NN/169/2/79B
NN/169/2/23B	NN/169/2/70B	

If you have any questions about this schedule, please contact Rosanne Butler on 724-1402. any NARS-5 questions should be directed to Sandra Michaels on 724-9559.

G. N. SCABOO
Acting Assistant Archivist
for Federal Records Centers

Enclosures

cc: All Regional Administrators (except WA)

Rec'd NC 0 9 Jan 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK
JOB NO: NC1-368-79-1
DATE RECEIVED: 1-9-79
NOTIFICATION TO AGENCY: In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 1-2-80 James E. O'Neill, Acting Archivist of the United States (Date)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT): U. S. Department of the Interior
2. MAJOR SUBDIVISION: Heritage Conservation & Recreation Service
3. MINOR SUBDIVISION: Division of Personnel and Management
4. NAME OF PERSON WITH WHOM TO CONFER: Ms. Betty Empson
5. TEL. EXT.: FTS 343-5661

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 218 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/3/79	[signature]	Director, Heritage Conservation and Recreation Service

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
101-01 thru 1603-05	The records covered by the attached records control schedule are created by the Heritage Conservation and Recreation Service (HCRS) headquarters and regional offices. The records control schedule is included as an appendix to a Files Maintenance and Records Disposition Handbook which establishes an integrated system designed to provide procedures for the management of HCRS records from creation through disposition. The schedule items describe each series of records which has accumulated and will continue to accumulate. Instructions are provided for the cutoff, transfer to an FARC, destruction, or permanent retention of each series. The authority granted by this request will supersede that provided by Job No. NN-169-2 dated 8-4-69. Any records series created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service. This certifies that the records described on this form will be microfilmed in accordance with the standards set forthin 41 CFR 101-11.506.	295 items	

115-109

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

closed 1/7/80 copy to agency 1/4/80 RTB; to NNB, NNV, NNH, NNR, NNTS, NNF, 1/10/80. ~~copies NOT sent to FRC's until agency furnishes copies~~ copies to all FRC's, 2/21/80

PERMANENT ITEMS

Item #	Series Title	Annual Increase in Volume
102-01a(1)	Program Mission Correspondence Files	10 cu.ft.
201-03	Director's Chron. File	.1cu.ft.
202-05	Organization Planning Files	ca. 1"
203-02	Directives Record Set	1"
702-01	Biographical Files	½" when accumulated
702-03a	Speeches	5"
703-01	Publication Master Files	ca. 2 cu.ft.
704-02a,b,d	Video Recordings and Motion Pictures	Not yet created
704-04a,c,d, e,f	Still Pictures	See schedule
900-14	Nationwide Plan System File (machine-readable)	N/A
1101-01a	NWP Files	ca. 1 cu.ft.
1101-05	Land Planning Group Files	ca. ½ cu.ft.
1102-01b	National Trail System Study Files	1 cu/ft/
1102-02b(1)	Final report, Wild and Scenic Rivers Study Files	3"
1102-04b	Recreational Areas Studies	2 cu.ft.
1102-05a	Special Recreation Studies	1 cu.ft.
1401-01a	Antiquities Act Permit Files	½ cu.ft.
1401-03	Archeological Project Report Files	ca. ½ cu.ft.
1402-01	Historic Resource Survey Files	5 cu.ft.
1402-02	Historic Resource Recording Project Files	on permanent loan to LC
1402-04	Recording Project Field Note Files	Ditto
1402-05	Photogrammetry Stereo Negatives	Ditto
1402-06	Recording Project Drawings Files	Ditto
1501-01	National Register Property Files	10 - 15 cu.ft.*
1501-07a, b	National Register Determination of Eligibility Files	10 cu.ft. (a) 1 cu ft. (b)
1501-02a	National Register Nomination Files	1/3 cu.ft.
1501-08a	National Historic Landmark Application Files	2 cu.ft.
1501-09	National Historic Landmark Theme Study Files	ca. 2" if accumulated
1501-10	National Historic Landmarks Site Files	ca. 2 cu.ft.
1501-12	National Historic Landmark Site Inspection Files	½ cu.ft.
1502-01	Natural Landmark Theme Study Files	ca. 1 cu.ft.
1502-02b	Natural Landmark Evaluation Study Files	ca. ½ cu.ft.
1502-04a	Natural Landmark Site Files	3 cu.ft.
1602-02	Tax Reform Act Certification of Significance Files	1½ cu.ft.
1602-03	Tax Reform Act Certification of Rehabilitation Files	1 cu.ft.
1603-01	Surplus Property Files--Preservation	ca. 1 cu.ft.
1603-02	State Preservation Project Files	ca. 5 cu.ft. (paper)
1603-03	Historic Preservation Grant Compliance Report Files	Ditto
1603-04	State Preservation Project Plan Files	ca. 12 cu.ft. (paper)

* Yearly accumulation is expected to decrease because HCRS will be requiring shorter forms and less background documentation

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 1. RECORDS COMMON TO MOST OFFICES This chapter is a grouping of two types of file material: nonrecord or extra copy files of convenience or reference material and general correspondence (subject) files. SECTION 1. NONRECORD MATERIAL This section defines the types of material which are considered nonrecord and provides standards for disposing of such material in all Heritage Conservation and Recreation Service offices. Nonrecord materials have no documentary or evidential value usually because they are: (1) duplicate copies of an original maintained by a separate office of primary interest which serves as the official record; (2) printed or processed materials of which only the master copy is considered official; or (3) papers of a transitory nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents; e.g., preliminary drafts, shorthand notes, work sheets, etc. This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Nonrecord material is often found interfiled with official papers -- this is a poor files maintenance practice. Retention of nonrecord material is not required. Ideally, much of this material should be destroyed without filing. This reduces the volume of material in the files and makes files more serviceable. If, however, nonrecord material is filed, it should be kept separately from official records.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	The following standards cover nonrecord material normally created or accumulated as a result of responsibilities and activities common to all offices. NOTE: NO MATERIAL IN THIS SECTION SHOULD EVER BE SENT TO THE FEDERAL ARCHIVES AND RECORDS CENTER.	
101-01 (GRS 16/3a-ok)	Files Maintenance and Disposition Plans. Documents which reflect file categories, disposal instructions, and other information about the files accumulated at an individual file station.	Destroy upon receipt of a revised plan or discontinuance of the plan.
101-02	Reading or Chronological Files. Extra copies of correspondence prepared and maintained by the originating office used solely as a reading or reference file for the convenience of personnel. EXCEPTION: THE HCRS DIRECTOR'S CHRONOLOGICAL FILE OF OUTGOING CORRESPONDENCE IS COVERED BY SCHEDULE NO. 201-03 AND IS DESIGNATED AS PERMANENT.	Cut off at close of fiscal year. Destroy 1 year after cutoff or after reference value has been exhausted, whichever is sooner.
101-03	Suspense Files. Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received, should be traced on a given date; or a transitory paper being held for reference which may be destroyed on a given date. Examples of papers in suspense files are:	
	a. A note or other reminder to submit a report or to take some other action.	Destroy after action is taken.
	b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw papers when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it with other papers for file.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	c. Papers which may be destroyed in 30 days or less as being without further value.	Destroy on date under which suspended.
101-04	Policy and Precedent Reference Files. Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies will NOT be placed in this file. This file consists of non-record copies maintained only for convenience of reference.	Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.
101-05	Transitory Files. Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below: a. Requests for Information or Publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material. b. Letters of Transmittal. Letters of transmittal that do not add any information to that contained in the transmitted material. c. Quasi-Official Notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.	Cut off monthly. Destroy 3 months after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	Recordkeepers shall combine the types of temporary material shown above into one transitory file arranged chronologically. If the volume warrants using more than one folder, four folders labeled as follows may be used: Transitory (JAN - MAY - SEP) Transitory (FEB - JUN - OCT) Transitory (MAR - JUL - NOV) Transitory (APR - AUG - DEC) A folder is used for each month. At the beginning of each month, the folder used the previous month is placed behind the other three, until all four folders have been used. At the beginning of the fifth month, the contents of the folder containing the oldest material are destroyed and the folder reused for the current month.	
101-06	Routine Control Files. Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work processing sheets, and records which control work flow and record action taken or serve as receipts for records chargeout.	Destroy when work is completed or when no longer needed for operating purposes.
101-07	Agency Directives and Publications - Reference Copies. Extra copies of local internal and external regulations, directives, and publications; Heritage Conservation and Recreation Service and Department of Interior manual releases, bulletins, circulars, pamphlets, and public relations material. Arranged as prescribed.	Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference.
101-08	Publications of Other Government Agencies. Copies of Congressional documents, OMB Circulars, Code of Federal Regulations, Federal Register, GSA publications, etc.	Destroy when superseded, obsolete, or in the case of bound volumes, when not needed for library purposes.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-09	Non-Government Publications. Publications of commercial firms, private institutions, and vendors, including catalogs, brochures, price lists, and similar publications. Arrangement as appropriate. This material should not be kept in the office files.	Destroy when superseded or obsolete.
101-10	Library Materials. Excess copies of books, pamphlets, journals, and similar materials. Arrangement as appropriate. This material should not be kept in the office files.	Destroy when superseded, obsolete, or no longer needed for reference.
101-11	Technical Reference Material. Copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally. Arrangement as appropriate.	Review at least annually. Destroy material of no further reference value.
	SECTION 2. GENERAL CORRESPONDENCE (SUBJECT) FILES The records described below consist of originals or copies of correpsondence, reports, forms, and other materials of a general nature on a wide variety of subjects. These materials are arranged according to the Subject Classification System contained in Appendix 1 of this handbook.	
102-01	"Mission" Correspondence Files. Mission correspondence files document the functions and responsibilities for which an office is primarily responsible. a. Program Mission Correspondence Files directly relate to the primary functions of the Service; i.e., cultural and recreational resource planning, acquisition, development, and preservation; grants-in-aid; coordination of cultural and recreational resource planning of Federal agencies; and technical assistance to states, federal agencies, and others.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) Program Mission Files accumulated and maintained at the division level or above in the Headquarters Office and by Regional Directors in the field. Arr. by subject according to subject-numerical classification code. 10cuft/yr	Permanent. Cut off annually at the close of the fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after cutoff.
	(2) Program Mission Files maintained in offices below the division level in the Headquarters Office and below the Regional Director in the field.	Cut off annually at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	b. Administrative Mission Correspondence Files relate to administrative support activities such as personnel, procurement, property, transportation, travel, communications, and similar internal administrative management functions.	
	(1) Administrative Mission Files accumulated and maintained at the division level in the Office of the Deputy Director for Programming (Headquarters Office).	Cut off annually at the close of the fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	(2) Administrative Mission Files maintained at other levels of HCRS.	Cut off annually at the close of the fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 8 years after cutoff.
102-02	"Non-Mission" Correspondence Files. Non-mission correspondence files include correspondence, reports, forms, and other papers which are accumulated in an office but do not directly relate to the function or mission for which the office exists. They generally include: (1) copies of papers relating to program subjects for which another office is responsible for documentation, and (2) papers relating to routine internal management	Cut off at close of fiscal year. Destroy 2 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	or general administration (i.e., "housekeeping") functions of the office. The office housekeeping papers will consist of general correspondence regarding facilities, supplies, equipment, office financial matters, travel, property, and personnel management.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 2. PLANNING AND MANAGEMENT RECORDS The records described in this chapter relate to the management, planning, organization, and direction of the Heritage Conservation and Recreation Service. They are created in the course of developing plans, policies, and programs; in conducting management surveys, management improvement projects, and program evaluations; and in managing paperwork activities.	
	SECTION 1. EXECUTIVE MANAGEMENT FILES	
201-01	Committee Management Files. Documents created in Headquarters Office for the establishment, review, coordination, continuance, or dissolution of joint, interagency, intra-agency, and extra-governmental committees, including task forces, councils, boards, commissions, panels, and comparable groups. The coordination and review are to prevent overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to committees. Included are committee establishment proposals, approvals, papers reflecting changes in committee membership, committee charters, reports on establishment and composition, and related papers. Arranged alphabetically by committee name. Maintained by coordinating office.	Cut off upon discontinuance of committee or disapproval of establishment of committee. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. Destroy duplicate copies when no longer needed for reference.
201-02 (GRS 16/12a1 & 16/12b1)	Committee Operations Files. Files may include, but are not limited to an issuance or charter establishing the committee, a resume of major points of interest concerning committee meetings and general operations, a terminating issuance, and a final committee report and findings. They may also include copies of minutes of meetings, the agenda, and other papers	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	relating to the establishment, revision, or termination of individual studies and/or projects. Arranged alphabetically by committee.	
	a. Committee chairman, secretarial, or recorders files which are designated as "official records."	Cut off upon completion of committee action or termination of committee, as appropriate. Hold 3 years and retire to FARC. Destroy 20 years after cutoff.
(GRS 16/12b2)	b. Members records and duplicate copies.	Destroy when purpose has been served or after 1 year, whichever is sooner, except that informational copies of minutes which relate to another official file series will be disposed of with the records to which they pertain.
201-03	Director's Chronological Files. Chronological file consisting of extra copies of outgoing correspondence signed by the Director of the HCRS and extra copies of significant letters dispatched at lower levels but forwarded to the Director for personal information. 1/10 cuft 4r.	Permanent. Cut off at close of fiscal year. Retire to FARC after 3 years or when volume warrants. Offer to NARS 20 years after ~~retirement.~~ cutoff.
	SECTION 2. PROGRAM PLANNING AND MANAGEMENT	
202-01	Management Objectives Files. Documents created and maintained in the process of establishing short-, mid-, and long-range management objectives for the Heritage Conservation and Recreation Service. Included are documents reflecting the establishment of schedules to accomplish objectives, the formulation of new concepts and requirements for planning purposes, and the evaluation of progress and accomplishments in meeting the objectives established by the plan.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. HCRS office responsible for preparation of the plan.	Cut off at close of fiscal year in which plan is superseded. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	b. Contributing, coordinating, or commenting office.	Cut off at close of the fiscal year in which plan is superseded. Destroy 2 years after cutoff or when no longer needed for reference, whichever is sooner.
202-02	Management Survey Case Files. Consist of staff studies or management improvement projects regarding analyses of administrative policies and procedures, manpower surveys, organization and methods studies, paperwork studies, work simplification and standardization studies, workload and work distribution analyses, and similar studies. Includes papers authorizing the project and describing its scope, purpose, and objectives; intermediate progress reports and correspondence; final survey report and documentation of actions taken as a direct result of the survey.	
	a. Office conducting the survey or office sponsoring a contract to perform survey services.	Cut off at close of fiscal year in which action is completed on survey. Destroy 10 years after cutoff.
	b. Offices surveyed.	Destroy on completion of next comparable survey or when no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-03	Management Survey Background Files. Papers accumulated in the collection of data for or during a management survey or staff study. Includes notes, statistical data, feeder reports, working papers, copies of directives and local operating procedures, charts, personnel data, and similar material collected for fact-finding or back-up purposes.	Cut off at close of fiscal year in which survey is completed. Destroy ~~when no longer needed for reference or~~ 3 years after cutoff, ~~whichever is earlier.~~ or when audited by GAO whichever is sooner. mg 7/20/7
202-04 NN-169-2, Item 46	Program Evaluation Project Files. Documents accumulated in evaluating HCRS program efforts to determine if goals are achieved, to assess the effectiveness of the program, and to identify successful and unsuccessful projects. Included are copies of reports, questionnaires, and other data; evaluation of guidelines and procedural documents; progress reports and other papers reflecting status of project; working papers; background material and similar papers; and copy of the final evaluation report. An official copy of the final published project shall be preserved permanently by the office of origin, as required by schedule item 703-01. Arrangement by project title.	Cut off at close of fiscal year in which the evaluation project is completed. Hold 3 years and retire to FARC. Destroy 10 years after cutoff.
202-05 (GRS 16/13a + b) NN-169-2, Item 18	Organization Planning Files. Documents relating to the establishment of policy and changes in organization, functions, and relationships of the HCRS when such actions affect, or may affect, the management and operation of the agency. Included are staff studies, organizational and functional charts, reports of working groups, minutes of committee or task force meetings and staff conferences, documents relating to overall functions and mission, copies of published issuances implementing establishment or change, and related or similar documents. Arr. by subject, thereunder chronologically. ca. 1" per yr.	Permanent. Cut off at close of fiscal year in which case is completed. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after ~~retirement~~ cutoff. Destroy duplicate copies when no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-06	Organization Planning Working Files. Background materials, drafts, interim and copies of progress reports, and related papers accumulated in organization planning projects and surveys. Arranged as appropriate.	Destroy ~~6 months after final action on project report or~~ 3 years after completion of report ~~if no final action is taken.~~ or when audited by GAO whichever is sooner. umg 7/20/79
	SECTION 3. PAPERWORK MANAGEMENT	
203-01	Records Management Liaison Officer Designation. Documents reflecting name and information about individuals designated to perform records management duties in organizational entities of the Heritage Conservation and Recreation Service. Includes designations for directives management officers, records liaison officers, forms liaison officers, and similar representatives. Maintained by the HCRS Records Management Officer.	Destroy when superseded by a new designation or when obsolete.
203-02 (GRS 16/1a) submit 115-ok	Directives Records Set. Consists of the official file copy of each formal policy and procedure issuance published by the Heritage Conservation and Recreation Service. This schedule applies to the master set maintained by the Division of Personnel and Management. See schedule 101-07 for reference sets of directives maintained by other offices. Arr. numerically. 1"/yr.	Permanent. Place in inactive file when cancelled or superseded. Transfer to FARC when no longer needed for reference. Offer to NARS 20 years after ~~retirement~~ cutoff.
203-03 (GRS 16/1a) submit 115-ok	Directives Case History Files. Documents relating to the preparation, review, clearance, publication, and distribution of HCRS issuances. Includes material on the clearance and concurrence of draft issuances and other coordinated actions, revisions, and cancellations, and a signed copy of the final issuance. Maintained by the HCRS Records Management Officer. Arranged by issuance identification number.	Place in inactive file when the directive is rescinded, superseded, or obsolete. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-04 (GRS 18/5 - same-ok)	Classified Document Inventory Files. Files consisting of forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered below. Arranged chronologically.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
203-05 (GRS 18/3 same-ok)	Classified Document Receipt Files. Papers relating to the receipt, transfer, and issuance of classified documents maintained by other than control points.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
203-06 (GRS 18/4 same-ok)	Classified Document Destruction Certificates. Papers relating to the destruction of classified documents. Arranged chronologically.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
203-07 (GRS 16/3a same-ok)	Records Retirement Files. Papers maintained by the HCRS Records Management Officer in the Headquarters and by Regional Records Management Officers in the field. Files document the retirement of files to the Federal Archives and Records Centers or similar storage areas. Includes Standard Forms 135 or similar lists, correspondence, and related papers. Arranged as appropriate.	Destroy after all records listed thereon have been destroyed or when no longer needed for reference.
203-08 (GRS 16/3a same-ok)	Files Maintenance and Disposition Plans. Consists of copies of the Files Maintenance and Disposition Plans which show file categories, disposal instructions, and other information about the file series accumulated in individual file stations. Maintained by the Records Liaison Officers as file directories for the stations under their responsibility. Individual office file copies of the Files Maintenance and Disposition Plans are maintained under item 101-01.	Destroy upon receipt of a revised plan or discontinuance of the plan.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-09 (GRS 16/8 same-ok)	Reports Control Case Files. Case files maintained for each report created, cancelled, or superseded. Documents reflect actions taken in evaluating the requirements for approving and controlling specific reports. Included are applications for approval of reports; copies of pertinent report forms or formats; copies of the requirement directive; preparation instructions; requests for OMB approval of Public Use Reports and necessary justifications; documents relating to continuance, revision, and other changes to reports; and other correspondence, evaluations, and similar papers relating to reports. Case files are maintained by the HCRS Records Management Officer. Arranged by report identification.	Place in inactive folder when report is discontinued, superseded, or obsolete. Cut off inactive reports at the close of the fiscal year. Destroy 2 years after cutoff.
203-10	Reports Control Records Cards. Card files showing pertinent information about the report such as dates initiated, approved, discontinued; frequency; office of primary interest; preparing element; specific recipients; OMB clearance if appropriate; and similar data. Maintained by HCRS Records Management Officer. Arranged by reports identification.	Cut off when report is discontinued, superseded, or obsolete. Destroy 1 year after cutoff.
203-11	Reporting Requirements Registers. Documents used to control assignment of reports identification and to maintain a perpetual inventory of reports issued under the HCRS Reports System. Includes cards, register sheets, catalogs, or similar documents. Arranged numerically.	Place in inactive file on discontinuance of the reporting requirement or on revision of reports identification symbol. Cut off inactive file at the close of the fiscal year. Destroy when no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-12 (GRS 16/4a - submit 115-ok)	Forms Functional File. A collection of forms used to assist in taking forms management actions such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Arranged by function name, thereunder by form number and name. Maintained by HCRS Records Management Officer.	Destroy when form is superseded or discontinued.
203-13 (GRS 16/4a submit 115-ok)	Forms Numerical File. Case history files containing copies of each form and revision request for approval and justification, copies of prescribing issuance, clearance reprint authority, and related correspondence. Maintained by HCRS Records Management Officer. Arranged numerically.	Place in inactive file when form is rescinded, superseded, or obsolete. Cut off inactive file at the close of the fiscal year. Hold 8 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
203-14	Form Registers. A register or card system used to record and control the assignment of form numbers. Arranged as appropriate.	Destroy individual register sheets when all forms entered thereon are cancelled, superseded, or transferred to a new sheet or when no longer needed.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 3. FINANCIAL MANAGEMENT RECORDS SECTION 1. BUDGET AND FISCAL ACCOUNTING FILES	
301-01	Budget Administrative Files. Documents accumulated in offices of operating officials which serve as management tools in the preparation of budget estimates and in coordination and execution of approved budgets. Includes workpapers, cost estimates, and rough data.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
301-02 (GRS 5/2a) submit 115 NN-169-2, Item 47	Budget Estimates. Budget estimates prepared or consolidated by the HCRS Division of Budget and Finance comprising appropriation language sheets, narrative statements, and related schedules and data. Arranged chronologically.	
	a. Final consolidated submission maintained by the HCRS Division of Budget and Finance.	~~Permanent~~. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. ~~Offer to NARS 20~~ years after ~~retirement~~. cutoff Destroy 10
	b. Other offices.	Retain until obsolete, superseded, or no longer needed for reference.
301-03 (GRS 5/4 same-ok)	Budget Working Files. Work papers, cost estimates, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates. Arranged by fiscal year.	Cut off at close of fiscal year. Destroy 1 year after cutoff.
301-04 (GRS 5/6 same-ok)	Apportionment and Reapportionment Schedule Files. Consists of schedules, such as Standard Forms 132 and related documents, which propose and apportion the	Cut off at the close of the fiscal year. Destroy 2 years after cutoff.

RTB 7/9/79

mg 7/20/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	the quarterly obligation of funds under each authorized appropriation. Arranged chronologically by appropriation or fund.	
301-05	Budget Execution Report Files. Consists of budget reports, such as Standard Forms 133 and related documents and correspondence, which show the budget resources for the appropriation, the status of obligations, and the relation of obligations to disbursements for each appropriation or fund. Arranged chronologically by appropriation or fund. Maintained by Division of Budget and Finance.	
(GRS 5/5a same-ok)	a. Annual report at end of fiscal year.	Cut off at the close of the fiscal year. Destroy 5 years after cutoff.
(GRS 5/5b same-ok)	b. All other reports.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
301-06	Report on Obligation Files. Consists of documents, such as Standard Forms 225, which report total transactions and transactions within the Federal Government by object class; a summary of advances, reimbursements, and income; net obligations incurred; expired accounts (adjustments); and net unpaid obligations for each appropriation. Arranged chronologically by appropriation. Maintained by Division of Budget and Finance.	
(GRS 5/5a same-ok)	a. Annual report at end of fiscal year.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
(GRS 5/5b same-ok)	b. All other reports.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
301-07	FMS Status Reports Files. Computer printouts produced by the Financial Managemement System which show the	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	status of appropriations and allotments; report costs and obligations by program and project; and provide analysis of fund usage. Arranged chronologically by report title.	
(GRS 5/5a same-ok)	a. Division of Budget and Finance Copy.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
(GRS 5/5b same-ok)	b. All other copies.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
	SECTION 2. ACCOUNTING AND DISBURSEMENT FILES	
302-01 (GRS 9/4a same-ok)	Passenger Transportation (Individual) Records. Documents reflecting payments to individuals consisting of travel vouchers, requests, authorizations, vendor invoices, and other payments relating to official travel of HCRS employees, dependents, and others authorized to travel. Arranged by traveler's name. NOTE: This schedule applies to records maintained in the Accounting Office only. See schedule 406-02 for travel files maintained in other offices for administrative purposes.	Cut off file at the close of the fiscal year. Destroy 3 years after cutoff.
302-02 (GRS 9/3a-same-ok)	Passenger Transportation (Carrier) Records. Documents reflecting payments to carriers consisting of memorandum copies of vouchers (SF-1113a), memorandum copies of transportation requests (SF-1169a), and all supporting documents. Arranged as appropriate.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
302-03 (GRS 9/1a-same-ok)	Freight Records (Carrier). Consists of memorandum copies of vouchers (SF-1113a), memorandum copies of bills of lading (SF-1103a) or their equivalent, and related supporting papers. Arranged chronologically.	Cut off at the close of fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
302-04 (GRS 6/1a ok)	Paid Voucher Files. Consists of copies of purchase orders; original invoices; a copy of the paid voucher; and supporting documents. Includes imprest fund vouchers and schedules and documents such as GSA 789's.	Cut off at close of fiscal year. Hold 3 years and retire to FARC. (FARC will destroy according to GAO instructions, as indicated in General Records Schedule 6/1a.
302-05 (GRS 7/3 same-ok)	Allotment Ledgers. Documents, including computer files, showing the status of allotments and obligations under each authorized appropriation.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
302-06	General Ledger Files. Computer printout listing all transactions affecting the accounts for the period, showing accounting entries, and expenditures.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
302-07 (GRS 7/4a same-ok)	Subsidiary Ledger Files. Records used as posting and control media but subsidiary to the general and allotment ledgers. Includes coding sheets, batch control sheets, statements of accrued expenditures, work order ledgers, cash disbursements ledgers, and cost distribution ledgers. Arranged as appropriate.	Cut off at close of fiscal year. Destroy ~~4~~ 3 years after cutoff.
302-08 (GRS 6/2 same-ok)	Notice of GAO Exception Files. Consists of General Accounting Office notices of exception, both formal and informal, and related correspondence. Arranged chronologically.	Place in inactive file after exception is cleared by General Accounting Office. Cut off inactive file at close of fiscal year. Destroy ~~after~~ 1 year after cutoff
302-09 (GRS 6/3a same-ok)	Certificates of Settlement Files. Documents reflecting the settlement of accounts of accountable officers, statements of difference, and related papers.	
	a. Certificates covering closed account settlements and final balance papers.	Place in inactive file when settlement is made and certificate has cleared. Cut off inactive file at

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		close of fiscal year. Destroy 2 years after cutoff.
(GRS 6/3b same-ok)	b. Certificates showing periodic settlement.	Destroy when subsequent certificate of settlement is received.
	c. Schedules of certificates of settlement of claims settled by the General Accounting Office.	Place in inactive file when claim is settled. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff.
302-10 (GRS 6/1a(1)+(2) ok)	Schedule of Cancelled Checks Files. Consists of SF-1098 listing checks for cancellation by Treasury. Identifies department; bureau; location; and Disbursing Office symbol, number, and location. For each check, shows date of issue, check number, payee, applicable voucher number, amount, and appropriation symbol to be credited. May also include supporting correspondence relating to the reason for cancellation. Arranged by schedule number.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. FARC will destroy according to GAO instructions, as indicated in General Records Schedule 6/1a(1) + 6/1a(2)
302-11 (GRS 6/1a(1)+(2) ok)	Voucher and Schedule of Payments. Accounting and accomplished copies of Voucher and Schedule of Payments (SF 1166) and other documents showing the disbursement of agency funds and used by the General Accounting Office to audit agency financial procedures.	Cut off file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. FARC will destroy in accordance with GAO instructions, as indicated in General Records Schedule 6/1a(1) + 6/1a(2)
302-12 GRS 6/1a(1)+(2) ok)	Statement of Transaction Files. Consists of Statements of Transaction, Standard Forms 224, which show the classification of disbursements and collections by appropriation and account, total disbursements and collections, and the status of collections. Arranged numerically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. FARC will destroy according to GAO instructions, as indicated in General Records Schedule 6/1a(1) + 6/1a(2)

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 3. GENERAL FINANCIAL FILES	
303-01	Remittance Receipt and Deposit Files. Consists of records relating to the receipt and deposit of cash and checks with the U.S. Treasury. Maintained by office with responsibility for deposit of receipts. Arranged chronologically.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
303-02	Accountable Officer Designation Files. Records relating to the designation and revocation of accountable officers.	Place in inactive file when designation is revoked and account is cleared by GAO. Cut off inactive file at close of fiscal year. Destroy 4 years after cutoff.
303-03	Federal Personnel Surety Bond Files. Copies of Federal personnel surety bonds and attached powers of attorney.	
(GRS 6/6a2 same-ok)	a. Official copy.	Destroy 15 years after end of bond premium period.
(GRS 6/6b same-ok)	b. All other copies.	Destroy when bond becomes inactive or at the end of the bond premium period.
	SECTION 4. GRANT ACCOUNTING FILES	
304-01 (GRS 3/15 submit 115-ok)	Grant Accounting Files. Consists of grant award, agreements, amendments, computations, journal vouchers, certificates of deposit, and correspondence on funding of grants. Arranged by grant number.	Place in inactive file when grant funds are expended or grant is terminated. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
304-02 (GRS 6/1a same-ok)	Letter of Credit Files. Consists of letters of credit, signature cards, requests for payment and copies of Statements of Transaction, such as Standard Forms 224 or equivalent forms. Arranged by state.	Cut off at close of fiscal year. Hold 3 years and retire to FARC. FARC will destroy in accordance with GAO instructions, as indicated in General Records Schedule 6/1a(1) + 6/1a(2)
304-03 (GRS 6/1a same-ok)	Grant Voucher File. Consists of copies of billing forms, paid vouchers, document face sheets, outlay reports, and related correspondence. Arranged chronologically by grant number.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. FARC will destroy in accordance with GAO instructions, as indicated in General Records Schedule 6/1a(1) + 6/1a(2)
	SECTION 5. PAYROLL FILES	
305-01	Time and Attendance Report Files. Copies of attendance and leave records used to process payroll and maintain official leave records.	
(GRS 2/3a same-ok)	a. Copy used to prepare and process payroll.	Cut off at close of fiscal year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner.
(GRS 2/3b same-ok)	b. All other copies.	Cut off at end of pay period Destroy 6 months after cutoff.
305-02 (GRS 2/17a same-ok)	Payroll Distribution Report Files. Computer printouts from the payroll office showing pay information in detail by block and cost reports. Arranged by payroll block.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
305-03	Payroll Differential Approval and Authorization Files. Copies of approved requests for overtime, compensatory time, holiday, and premium pay with similar and related documents.	Cut off at close of fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
305-04 (GRS 2/11a same-ok)	Personnel Action Notification Files. Consists of copies of Standard Forms 50, Notification of Personnel Action, used to prepare and process payroll system. Arranged as appropriate.	Cut off at close of fiscal year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner.
305-05	Payroll Deduction Files. Consists of copies of documents used to input employee deductions to the payroll system. Includes deductions for insurance, retirement, bonds, and savings allotments; and certificates for withholding of Federal, State, and city taxes. Arranged by type of deduction.	Cut off upon separation of employee or supersession. Destroy 3 years after cutoff.
305-06 (GRS 2/18c same-ok)	Tax Report Files. Consists of reports, such as IRS Form W-3 and similar forms, which show the amounts withheld for Federal, State, and city income tax and social security. Includes related correspondence. Arranged chronologically by tax.	Cut off at close of fiscal year. Destroy 4 years after cutoff.
305-07 (GRS 2/18b same-ok)	Income Tax Return Files. Consists of documentation on returns on income taxes such as IRS W-21 Forms and similar forms. Arranged chronologically by tax withheld.	Cut off at close of fiscal year. Destroy 4 years after cutoff.
305-08 (GRS 2/21a same-ok)	Retirement Report Files. Consists of copies of such documents as Standard Form 2806, Individual Retirement Record, showing service history and fiscal records of employees. Also includes Standard Form 2807 copies used to transmit SF 2806 to the Civil Service Commission in the case of separated employees. Maintained by payroll office. Arranged alphabetically.	Cut off at close of fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 4. GENERAL ADMINISTRATIVE SUPPORT RECORDS	
	SECTION 1. EMERGENCY PREPAREDNESS FILES	
401-01	Emergency Preparedness Files. Case files consisting of emergency operating plans which provide for continuity of agency operations and other background papers such as changes to plan, coordinated actions, and other documents.	
(GRS 18/28 submit 115) ok	a. Case files maintained by office responsible for preparation and issuance of plan, which includes record copy of plan.	~~Permanent.~~ Cut off when superseded or obsolete. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 yrs. after cutoff. RTB 7/9/79 MG 7/20/79
	b. Copies of plans other than those maintained in the office of record.	Destroy when superseded or obsolete.
401-02	Emergency Test and Exercise Files.	
(GRS 18/30 submit 115-ok)	a. Consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.	~~Permanent.~~ Cut off at close of fiscal year in which test is completed. Hold 2 years and retire to FARC. Destroy 10 yrs. after cutoff. MG 7/20/79 RTB 7/9/79
(GRS 18/31 same-ok)	b. Other papers accumulated from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of reports.	Cut off at close of fiscal year in which test is completed. Destroy ~~after~~ 3 years after cutoff.
	SECTION 2. COMMUNICATIONS FILES	
402-01	Telephone Directory Files. Correspondence, forms, and other records relating to the compilation of telephone listings and directories. (NOTE: Retain one copy of each published directory in accordance with item 703-01.)	Destroy 3 months after issuance of directory.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
402-02 (GRS 12/ 3b same-ok)	Original Message (Facsimile) Files. Copies of incoming and original authenticated messages maintained for locator purposes, transmission checks, evidence of receipt, and other administrative purposes. Includes documents produced on teletype or other hard copy transmission equipment. Arranged chronologically.	Cut off monthly. Destroy ~~1 year after cutoff.~~ when 2 months old. RTB 7/9/79
	SECTION 3. MAIL, MESSENGER, AND DISTRIBUTION FILES	
403-01	Postal Cost Records. Files consisting of reports of mail samples taken to estimate cost of HCRS mailings. Includes correspondence relating to sampling instructions, sample periods, and cost estimating techniques.	Cut off at close of fiscal year. Destroy 6 years after cutoff.
403-02 (GRS 12/ 6a same-ok)	Postal Receipt Records. File consists of Post Office forms and supporting papers such as receipts for registered and certified mail, insured mail, and special delivery receipts and forms, reports of loss, etc. Arranged chronologically and thereunder by type of receipt, if volume warrants.	Cut off at close of fiscal year. Destroy 1 year after cutoff.
403-03 (GRS 12/ 6d same-ok)	Mail Control Files. File consists of statistical reports on volume of mail handled, production reports, and related papers. Arranged chronologically.	Cut off quarterly. Destroy 1 year after cutoff.
403-04 (GRS 12/1 same-ok)	Messenger Service Files. File consists of daily logs, assignment records and instructions, route schedules, and similar papers. Arranged chronologically.	~~Cut off quarterly.~~ Destroy ~~1 year after cutoff.~~ when 2 months old. RTB 7/9/79
403-05	Mailing Lists and Related Materials. Arranged as appropriate.	
(GRS 13/ 5a same-ok)	a. Correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
(GRS 13/5b same-ok)	b. Cards.	Destroy individual cards when cancelled or revised.
(GRS 13/5c same-ok)	c. Plate or stencil mailing lists.	Dispose of plates or stencils when cancelled or revised.
	SECTION 4. PROPERTY AND SPACE MANAGEMENT	
404-01	Equipment Technical Manuals and Operating Instructions. Includes parts lists, installation and maintenance instructions. Arranged by vendor name.	Destroy when superseded, obsolete, or no longer needed for reference.
404-02	Employee Property Issue Files. Card files, such as DI-100's, documenting property and equipment charged out to personnel including employee receipts.	Destroy on return, transfer, or disposition of item provided item has been returned.
404-03	Management Property Report Files. Consists of computer printouts and physical inventory documents pertaining to controlled personal property. Includes master inventory printout with property number, property code, purchase voucher number, cost, location, and purchase date.	Cut off when updated listing is received or after next complete physical inventory is taken, whichever is sooner. Destroy 1 year after cutoff.
404-04 (GRS 4/5 same-ok)	Excess Personal Property Files. Reports of excess personal property such as Standard Forms 120 and related papers.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
404-05 GRS 18/16 a+b	Board of Survey and Loss or Theft Files. Reports and other documents relating to the damage, loss, or theft of personal property.	
	a. Reports involving pecuniary liability.	Place in inactive file at completion of final action. Cut off inactive file at close of fiscal year. Hold 3 years or until

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		volume warrants and retire to FARC. Destroy 10 years after cutoff.
	b. All other reports.	Place in inactive file at completion of final action. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.
404-06 (GRS 11/2a same-ok)	Space Allocation and Utilization Files. Documents created or maintained by offices responsible for the allocation, use, and release of building space. Included are requests for space, records of assignments, reports, surveys, records used for internal space planning, requests for adjustments, space layouts and floor plans, and related papers. Arranged by location.	Cut off at close of fiscal year in which assignment is terminated, lease cancelled, or when plans are superseded or obsolete. Destroy 2 years after cutoff.
404-07	Space Reporting Files. Documents relating to reporting agency space requirements and holdings. Arranged by report type and thereunder chronologically by location.	
(GRS 11/2b(1) same-ok)	a. Reports submitted to General Services Administration.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
(GRS 11/2b(2) same-ok)	b. Other reports and related papers.	Cut off at close of fiscal year. Destroy 1 year after cutoff.
404-08 (GRS 11/5 same-ok)	Work Requests for Building Maintenance. Request forms or work orders for building maintenance work. Arranged by work order number.	Cut off after work is performed or requisition cancelled. Destroy 3 months after cutoff.
404-09	Parking Assignment Files. Consists of records relating to the assignment of official parking spaces. Includes register of assigned spaces, parking applications, car pool information, pending applications, and related correspondence.	Destroy when revised parking assignment is prepared or when obsolete, whichever is sooner.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
404-10 (GRS 18/17 same-ok)	Key Control Files. Documents relating to the accountability for keys issued. Arranged as appropriate.	Cut off after turn-in of key. For areas under maximum security, destroy 3 years after cutoff. For other areas, destroy 6 months after cutoff.
404-11 (GRS 18/18 same-ok)	Visitor Control Files. Registers or logs used to record names of visitors, such as outside contractors, service personnel, vendor's representatives, and visitors.	Cut off at close of fiscal year or after final entry in register, as appropriate. Destroy 2 years after cutoff.
	SECTION 5. MOTOR VEHICLE FILES	
405-01 (GRS 10/7 same-ok)	Motor Vehicle Operator Files. Documents relating to individual employee operation of Government-owned vehicle, including driver tests, authorization to use, safe driving awards, violations, and related correspondence.	Cut off at close of fiscal year in which operator is separated, transferred, or upon rescission of authorization to operate Government vehicle. Destroy ~~after~~ 3 years ~~later~~, after cutoff,
405-02	Motor Vehicle Assignment Files. Copies of GSA 1152, Motor Vehicle Assignment Receipt, requests to GSA for assigned vehicles, and related papers and correspondence.	Cut off at close of fiscal year in which vehicle is returned to GSA. Destroy 1 year after cutoff.
405-03 (GRS 10/5 same-ok)	Motor Vehicle Accident Reports. Records relating to motor vehicle accidents.	Cut off at close of fiscal year in which case is closed. Destroy 6 years after cutoff.
405-04	Motor Vehicle Operating and Maintenance Files.	
(GRS 10/2a same-ok)	a. Operating records including those relating to oil and gas consumption, dispatch, and scheduling.	Cut off monthly. Destroy 3 months after cutoff.
(GRS 10/2b same-ok)	b. Maintenance records, including those related to service and repair.	Cut off at close of fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 6. TRAVEL AND TRANSPORTATION	
406-01	Travel Authorization Controls. Registers, Log Sheets, or similar documents created to control and record the assignment of document numbers to employee travel authorizations.	Cut off at close of fiscal year after entry of final document number. Destroy 3 years after cutoff.
406-02 (GRS 9/3a same-ok)	Employee Travel Files. Documents concerning official travel of individual employees. Includes copies of employee requests for travel; travel authorizations; training authorizations involving travel; requests for advance of funds; and similar papers. Arranged alphabetically by employee. These files are maintained for administrative purposes by unit responsible for providing travel services. See item 302-01 for employee travel files maintained for accounting purposes. Employee travel authorizations in other offices should be maintained in the non-mission subject files and destroyed in accordance with item	Cut off at close of fiscal year. Destroy 3 years after cutoff.
406-03	Passport Files. Requests for passport actions, notification of passport services, receipts, clearances, action control cards, correspondence, and related papers generated in obtaining passports for employees performing official foreign travel. Files are maintained by the office responsible for securing passports and visas. Arranged alphabetically by name of employee.	Destroy when employee is separated, when passport has expired without request for renewal, or when revoked, whichever is earlier.
406-04 (GRS 9/5b same-ok)	Transportation Request Accountability Records. Records documenting the issue or receipt of Government Transportation Requests.	Destroy 1 year after all entries on the records are cleared.
406-05 (GRS 9/1c same-ok)	Bill of Lading Register Files. Registers used to account for Government Bills of Lading.	Destroy 3 years after final entry on the register.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
406-06	Bill of Lading Files. Government and commercial bills of lading and supporting papers. Maintained for administrative purposes. (For bills of lading maintained for accounting purposes, see item 302-03)	
(GRS 9/1a same-ok)	a. Issuing office copy.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
(GRS 9/1b same-ok)	b. All other offices.	Cut off at close of fiscal year. Destroy 1 year after cutoff
406-07 (GRS 9/2 same-ok)	Freight Claims Files. Over, short, and damaged reports or similar records and supporting documents.	Cut off at close of fiscal year in which the case is closed. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 5. PROCUREMENT AND CONTRACTING RECORDS	
500-01	Vendor Reference Materials. Documents listing supplies and services offered by vendors. Includes catalogs, brochures, pamphlets, mailing lists, and similar material. Arranged by vendor name.	Destroy when superseded, obsolete, or no longer needed for reference.
500-02	Procurement Registers. Registers maintained to record and control the assignment of numbers to contracts, purchase orders, invitations to bid, interagency agreements, requisitions, and similar type documents and to record other data relative to processing of procurement actions.	Cut off at close of fiscal year in which final entries are made on all procurement action entered for that year. Destroy ~~after~~ 6 years [redacted]. after cutoff.
500-03	Contract or Purchase Transaction Files. Consists of documents relating to the initiation, administration, negotiation, award, inspection, testing, acceptance, and payment of purchase transactions. For purchase transactions dated after July 26, 1974. Arranged by type of instrument and purchase order number.	
(GRS 3/4 a(1) same-ok)	a. Purchase orders or comparable instruments for more than $10,000 maintained in issuing office.	Place in inactive file when final payment is made. Cut off inactive file at close of fiscal year. Transfer to FARC 2 years after cutoff. Destroy 6 years and 3 months after cutoff.
(GRS 3/4 a(2) same-ok)	b. Purchase orders or comparable instruments for amounts of $10,000 or less maintained by issuing office.	Place in inactive file when final payment is made. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.
	c. Purchase order working files maintained by operating offices.	Place in inactive file when final payment is made. Cut off inactive file at close of fiscal

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	
		year. Destroy 2 years after cutoff.	
500-04 (GRS 3/6b same-ok)	Bidder Records including records of qualified or disqualified bidders, bidders mailing lists, bidders list applications such as SF-129 and other similar or related papers.	Destroy when canceled or superseded, or when company is removed from qualified bidders list or similar record.	
500-05	Bid Files. Case files of bids received from prospective contractors for various supplies, equipment, and/or services.		
(GRS 3/6a same-ok)	a. Successful Bids.	File in official contract or purchase transaction file.	
(GRS 3/6a same-ok)	b. Unsuccessful Bids.	~~Cut off at end of fiscal year in which denied. Hold 1 year and retire to FARC. Destroy 6 years after cutoff.~~ File in official contract or purchase transaction file.	RTB 7/9/79 mg 7/20/79
500-06	Unsolicited Proposal Files. Consisting of individual and outside contractor's unsolicited proposals and supporting papers; HCRS findings and evaluations; acknowledgement receipts; denial information; and other related papers.		
(GRS 3/6a ok)	a. Awarded.	Place in official contract or purchase transaction case file.	
(GRS 3/6a ok)	b. Rejected.	~~Cut off at end of fiscal year in which denied. Destroy after 1 year.~~ File in official contract or purchase transaction file.	RTB 7/9/79
500-07	Interagency Agreement Files. Files which reflect formal agreement with another Federal entity to perform services on a reimbursable basis. Documents include		(subject to change when new GRS is issued)

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	original copies of pre-award data such as contract status control; request for contract action; basic interagency agreement and subagreements; modifications and supporting papers; cost estimates and related data; voucher transfers between appropriations or funds; vouchers and schedules of withdrawal and credits; technical, financial, and other reports; press releases, information bulletins, and related papers. Arranged by agreement number.	
	a. Official copy maintained in issuing office.	Place in inactive file when final payment is made. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff.
	b. Agreement working files maintained by requesting or monitoring office.	Place in inactive file when agreement is completed. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff.
500-08	Certified Invoice Files. Consists of retained copies of documents related to small purchases for which no purchase order has been issued. Includes authorization, invoice, receipts, and supporting documents. Maintained by certifying office. Arranged by vendor. See item 702-04 for disbursing office copies of these documents.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
500-09	Recurring Services Invoice Files. Consists of retained copies of paid monthly invoices, primarily from GSA, for recurring services such as motor pool services, GSA self-service store purchases, telecommunications and commercial telephone services,	Cut off at close of fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	and printing and duplicating services performed by the GSA centralized printing facility. Includes copies of invoices, vouchers, and related receipts and other papers used in verifying invoices/vouchers for certification. Arranged by type of service and thereunder by billing period. Maintained by certifying officer. See item 702-04 for disbursing office copies of these documents.	
500-10	FEDSTRIP Requisition Files. Includes copies of requisitions, such as GSA Form 344, and related documents showing evidence of issue, delivery, and receipt of equipment and supplies. Arranged by Julian date.	Cut off upon completion or cancellation of requisition. Destroy 6 months after cutoff.
500-11	Contract Monitoring Case Files. Working files maintained by offices and program-project monitors responsible for administering or monitoring HCRS contracts and interagency agreements. Case papers include duplicate copies of documents found in contract or interagency agreement case files and additional backup materials such as notes and working papers concerning contractor activities; evaluation of contractor proposals, submissions, and reports; copies of correspondence concerning subcontractor activities; and routine correspondence pertaining to administering the individual contract or interagency agreement. Arranged by contract number.	Cut off at close of fiscal year in which final payment is made. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 6. PERSONNEL MANAGEMENT RECORDS	
	SECTION 1. GENERAL PERSONNEL PROGRAM FILES	
601-01	Official Personnel Folders. Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required for inclusion in official personnel folders.	
(GRS 1/16(1) same-ok)	a. Folders of employees transferred to another agency.	Follow instructions in FPM.
(GRS 1/16(2) same-ok)	b. Folders of separated employees.	Transfer folders of employees to inactive file in accordance with instructions in FPM. Transfer folders to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63318, 30 days after separation except as provided in the FPM.
601-02 (GRS 1/10 same-ok)	Temporary Materials in Official Personnel Folders. Material maintained as temporary records on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.	Destroy ~~after~~ when 1 year old or upon transfer (except in a transfer of functions) or separation of employee, whichever is sooner.
601-03 (GRS 1/2b same-ok)	Employee Service Record Card Files. Consists of Service Record Cards, Standard Form 7 or its equivalent, which provide a comprehensive record of the pay and personnel history of an employee. Arranged as appropriate.	Place in inactive file after transfer or separation of employee. Cut off the inactive file at close of fiscal year. Destroy ~~after~~ 3 years after cutoff.
601-04 (GRS 1/16 same-ok)	Personnel Statistical Reports. Records created in the preparation, coordination, and consolidation of	Cut off at close of fiscal year. Destroy ~~after~~ 2 years after cutoff

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	regular and special personnel reports to the Civil Service Commission (CSC). Included are reports on Federal civilian employment, acquisition of handicapped persons, and geographical distribution of employment; biennial reports on occupations; other comparable reports; and related papers. Arranged chronologically by type of report.	
601-05	Employee Locator Files. Consisting of information such as: name, social security number, submission date current residence address, emergency locator information and office address, telephone numbers.	Destroy when superseded or obsolete.
601-06 (GRS 1/6 same - ok)	Employee Record Cards. Used for informational purposes outside personnel offices, such as Standard Form 7-B .	Destroy upon separation of employee. ~~or forward to receiving agency if employee transfers.~~ RTB 7/9/79
601-07	Operating Office Personnel Records. Unofficial work folders maintained by supervisors or administrative officers having personnel management responsibilities; e.g., authority to request or take a personnel action, such as recruitment, promotion, evaluation, or disciplinary action. Consists of information and correspondence pertaining to requests or plans for changes in assignment, resume of pertinent experience and education, performance appraisals, training or career development plans, and other records of this type which are necessary to perform officially required personnel management functions. Does NOT include duplicates of papers in official personnel files such as notifications of personnel action and SF 171, Personal Qualifications Statement.	Review files periodically to destroy documents which have been superseded or are no longer applicable. Upon transfer of employee within HCRS, forward to gaining office. Upon separation or transfer outside HCRS, forward to appropriate personnel office for possible inclusion with the official personnel file. NOTE: Files of employees of the Historical American Building Survey which may be needed for certification by a professional architect: ~~may be maintained for~~ Destroy no more than 10 years after separation of the employee.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 2. EMPLOYMENT FILES	
602-01	Appointment Files. Correspondence, letters, and telegrams offering appointments to potential employees. Arranged alphabetically by name.	
(GRS 1/4a same-ok)	a. Accepted appointments.	a. ~~File on left side of official personnel folder.~~ Destroy immediately. RTB 7/9/79
(GRS 1/4b(1) same-ok)	b. Offers of appointments declined by individuals whose names were received from CSC certificates of eligibles.	b. Return to CSC with reply and application.
(GRS 1/4b(2) same ok)	c. ~~All other appointments declined.~~ Temporary or excepted application	c. File inside application and destroy in accordance with item 602-02b.
(GRS 1/4b(3) same-ok)	d. All others.	d. Destroy immediately.
602-02	Applications for Employment. Documents accumulated in receiving applications, conducting interviews, checking references, making selections, and requesting placement of applicants qualified and available for employment or determining that an applicant is not qualified, declines, or will not be selected for other reasons. Included are applications, qualification rating sheets, applicant referrals for interviews, and related papers.	
(GRS 1/15 same-ok)	a. Successful applications.	File on right side of official personnel folder if individual is employed. Place files of unsuccessful applicants in inactive file
	b. Pending or unsuccessful applications.	Cut off at close of fiscal year. Destroy ~~after~~ 2 years after cutoff or upon receipt of CSC report of inspection, whichever is earlier, providing the requirements in the

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		Federal Personnel Manual are observed.
602-03	Letters of Reference and Pre-Employment Credit Report Files. Correspondence and other documents regarding employment suitability. Includes letters to and replies from previous employers, personal and character references, retail credit checks, etc.	
	a. Accepted applicants.	File in plain manila envelope on left side of official personnel folder and destroy in accordance with 601-01.
	b. Rejected applicants.	File inside application and destroy in accordance with 602-02b.
602-04 (GRS 1/5 same-ch)	CSC Certificates. Documents accumulated in obtaining from the Civil Service Commission lists of certificates of eligibles from established registers and reporting on action taken on certificates. Included are copies of requests for certification, certificates of eligibles, statements of reasons for passing eligibles, and related papers.	Cut off at close of fiscal year. Destroy ~~after~~ 2 years after cutoff.
602-05 (GRS 1/14a same-ch)	Notification of Personnel Action Files. Copies exclusive of those in Official Personnel Folders accumulated to provide a record for inspections, statistics, references, preparation of reports, etc. Arranged chronologically and maintained by personnel office of HCRS.	Cut off monthly. Destroy ~~after~~ 2 years after cutoff.
602-06	Vacancy Announcement Files. Consists of record copies of vacancy announcements maintained by servicing Personnel Offices. Also contains a listing of offices contacted relative to the vacancy, their comments, telephone number, and date; justification for filling the position; SF-171, Application, with attached supervisory assessments; certificates of best qualified applicants; and letters to nonselected applicants.	Cut off at close of fiscal year in which announcement closes. Destroy 2 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-07	Reduction-in-Force Files.	
(GRS 1/17b(1) same-ok)	a. Retention Registers. These are lists or printouts prepared before reduction-in-force for each competitive level affected by the reduction. Arranged chronologically.	Cut off at close of fiscal year. Destroy ~~after~~ 2 years after cutoff, or, if an appeal or court case is pending, destroy after the case is resolved, whichever is later.
(GRS 1/17c same-ok)	b. Work Cards. Used in compiling retention registers.	Cut off when retention register is completed. Destroy ~~after~~ 6 months after cutoff.
	c. Notice to employees and related papers.	One copy is placed in official personnel folder of employee.
602-08	Employee Examination Records.	
	a. Completed Test Materials. These consist of test booklets in which answers have been recorded and results recorded on test or qualification records.	Follow appropriate Civil Service Commission regulations.
	b. Test Record of Individual Employees. This is a record showing all test scores attained by an employee and is maintained on the right side of his official personnel folder.	Follow instructions in the FPM.
	SECTION 3. EMPLOYEE PERFORMANCE AND UTILIZATION FILES	
603-01 (GRS 1/12a(1) same-ok)	Incentive Awards Case Files. Records documenting an employee suggestion or superior performance award. Arranged chronologically.	Cut off upon close of fiscal year. Destroy ~~after~~ 2 years after cutoff.
603-02 (GRS 1/13 same-ok)	Incentive Awards Report Files. Awards program reports, including copies of feeder reports prepared within HCRS and copies of summary reports to Civil Service Commission.	Cut off at close of fiscal year. Destroy ~~after~~ 3 years after cutoff.

RTB 7/9

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
603-03 (GRS 1/23a same-ok)	Certificates of Performance Rating. Excludes copies filed in official personnel folders.	Cut off at close of fiscal year. Destroy ~~after~~ 2 years after cutoff.
603-04 (GRS 1/23c same-ok)	Performance Rating Appeal Files. Consist of copies of employee's appeals of his performance rating, copies of decision rendered and other material pertaining to the case. Arranged alphabetically by employee name.	Cut off at close of fiscal year in which final decision is made. Destroy 3 years after final action on case.
	SECTION 4. POSITION CLASSIFICATION AND JOB EVALUATION FILES	
604-01 (GRS 1/7b(1) same-ok)	Position Description Files. Documents which describe duties, responsibilities, and supervisory relationships of each position within the organization. These include copies of position descriptions of General Schedule and Wage Board positions, position description amendments, certifications, checklists or fill-in descriptions, multiple or standard descriptions, and related papers. Papers in this series are maintained by the personnel office. Office copies of position descriptions are covered by schedule ____.	Place in inactive file when position is abolished or superseded. Cut off inactive file at close of fiscal year. Destroy after 5 years. Descriptions which may be of continuing value may be retained as nonrecord reference material, to be destroyed when no longer needed for reference. RTB 7/9
604-02 (GRS 1/7c (1)(a) same-ok)	Position Classification Surveys. Documents created by performing systematic examination of the essential aspects of all positions and position design and structuring within an area. Included are position survey reports, records of classification surveys, position review certifications, Whitten Amendment review papers, recommendations, and related papers.	Cut off at end of fiscal year following completion of subsequent survey of each unit. Destroy 3 years after cutoff or 2 years after regular inspection, whichever is sooner. Surveys which may be of continuing value can be ~~retained~~ destroyed as nonrecord reference material when no longer needed for reference. RTB 7/9

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 5. EMPLOYEE RELATIONS AND SERVICES FILES	
605-01	Appeals and Grievances Files. Files related to reviewing, hearing, and disposing of employee grievances and appeals of adverse personnel actions and disciplinary measures except EEO complaints. These include material pertinent to individual employees but not necessarily filed in the official personnel folder, such as reprimands, employee appeals of disciplinary actions, summaries and transcripts of hearings, designation of committee members, committee reports, Civil Service Commission (CSC) reports, and related papers. Arranged alphabetically by employee name.	a. Grievance, Appeals Files (5 CFR 771). RTB 7/9/79 Destroy in agency 3 years after case is closed. (GRS 1/31a same-ok) cmg 7/20/7 b. Adverse Action Files (5 CFR 752). Destroy in agency 4 years after case is closed. (GRS 1/31b same-ok)
605-02 (GRS 1/25 same-ok)	Employee Financial Statement Files. Files for outside employment and financial interest and related papers. Arranged alphabetically by employee name.	Cut off at close of fiscal year in which employee leaves a position for which a statement is required or when the employee leaves HCRS or statement is superseded, whichever is earlier. Destroy ~~after~~ 2 years after cutoff.
605-03 (GRS 1/8 same-ok)	Employee Interview Files. Documents which record counseling interviews, results of action taken, and separation interviews, Arranged alphabetically by employee name.	Cut off at close of fiscal year in which employee is transferred or separated. Destroy ~~after~~ 6 months after cutoff.
605-04 (GRS 1/26 a(1) same-ok)	Discrimination Complaint Case Files. Documents created in investigating or requesting the investigation of formal and/or informal complaints of discrimination by employees of, and applicants for employment with, HCRS; resolving complaints; recommending or directing corrective action; and reporting information on the processing and disposition of each case. Included are copies of complaints, investigation reports, hearing transcripts or summaries, and related papers.	Cut off at close of fiscal year after final decision. Hold 1 year and retire to FARC. Destroy 4 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
605-05	Health Insurance Files.	
	a. Health Benefits Registration and Notices of Change in Enrollment Status Form, signed originals. Arranged alphabetically	Cut off at close of fiscal year in which employee is separated. Destroy ~~after~~ 4 years after cutoff.
	b. Transmittal and Summary Report to Carrier, showing number of employees covered, added, dropped, etc. Arranged chronologically.	Cut off at close of fiscal year. Destroy ~~after~~ 4 years after cutoff.
605-06	Health Record Case Files. Files contain correspondence, reports, forms, and other papers documenting employee medical history. Arranged alphabetically by employee name.	
(GRS 1/21 same-ok)	a. Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination.	Upon separation, place in a sealed envelope and file on right side of official personnel folder. Destroy in accordance with item 601-01.
	b. All other papers.	Place in separate folder on separation. Destroy 6 years after separation.
	SECTION 6. EMPLOYEE TRAINING FILES	
606-01	Individual Employee Training Files. Case files containing applications for training, authorizations, schedules, reports of progress or attendance, and related documents reflecting the training of individual employees. Arranged by office and thereunder alphabetically by employee name.	Cut off at close of fiscal year in which training is completed. Destroy ~~after~~ 5 years after cutoff.
606-02	Training Report Card Files. Training achievement records and cards showing history of individual employees. Arranged alphabetically by employee name.	Destroy individual record upon separation of employee.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
606-03	Training Report Files. Consist of documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes Quarterly, Semi-annual, or Annual reports of training accomplishments, summary reports, special training reports; ADP listings and reports of employee training; study reports; and coordinating actions. Maintained in HCRS Headquarters Office.	Cut off at close of fiscal year. Destroy 5 years after cutoff or after Civil Service Commission review, whichever is sooner.
606-04	Tuition Assistance Files. Documents reflecting individual employee participation in the tuition assistance program. Included are requests for and approvals or disapprovals for tuition assistance, college transcripts, grade reports, and related papers. Arranged by office and thereunder alphabetically by employee name.	Cut off at close of fiscal year in which course is completed or 2 years after date of last action if completion is unknown. Destroy ~~after~~ 3 years after cutoff.
606-05	Career Development Files. Documents maintained on individual employees to record planned career progression and training courses. Arranged by employee name.	Cut off when employee transfers or terminates. Destroy 6 months after cutoff.
	SECTION 7. SECURITY CLEARANCE FILES	
607-01 (GRS 18/23)	Personnel Security Clearance Case Files. Documents relating to investigations of personnel employed by or seeking employment with the Government, or whose relationship with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to HCRS by investigating agency for which maintenance and disposition instructions are provided in Chapter I-2 of the Federal Personnel Manual. Arranged by case number or alphabetically by applicant's name.	Disposal not authorized at this time, until a revision of GRS 18, Item 23, is approved & announced in an FPMR Bulletin, Federal agencies should suspend disposal of these records. — GSA Bulletin FPMR B-85, 12/15/78 RTB 7/9/79 MJ 7/20/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		deleted RTB 7/9/79.
607-02 (GRS 18/24)	Personnel Security Clearance Status Files. Records maintained to show the security clearance status of individuals. Records may be in the form of lists, rosters, or cards.	~~Cut off when superseded, obsolete, or on transfer or separation of related individual. Destroy 2 years after cutoff.~~ Disposal not authorized at this time. Until a revision of GRS 18, Item 24 is approved + announced in a FPMR Bulletin, Federal agencies should suspend disposal of these records. — GSA Bulletin FPMR B-85 12/15/78 RTB 7/9/79 mJ 7/20/79
	SECTION 8. LABOR MANAGEMENT RELATIONS FILES	
608-01	Labor Management Relations Files. Consists of correspondence, reports, directives, and related materials pertaining to the relationship between management of HCRS elements and employee unions or other groups. Includes petitions for recognition, election plans, lists of employees eligible to vote and participate; certification of election results; and notices of recognition and denial or withdrawal of recognition.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
(GRS 1/29a (1) same-ok)	a. Office negotiating agreement.	Cut off at close of fiscal year after termination of recognition. Hold 2 years and transfer to FARC if volume warrants. Destroy 5 ~~10~~ years after cutoff. EXCEPTION: If a terminated recognition is renewed before the 5 ~~10~~ year retention period expires, bring documents forward to current file. RTB 7/9/79 mg 7/20/79
(GRS 1/29a (2) same-ok)	b. Other offices.	~~Cut off at close of fiscal year in which recognition is denied or terminated. Destroy 5 years after cutoff.~~ Destroy when superseded or obsolete.
608-02 (GRS 1/29a) ok	Labor Negotiation Files. Documents relating to contract negotiations between HCRS elements and labor organizations. Includes contract proposals and counter-proposals; correspondence with mediating bodies; records of negotiations; drafts and approved agreements; minutes of advisory committee and special consultation meetings and other related documents. Maintained by office responsible for negotiating agreements.	Cut off at close of fiscal year in which recognition is terminated. Hold 2 years and retire to FARC if volume is sufficient. Destroy 5 ~~10~~ years after cutoff. EXCEPTION: If a terminated recognition is renewed before the 5 ~~10~~ year retention period expires, bring the documents forward to current file. RTB 7/9/79 mg 7/20/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 7. INFORMATION, PROGRAM PROMOTION, AND PUBLICATION RECORDS	
	SECTION 1. PUBLIC INFORMATION FILES	
701-01 (GRS 14/29a perm. at Dept. level)	Privacy Act Records Systems. Records created in reviewing records systems and submitting requests for clearances and annual reports. Maintained by HCRS Privacy Act Officer. Arranged as appropriate.	~~Permanent~~. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. ~~Offer to NARS 20~~ Destroy 15 years after ~~retirement~~ cutoff. RTB 7/9/79 mg 7/20/79
701-02 (GRS 14/27 same - ok)	Privacy Act Disclosure Files. Files created in maintaining records of disclosure, when such information cannot be maintained in the basic (disclosed) record. Includes notification documentation on disputed or corrected records. Arranged by records system, then alphabetically by individual.	Cut off at close of fiscal year. Destroy on site after basic record is destroyed or 5 years after disclosure, whichever is longer.
701-03 (GRS 14/26a, b, c)	Privacy Act Dispute Files. Case records created in the event of Privacy Act disputes, such as amendment case files. Maintained by Privacy Act Officer. Arranged by record system, then alphabetically by individual.	~~Cut off at close of fiscal year when dispute is settled. Retain 4 years after a ruling against the individual, as is mandatory under the Privacy Act.~~ see attached page RTB 7/9/79 mg. 7/20/79
701-04	Privacy Act Statistical Files. Records created in accumulating data and submitting statistical reports.	Cut off at close of fiscal year. Destroy on site 2 years after cutoff.
701-05	Freedom of Information Act Request Files. Documents accumulated in preparing replies to inquiries specifically identified as FOIA requests. Includes the request, estimates of search costs and reproduction fees, documents reflecting coordination of the response, and related papers and correspondence.	

701-03. (continued)

a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.

c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
(GRS 14/16a(1) same-ok)	a. Approved requests ~~and denied requests which do not result in appeals or litigation.~~	a. Cut off at close of fiscal year in which reply is sent. Destroy 2 years after cutoff.
(GRS 14/16a2a same)	b. Denied requests not appealed (if records do not exist, requestor provides inadequate description, or fails to pay costs)	b. Destroy 2 years after date of reply. RTB 7/9/79
	~~b.~~ c. Denied requests resulting in appeals or litigation. (GRS 14/17a)	c. Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later. (GRS 14/17a)
(GRS 14/16a3a) 701-06	d. Denied requests not appealed (denying access to all or part of the records requested) Freedom of Information Reports and Statistics. Files created in compiling and submitting FOI statistical reports.	d. Destroy 5 yrs. after date of reply. Cut off at close of fiscal year. Destroy 5 years after cutoff.
701-07	Copy Fee Collection Register. Consists of documents which provide a record of receipt and disposition of funds received for copies of public information records.	Cut off at close of fiscal year. Destroy 4 years after cutoff.
	SECTION 2. PROGRAM PROMOTION FILES	
702-01	Biographical Files. Biographies, photographs, newsclippings, and related items pertaining to the HCRS Director and Deputy Directors. Maintained by the Office of Communication	Permanent Cut off when individual leaves. ~~Destroy~~ 4 years after cutoff. offer to NARS MG 7/20/79 RTB 7/19/79
702-02	Morgue Files. Newspaper, magazine, and press service teletype clippings.	
	a. Clippings regarding specific HCRS programs, activities, and personnel maintained by the Office of Communications. Arranged chronologically.	Cut off at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff.
	b. Other clippings of a general nature.	Cut off at close of fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
702-03	Speech Files. Copies of speeches and other papers created in the process of writing, reviewing, clearing, and delivering speeches by HCRS officials.	
(GRS 14/1 submit 115-ok) NN-169-2, Item 24	a. Speeches delivered by the Director, Deputy Directors, Regional Directors, and Headquarters Division Directors. Arr. by name of individual, thereunder chronologically. ca. 5"/yr.	PERMANENT. Cut off at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. ~~Destroy~~ Offer to NARS 10 years after cutoff. RTB 7/9 MJ 7/20/79
	b. All other speeches.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
702-04 (GRS 14/1 submit 115-ok NN-169-2, Item 64	Press Release Files. Documents relating to the preparation, coordination, clearance, and dissemination of information to any public communications media. These files include drafts, clearance documents, formal press releases, and related papers. Record set should be maintained by the releasing office and should be marked "RECORD SET." Arranged chronologically.	~~Permanent.~~ Cut off at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. ~~Offer to NARS~~ Destroy 20 years after cutoff. RTB 7/9 MJ 7/20/79
	SECTION 3. PUBLICATIONS AND PRINTING FILES	
703-01 NNHP (GRS 13/1a submit 115-ok)	Publication Master Files. Consists of the official file copy of each journal, booklet, pamphlet, monograph, poster, periodic or special report, employee newsletter, or other issuance primarily of an informational character. Includes publications for internal agency use and publications, such as Outdoor Recreation Action, (Such as ~~Land and Water Conservation Fund Grants-In-Aid Program Annual Report~~) for promotion or external use. Official file copy is maintained by the office responsible for preparation and issuance or the office requiring contractor preparation. Publications in this file will be distinctly marked "RECORD SET" and will not be charged out. Arr. alphabetically by title. Vol. accumulated 1962-79 = 12 cu. ft; ca. 2 cu ft./yr. increase	Permanent. Place in inactive file when publication is issued. Cut off inactive file at close of fiscal year. Hold 3 years, or until volume warrants, and retire to FARC. Offer to NARS 20 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
703-02	Publications Manuscript Files. Editorial matter relating to the publication of a manuscript, including drafts, printer's copies of galley and page proofs, and other working or control data used in the preparation of publications. Arranged by publication name or number.	Cut off at close of fiscal year in which publication is issued. Destroy 2 years after cutoff.
703-03 (GRS 13/4 same - ok)	Job Control Registers. Registers used to control the receipt of requisitions and work orders for printing and duplicating jobs.	Cut off at close of fiscal year in which compiled or when register is filled, whichever is applicable. Destroy ~~after~~ 1 year after cutoff.
703-04	Job or Project Files. Files containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs. Includes requisitions, bills, samples, clearances, and related papers. Arranged numerically by control or requisition number.	
(GRS 13/3a same - ok)	a. Files pertaining to in-house reproduction jobs or projects.	Cut off at close of fiscal year in which job is completed. Destroy ~~after~~ 1 year after cutoff.
	b. Files pertaining to reproduction jobs or projects performed by Government Printing Office or outside contractor.	Cut off at close of fiscal year in which job is completed or requisition is cancelled. Destroy ~~after~~ 4 years. after cutoff
703-05	Negative Printing Plate Files. Files consist of photographic negatives used for reproduction of major publications. Arranged by title or requisition number according to fiscal year. Negatives used for reprints are brought forward to current year.	Destroy at close of fiscal year in which publication is discontinued, superseded, or becomes obsolete, or ~~after~~ when 5 years old ~~if~~ the status of publication is unknown.
703-06	Job History Card Files. Cards maintained by the office responsible for printing and reproduction to reflect the reprint history of all major publications.	Destroy ~~after~~ when related publication is rescinded, discontinued, or becomes obsolete.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 4. ART, GRAPHICS, AND PHOTOGRAPH FILES	
704-01 NNV	Visuals, Exhibits, Art, and Graphic Files. Original art work, illustrations, slides, charts, graphics, acetates, negatives, and other visual aids. see p. 161a for revision	Destroy on printing of publication, after presentation, or when no longer usable, except that art work of continuing usefulness may be retained as nonrecord material until no longer needed.
704-02 NNV	Video Recording and Motion Picture Files. Files consist of motion pictures and video tapes produced by or sponsored by HCRS activities and used for promotional, educational, and informational purposes.	
(GRS 21/4a)	a. Video recordings. The original recording or the earliest generation of each recording or a kinescope of the recording. Includes "Fragile... Please... Handle with Care," a 30-second PSA about America's Barrier Islands. Arr. by title when accumulated.	Permanent. Offer to NARS when 5 years old or when no longer needed, whichever occurs first.
(GRS 21/2a)	b. Motion pictures. Files produced or sponsored by regional activities: the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print for each motion picture.	Permanent. Offer to NARS when 5 years old or when no longer needed, whichever occurs first.
	c. Additional duplicate recordings of 'a' and additional duplicate prints of 'b'.	Destroy when 5 years old or when no longer needed, whichever occurs first.
(GRS 21/5a+b)	d. Finding aids and production documentation. Existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the video recordings and motion pictures as well as production case files or similar files	Permanent. Offer to NARS in accordance with instructions governing the disposition of the related production.

704-01.	Visuals, Exhibits, Art, and Graphic Files. Original "artwork" (mock-ups for pages or covers of publications, and other similar material), charts, graphics, acetates, negatives of "artwork," and other visual aids used in the production of publications or training programs, conferences, etc.	Destroy on the printing of publication, after presentation, or when no longer usable, except that "artwork" of continuing usefulness may be retained as nonrecord material until no longer needed.

RTB 10/18/79

mg 10/19/79

161a

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	which include copies of production contracts, scripts, or other documentation bearing on the origin, acquisition, release, or ownership of the production.	
704-03 NNV (GRS 21/4b+d)	Video Work Tapes. Consists of video recordings created by HCRS personnel as part of a resource study, such as aerial recordings of a river under study. These tapes are used to record basic data on the study subject and are intended for internal use only.	Cut off at close of fiscal year in which the study is completed. Erase tapes 3 years after cutoff.
704-04 NNV	Photograph Files. The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.	
(GRS 21/1a)	a. Photographs of significant HCRS officials and other individuals and photographs resulting from significant Service program responsibilities which constitute evidence of the organization, functions, policy development, decisions, procedures, operations, or other activities.	Permanent. Cut off file every 5 years at the close of the fiscal year. Offer to NARS when no longer needed for administrative use or 5 years after cutoff.
(GRS 21/16a c)	b. Photographs made to serve a temporary purpose but not having sufficient value to justify continued retention. Includes but is not limited to photos reproduced in technical reports which are meaningless without the report; duplicate and extra copies; and photographs of local interest only.	Destroy when purpose is served or no longer needed for reference.

See pps. 162a+b for revisions

704-04. Photograph Files. The original negative and a captioned print for each black and white image and the original captioned color transparency or color negative, a captioned print, and an inter-negative (if one exists) for each color image.

MJ 10/19/79

a. Photographs of significant HCRS officials and other individuals of note. Arranged alphabetically by name of individual. Ca. 2" since 1972. Ca. 1/4"/yr.

PERMANENT. Cut off file every 5 years at the close of the fiscal year. Offer to NARS when no longer needed for administrative use or 5 years after cutoff, whichever occurs first.

b. HCRS Black and White Reference Photo File. A collection of b&w prints received from other agencies both within and outside the Department of the Interior. None of the photos are created by HCRS, and there is no matching negative file. Most items are uncaptioned. Photos are used in publications and agency presentations. Subjects depicted include 40 categories such as boating, canoeing, "historical," sports, and other varieties of recreation. Arranged alphabetically by subject. 4 cu ft since 1973; 6"/yr.

Destroy in agency when no longer needed for administrative use. Not authorized for transfer to FARC. (GRS 21/1c)

c. HCRS Slide Collection. Color slides, arranged alphabetically by subject such as "beach," "bicycling," "boating," "driving and outdoor activities," "sightseeing," "nature," and "walking for pleasure." Slides are created by HCRS, generally in HQ (duplicates may be maintained in regions), and used in HCRS publications, in-house presentations, and public relations activities. 4 1/2 cu ft. since 1964. 1/2 cu ft/yr.

1) HQ

1) PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever is sooner.

2) Regions

2) Destroy in agency when no longer needed for reference.

162a

d.	National Historic Landmarks Photograph File. Black & white prints of sites preserved as National Historic Landmarks. Some photos have matching negatives. The collection is being established gradually, as photos are pulled from the National Historic Landmarks Site Files (Item 1501-10). To be arranged alphabetically by State (prints). No arrangement as yet established for negatives. Ca. 2000 items. 1/2 cu ft/yr.	PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever is sooner.
e.	National Register of Historic Places Photo File. B&W prints, arranged by location, depicting sites placed on the National Register of Historic Places. This file is being created as prints are pulled from the National Register of Historic Places Property Files (Item 1501-01). Negatives have no arrangement as yet, but will probably be arranged by location. 6 cu ft. to date. Ca. 2 Cu. ft./yr.	PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever is sooner.
f.	National Register Color Slide Collection. Color slides, arranged by location, depicting National Register properties as well as preservation and rehabilitation techniques. Used in slide shows, publications, lectures, thematic nominations, and are mostly staff-generated. Ca 2000 slides on hand; 500 slides/yr.	PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever is sooner.
g.	Finding Aids. Indexes, caption lists, shelflists, subject lists, and other similar material.	Dispose of in accordance with disposition instructions for related photographic records.
h.	Photographs made to serve a temporary purpose but not having sufficient value to justify continued retention. Includes but is not limited to photos reproduced in technical reports which are meaningless without the report; duplicate and extra copies; and photographs of local interest only.	Destroy in agency when purpose is served or when no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 8. LEGAL, LEGISLATIVE, AND CONGRESSIONAL RECORDS	
	SECTION 1. CONGRESSIONAL RELATIONS FILES	
801-01 NG 10/19/79 RTS 10/19/79	Congressional Investigation Files. Documents accumulated as a result of investigations and studies of HCRS activities by Congressional committees. Included are papers relating to the conduct of the investigation, information on the activities of investigating committees, analyses of committee reports, committee recommendations, and HCRS replies.	
	a. Records maintained in office responsible for Congressional liaison.	~~Permanent. Place in inactive file when investigation is closed. Cut off inactive file at close of fiscal year. Hold 2 years and retire to FARC. Offer to NARS 20 years after cutoff.~~ withdrawn 10/19/7
	b. Records maintained in other offices.	~~Cut off at close of fiscal year in which investigation is closed. Hold 2 years.~~
801-02 NG 10/19/79 RTS 10/19/79	Congressional and White House Correspondence Files. Correspondence, memoranda, reports, and other papers accumulated in the course of preparing replies to Congressional and White House inquiries.	
	a. Papers containing policy and precedent and requiring extensive research which document relations with the Executive Office of the President and Congress. Record copy is maintained by the office responsible for liaison with the President and Congress.	~~Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after cutoff.~~ withdrawn 10/19/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. Duplicate copies.	~~Destroy when no longer needed for reference.~~ withdrawn 10/19/70
801-03	Congressional Grant Notification Files. Documents reflecting the notification of Congressional delegations of the award of grants within their constituencies. Consists of copies of documents found in the grant case file, such as: BOR Form 8-182, Grant Processing Control Sheet; Standard Form 240, Notification of Grant in Aid Action; and transmittal sheets. Maintained by the office responsible for Congressional liaison. Arranged by Congressional session and thereunder by state delegation.	Cut off at close of fiscal year in which the session ends. Destroy 3 years after cutoff.
	SECTION 2. LEGISLATIVE FILES	
802-01 NN-169-2, Item 108	Legislative Case Files. Documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, Secretarial Orders, proclamations, and reports. These may be proposed by the HCRS or related agencies. Includes background material, drafts, reviews, minutes of meetings, position papers, bills, and other related papers. Arranged by Congressional session and alphabetically by subject thereunder.	RTB 7/9/79
	a. Records maintained by office responsible for Congressional liaison.	~~Permanent.~~ Place in inactive file when legislation is enacted or dropped. Hold 3 years or until volume warrants and retire to FARC. ~~Offer to NARS~~ Destroy 20 years after cutoff. m.g 7/20/79
	b. Records maintained in other offices.	Destroy when no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
802-02	Permanent File List. Consists of Index of Legislation. Shows bill designation, subject, related bills, public law designations, and similar data. Maintained by the Office of Congressional Affairs. Arranged numerically by Congressional session.	~~Permanent.~~ Place in inactive file at close of Congressional session. Cut off inactive file at close of fiscal year. Hold 4 years and retire to FARC. ~~Offer to NARS~~ 20 years after cutoff. Destroy RTB 7/9/79 MG 7/20/79
802-03	Status of Legislative Proposals File. Consists of charts prepared monthly on actions taken on major legislative proposals related to our outdoor heritage and recreation. Arranged chronologically.	
	a. Office of Congressional liaison.	Cut off at close of fiscal year. Destroy ~~1~~ 3 years ~~after cutoff~~ after cutoff or when audited by GAO whichever is sooner. MG 7/20/79
	b. Other copies.	Destroy when superseded or no longer needed for reference. RTB 7/9/79
	SECTION 3. LITIGATION AND CLAIMS FILES	
803-01	Claim Case Files. Documents relating to claims by or against the HCRS resulting from personel injury, delinquent accounts, property losses, and other business transactions.	
	a. Settled claims.	Cut off at close of fiscal year in which settlement is made. Destroy 6 years after cutoff.
	b. Disallowed claims.	Cut off at close of fiscal year in which disallowance decision is made. Destroy 7 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	c. Delinquent accounts.	Cut off at close of fiscal year in which delinquent account is settled. Destroy 1 year after cutoff.
803-02	Litigation Case Files. Documents relating to actual legal proceedings in which the HCRS has interest. Included are advisory reports, investigation reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents, and related correspondence.	
	a. Cases designated as significant or precedential by the General Counsel.	~~Permanent~~. Cut off at close of fiscal year in which case is closed. Retain in current files. ~~Offer to NARS 30~~ years after cutoff. Destroy 20 RTB 7/9/79 mj 7/20/79
	b. Other cases.	Cut off at close of fiscal year in which case is closed. Destroy 10 years after cutoff.
803-03	Audit Legal Assistance Case Files. Documents created by the Office of General Counsel in providing legal advice and assistance regarding legal problems and questions raised by audits and investigations of grants and contracts, resolution of audits, and reclamation of grant funds.	Place in inactive file when audit is closed. Cut off inactive file at close of fiscal year. Retire to FARC when no longer needed for current operations. Destroy 8 years after cutoff.
803-04	Grant Activity Legal Case Files. Documents accumulated in providing legal advice and assistance on grant conditions and classes, complaints concerning grants and contracts under grants, appeals from denials of grant applications, questions of funding eligibility, grantee procurement policy and property management, and grantee financial management. Included are copies of complaints and inquiries,	Place in inactive file when grant is terminated. Cut off inactive file at close of fiscal year. Retire to FARC when no longer needed for current operations. Destroy 8 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	comments, reviews and recommendations, and related correspondence.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
NNR- entire chapter	CHAPTER 9. ADP SYSTEMS MANAGEMENT RECORDS The records contained in this chapter relate to the electronic data processing function. These include systems documentation, machine readable records, and remote terminal records. Master and historical data for specific systems are maintained on disk or magnetic tape at the National Institute of Health Computer Center. Payroll documentation is maintained by the Bureau of Mines in Denver, Colorado.	
900-01	Systems Feasibility and Planning Files. Project files which document the development of data processing systems from request; through study, planning and installation; to systems operations. Documents contained include the following: request for a data processing system; systems objectives and definitions; estimates of resources required to design, implement, and operate a data processing system; feasibility study comparing present, alternate, and proposed systems; systems authorization; cost estimates; equipment requirements; source data requirements; output requirements; and installation schedules. Arranged alphabetically by system title.	
	a. Rejected systems.	Cut off at close of fiscal year in which final decision is made. Destroy 5 years after cutoff.
	b. Approved systems.	Cut off at close of fiscal year in which system is discontinued. Destroy 5 years after cutoff.
	see following page for revision	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 9. ADP SYSTEMS MANAGEMENT RECORDS	
	The records contained in this chapter relate to the electronic data processing function. These include systems documentation, machine readable records, and remote terminal records. Master and historical data for specific systems are maintained on disk or magnetic tape at the National Institute of Health Computer Center. Payroll documentation is maintained by the Bureau of Mines in Denver, Colorado.	
900-01	Systems Feasibility and Planning Files. Project files which document the development of data processing systems from request; through study, planning and installation; to systems operations. Documents contained include the following: request for a data processing system; systems objectives and definitions; estimates of resources required to design, implement, and operate a data processing system; feasibility study comparing present, alternate, and proposed systems; systems authorization; cost estimates; equipment requirements; source data requirements; output requirements; and installation schedules. Arranged alphabetically by system title.	
	a. Rejected systems.	Cut off at close of fiscal year in which final decision is made. Destroy 5 years after cutoff.
	b. Approved systems. For which all related magnetic data files are authorized for disposal.	Cut off at close of fiscal year in which system is discontinued. Destroy 5 years after cutoff.
	c. Approved systems. For which any related magnetic data file is not authorized for disposal.	Retain with related data file

M.J. 11/13/79

RTB 10/29/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
900-02	System Design and Operation Documentation Files. Consists of documents detailing the operation procedures and instructions for specific data systems. Includes a general narrative description of the system; input/output specifications and flow data; file or data set descriptions; input collection instructions; instructions for data entry; computer operating instructions; program specifications; output preparation and distribution instructions. Arranged by system title.	Cut off when specific system is discontinued. Destroy 5 years after cutoff.
900-03	Source Documents. Coding sheets or source documents forwarded to data processing activities for card punch or other data entry.	
	a. Extra copies of source documents and coding sheets prepared for the sole purpose of forming the data base or updating system files.	Destroy 1 year after the system program has been debugged and is stabilized or 1 year after input has been verified, as appropriate.
	b. Other source documents.	Return to user for disposition in accordance with applicable disposal instructions.
900-04	Error/Edit Listing Files. These are computer printouts showing errors and are used for editing purposes.	Destroy after corrections have been made and listings verified.
900-05	Source Program Card Files. Punched cards containing common language source program data (source deck). Used with a processor or utility program to produce a machine coded object program.	Destroy individual cards when replaced by new ones. Destroy program deck after program has been removed from system; or if data has been transferred to magnetic file, destroy after magnetic file has proven satisfactory and has adequate

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		backup; i.e., after second update cycle.
900-06	Source Data Card Files. Punched cards containing data abstracted from source documents and used for conversion to magnetic tape or discs. These cards are retained as backup to magnetic tape or disk files.	
	a. Used in an updated system.	Destroy when related magnetic file maintained at the host computer center has proven to be satisfactory and has grandfather backup; i.e., after third update cycle.
	b. Used in a one-time system.	Destroy when related magnetic file maintained at host computer center has proven satisfactory.
900-07	Raw Data Input Magnetic Tapes. Magnetic tapes containing source data converted from punch cards. Used to temporarily store data to be transmitted to the host computer facility.	Erase after related magnetic file maintained at the host computer facility has proven satisfactory.
900-08	Job Control Records Files. Cards or forms used to record approved jobs, job numbers, requesting office, job description, date received and date due, and related information.	Cut off at close of fiscal year in which job is completed. Destroy 1 year after cutoff.
900-09	Grant in Aid System Files. These files contain descriptive and statistical data on grants issued by HCRS. Information includes, but is not limited to, name of grantee, type of grant, activities, acres, status, and city and county designations.	

	a. Master file.	Destroy after third update cycle.
	b. Historical File.	Cut off at close of fiscal year. Destroy after audit by GAO or 3 years after cutoff, whichever is earlier.
900-10	Property Management Master File. Contains data on personal property within the HCRS. Includes assigned property number, property code, purchase voucher number, purchase date, location, and serial number. Data is used to prepare regular and special request reports.	Destroy after third update cycle.
900-11	Financial Management System Master File. This master file reflects the status of all HCRS financial data. File shows account numbers, accounting data, location data, individual transactions, ledger balances, and other financial data. This file is the source of various accounting reports and may be used to construct a GAO audit trail.	
	a. Monthly tape.	Cut off monthly. Destroy tape data 13 months after cutoff.
	b. Year-end final tapes.	Cut off at close of fiscal year. Destroy tape data 10 years after cutoff.
900-12	Grant Accounting System Master File. This is a master file of the grant accounting data. File includes apportionment data, balances, draw downs, letters of credit, and related data. File is used to generate a variety of reports and may be used to	

mg 11/13/79 RTB 10/29/79

mg 11/13/79 RTB 10/29/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	create a GAO audit trail.	
	a. Monthly tapes.	Cut off monthly. Destroy tape data 13 months after cutoff.
	b. Year-end final tapes.	Cut off at close of fiscal year. Destroy tape data 10 years after cutoff.
900-13	Surplus Property System Master File. This is a master file for the surplus property donation system. Includes data on recipient by state, county, and name; HCRS control number; type of transaction; title of property; acres; shore feet; acquisition cost; estimated market value; date deeded; GSA control number; and related information. Used to prepare a fiscal year report and master report.	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after retirement.
900-14	Nationwide Plan System File. Consists of statistical information developed to support the nationwide outdoor recreation planning process mandated by Public Law 88-29. Includes data on demand for recreational resources by area, resource, and population group; an inventory and classification of recreation resources; projections of future resource demands and resource needs; and related information.	Permanent. Cut off at publication of current plan. Offer to NARS when no longer needed for reference.
900-15	Island Study System File. Consists of statistical data developed to support the study of islands of North America. Includes data on location, size, ownership, recreation resources, and related information.	Permanent. Cut off at publication of current plan. Offer to NARS when no longer needed for reference.

see following page for revisions

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	
	create a GAO audit trail.		
	a. Monthly tapes.	Cut off monthly. Destroy tape data 13 months after cutoff.	
	b. Year-end final tapes.	Cut off at close of fiscal year. Destroy tape data 10 years after cutoff.	
900-13	Surplus Property System Master File. This is a master file for the surplus property donation system. Includes data on recipient by state, county, and name; HCRS control number; type of transaction; title of property; acres; shore feet; acquisition cost; estimated market value; date deeded; GSA control number; and related information. Used to prepare a fiscal year report and master report.	Destroy when no longer needed for reference.	m.g. 11/13/79 RTB 10/29/79
900-14	Nationwide Plan System File. Consists of statistical information developed to support the nationwide outdoor recreation planning process mandated by Public Law 88-29. Includes data on demand for recreational resources by area, resource, and population group.	PERMANENT. Offer to NARS one year after completion of survey.	m.g. 11/13/79 RTB 10/29/79
900-15	Island Study System File. Consists of statistical data developed to support the study of islands of North America. Includes data on location, size, ownership, recreation resources, and related information.	Destroy when no longer needed for reference.	m.g. 11/13/79 RTB 10/29/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
900-16	National Association of Conservation District File. Consists of an inventory of privately owned recreation resources. Includes data on type of activity, size, facilities, ownership, and related information. see following page for revision	Destroy data on all except last 3 final tapes.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS	
900-16	National Association of Conservation District File. Consists of an inventory of privately owned recreation resources. Includes data on type of activity, size, facilities, ownership, and related information.	Destroy after third update cycle.	mg 11/13/79 RTB 10/29/79
900-17	Federal Land and Water Conservation System File Consists of an inventory of areas funded by HCRS that are held by the Forest Service, Park Service, Bureau of Land Management, and the Fish and Wildlife Service.	Destroy when no longer needed for reference.	mg 11/13/79 RTB 10/29/79
900-18	OAHP Cultural Information System File Consists of the National Register, Historic American Building Survey, Historic American Engineering Records, and National Landmark Records.	Destroy when no longer needed for reference.	mg 11/13/79 RTB 10/29/79
900-19	Public Facilities Survey System File Consists of an inventory and classification of public recreation resources developed to support the nationwide outdoor recreation planning process.	Destroy after third update cycle.	mg 11/13/79 RTB 10/29/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 10. GRANT PROGRAM RECORDS	
	The records described in this chapter are related to the grants-in-aid programs administered by the Heritage Conservation and Recreation Service. These include grants for planning, acquisition, and development of recreation resources under the Land and Water Conservation Fund Act of 1965; grants for acquisition and preservation of cultural resources under the National Historic Preservation Act of 1966; and transfers of surplus Federal properties to state and local governments for recreation use or historic preservation and use.	
	SECTION 1. GENERAL GRANT PROGRAM FILES	
1001-01	Grant Status Control Files. Consists of documents used to control the assignment of grant numbers and appropriation data; and to monitor the status of grants. Includes data identifying and describing grant projects and describing the status of billings.	Destroy when 3 YEARS OLD OR no longer needed for reference, whichever is later. RTB 7/19 MG 7/20/79
1001-02	Grant in Aid System Reports Files. Consists of computer printouts containing descriptive and statistical data on grants. Information is used for management planning and program evaluation. Includes reports prepared periodically or in response to specific requests. Arranged by type of report.	Destroy when 3 YEARS OLD OR WHEN ~~superseded, obsolete,~~ no longer needed for reference, whichever is later. MG 7/20/79 RTB 7/19/79 For disposition of "Land + Water Conservation Fund Grants-in-Aid Program Annual Report," (a 2 volume + summary volume report), see Item 703-01.
1001-03	Grant Proposals Files. Consists of documents relating to proposals for grants for which no formal application has been received. Includes correspondence, notes, evaluations, recommendations, and related papers. Arranged by state. Transfer to grant application file when a formal application is received. Arranged alphabetically by state.	Cut off at close of fiscal year. Hold 3 years and destroy.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1001-04	Grant Application Case File. Consists of documents accumulated in reviewing and recommending action on grant applications. Included are applications, evaluations, notes, recommendations for award or rejection, and related papers and correspondence. Arranged by grant number.	
(GRS 3/14a same-ok)	a. Rejected or cancelled applications.	Cut off at close of fiscal year. Hold 1 year and retire to FARC if volume warrants. Destroy 5 years after cutoff. RTB 11/6/79
(GRS 3/14b same-ok)	b. Accepted applications.	File in appropriate grant file at the time grant is awarded. Dispose of according to instructions for grant file.
	SECTION 2. GRANT CASE RECORDS	
1002-01 (GRS 3/15 submit 115-ok) NN-1692, Item 111	Recreation Grant Case Files. Records described below relate to grants awarded by the Heritage Conservation and Recreation Service for planning for outdoor recreaction and conservation and for acquisition and development of recreation resources under the Land & Water Conservation Fund Act of 1965, as amended. Records relate to the application, review, award, monitoring, and evaluation of grants-in-aid and monitoring of completed grant projects to ensure that grant related facilities are held in perpetuity for recreation purposes as required by the Land and Water Conservation Fund Act of 1965. HCRS office maintains grant case files containing only essential information. Regional office grant case files are considered the official file and are maintained in six-part folders as described below. Arranged numerically.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. Grant Monitoring Documents. Consists of documents relating to administration of the grant. Includes the following documentation: Part 1. Grant Applications. Initial grant applications, supplemental and supporting documentation, recommendations, related correspondence, and notices of award. Part 2. Project Agreements. Project agreement and amendments; letters of approval, reviews and recommendations on agreements, amendments, and supporting documentation; appraisal requests, reviews, evaluations, and approvals; environmental assessment reports, evaluations, and approvals; and related correspondence. Also includes conveyences and related materials relating to the substitution of grant properties with other equal properties. These conveyence materials may be received after the original grant has been completed and retired. Part 3. Project Support. Legal documents such as deeds, leases, title opinions, 5-year histories of conveyence; preconstruction certificates; maps and plats; construction drawings, plans, and specifications; and related project technical papers. Part 4. Inspections and Reports. Reports of pre-award, progress, final, and other inspections and related correspondence. Part 5. General Correspondence. Correspondence relating to the grant; Congressional inquiries and responses; press releases; and news clippings.	Place in inactive file when grant is withdrawn, completed, or terminated. Cut off inactive file at close of fiscal year. 1) WASO Grants Monitoring Documents. a) If filmed--Destroy paper records upon filming. Dispose of film records according to Item 1002-02. b) If not filmed--Destroy 3 years after cutoff. 2) Regional Office File. Hold 3 years after cutoff and retire to FARC. Destroy 50 years after cutoff. Prior to retirement to FARC, significant documents from the regional office file, such as those listed in the Grant Compliance File, Item 1002-02, will be microfilmed. NOTE: Some documents are not suitable for microfilming because of their size or other characteristics. These documents may be retained in the office after the Grant Monitoring Documents file has been retired, Disposition of the retained documents will be in accordance with the instructions for disposal of the related Grants Monitoring Documents file. RTB 11/6/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	~~(1) WASO Grants Monitoring Documents.~~	~~Destroy after compliance documents have been microfilmed.~~
	~~(2) Regional Office File.~~	~~Destroy 50 years after cutoff.~~
	b. Grant Financial Documents.	
	Part 6. Financial Documents. Consists of fund certifications, requests for advance of funds, letters of credit, billing statements, records of payment, audit reports and reviews, and related correspondence.	Place in separate folder when Grant Monitoring documents are microfilmed.
	(1) WASO File.	Destroy 3 years after cutoff.
	(2) Regional Office File.	Destroy 8 years after cutoff.
1002-02	Grant Compliance Microfilm Files. Consists of microfilm copies of documents maintained in the Grants Monitoring Documents file. Maintained to ensure that grant related facilities are used for recreational purposes in accordance with the provisions of the Land and Water Conservation Fund Act of 1965. The documents include, but are not limited to, the following: Grant notification, project agreement and amendments, project application with attachments, regional review, Environmental Impact Statements and Environmental Assessments, construction drawings, location and site maps, and conveyence related documents. Arranged numerically.	Destroy individual microfilm jackets when ~~superseded, obsolete, or no longer needed for reference.~~ 3 YEARS OLD, WHEN AUDITED BY GAO, OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER. CMG 7/20/79 RTB 7/19/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-03 GRS 3/15	Historic Preservation Grants-in-Aid Files. Documents accumulated in the award and administration of historic preservation grants-in-aid under the National Historic Preservation Act of 1966. Includes grants for preservation planning and for acquisition, preservation, or rehabilitation of historic resources. Consists of grant acceptance letters, applications for Federal Assistance (Standard Form 424 or equivalent), amendments, description of projects, review and approval of construction, cost estimates, clearinghouse review, progress reports, photos, funding certification, requests for advances of funds, records of payment, audit materials, and grant related correspondence. Arranged by project number.	Place in inactive file when grant is completed. Cut off inactive file at close of fiscal year. Hold 2 years and transfer to FARC. Destroy 8 years after cutoff. If records are filmed, submit SF-115 for disposition of film records.
1002-04	Grant Inspection Files. Consists of documents accumulated in the periodic inspection of grant related recreation resources. Includes inspection reports, evaluations, correspondence, and related documents. Arranged numerically.	Cut off at close of fiscal year in which inspection is completed. Hold 2 years and transfer to FARC if volume warrants. Destroy 6 years after cutoff.
	SECTION 3. SURPLUS PROPERTY GRANTS FILES	
1003-01	Notice of Availability of Excess Property Files. Consists of Advance Notices of Availability of Real Property from the General Services Administration and descriptions of the property. Maintained to alert potentially interested parties that Federal property is excess and may become surplus and eligible for transfer. Notices are placed in the Notice of Surplus Determination File, item 1003-02, as they become surplus. Arranged by state.	Cut off at close of fiscal year. Destroy 2 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1003-02	Notice of Surplus Determination File. Consists of Notices of Surplus Determination - Government Property, from the General Services Administration; location maps; site maps; Determination of Surplus, GSA Form 1432; Federal Excess Property - Initial Screening Reports; related documents and correspondence. When applications for specific properties are received, Notices of Surplus Determination and related papers are transferred to Surplus Property Grant File.	Cut off at close of fiscal year. Hold 2 years and destroy.
1003-03 (GRS 4/2 submit 115-ok) NN-169-2, Item 7a	Surplus Property Grant Case File. Consists of papers accumulated in the process of transferring surplus Federal properties to the states, their political subdivisions, and municipalities for recreation and conservation uses. These files document the application and transfer of properties and the continuing responsibility of the HCRS to ensure compliance with the conditions of the transfer. Files are normally maintained in 6-part folders arranged as follows: Part 1. Original application with supporting documents, justifications, resolutions from local governments; amendments to applications with related documents; correspondence on application and amendments; and notice of award. Part 2. Review of applications and amendments, evaluations, recommendations from WASO and region. Part 3. Deeds, leases, legal opinions, and correspondence related to transfer. Part 4. Maps of location and site; construction drawings and plans; photographs; and other	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	documents prepared or submitted which show the site, improvements, and development of the site. Part 5. General correspondence with Federal agencies, state and local officials, and the public; Congressional inquiries and responses; press releases; and news clippings pertaining to the transfer of the property or its operation. Part 6. Advance notice of availability; description of property; Notice of Surplus Determination - Government Property; location map; site map; Determination of Surplus, GSA Form 1432; Federal Excess Property - Initial Screening Report; and correspondence related to interest in transfer of surplus property.	
	a. WASO File.	Place in inactive file when property transfer has been completed. Cut off inactive file at close of fiscal year. Hold 1 year and transfer to FARC if volume warrants. Destroy 3 years after cutoff.
	b. Regional File.	Place in inactive file when property transfer has been completed. Cut off inactive file at close of fiscal year. Hold 3 years and transfer to FARC. Destroy 50 years after cutoff. Prior to transfer to FARC, significant documents will be microfilmed. These documents are listed in the Surplus Property Compliance Case Files, item 1003-04. NOTE: Some documents are not

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		suitable for microfilming because of their size or other characteristics. These documents may be retained in the office after the Surplus Property Grant Case File has been retired. Disposition of the retained documents will be in accordance with the instructions for disposal of the related Surplus Property Grant Case File.
1003-04	Surplus Property Compliance Case File. Consists of microfilm copies of documents found in the Surplus Property Grant File. Maintained to ensure that transferred surplus property is used for recreational purposes in accordance with PL 91-485. These documents include, but are not limited to: Notice of award; original application and amendments; regional review; maps of location and site; construction drawings and plans; and deeds, leases, and legal opinions. Arranged by state and control number.	Destroy individual microfilm jackets when superseded, obsolete, or no longer needed for reference.
1003-05	Surplus Property Inspection Case Files. Consists of documents accumulated in the periodic inspection of surplus property transferred to states, their political subdivisions, and municipalities for recreation and conservation uses. Includes biennial reports by property holder, on-site inspections by HCRS, related documents, and correspondence. Arranged by state and control number.	Cut off file every 5 years. At close of fiscal year transfer 5-year block to FARC. Destroy 20 years after cutoff. Prior to transfer, significant documents may be microfilmed and added to the Surplus Property Compliance Case File.
1003-06 (GRS 4/2 submit 115-ok)	Surplus Historic Property Grant Case Files. Documents accumulated in the process of transferring surplus Federal property to states and their subdivisions as historic monuments or for appropriate use. Includes applications for surplus historic	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	property, plans for use of the property; programs for preservation, rehabilitation and maintenance; evaluations of proposals; recommendations to advisory boards; photographs; drawings; maps and related documents. Arranged by state and property.	
	a. Headquarters file.	Place in inactive file when property transfer has been completed. Cut off inactive file at close of fiscal year. Hold 1 year or until volume warrants and retire to FARC. Destroy 3 years after cutoff.
	b. Regional file.	Place in inactive file when property transfer has been completed. Cut off inactive file at the close of the fiscal year. Hold 3 years and transfer to FARC. Destroy 50 years after cutoff. Prior to transfer to FARC, significant documents will be microfilmed. These documents are listed in the Surplus Historic Property Compliance Case File. Some documents are not suitable for microfilming because of their size or other characteristics. These documents may be retained in the office after the Surplus Property Grant Case File has been retired. Disposition of the retained documents will be in accordance with the instructions for disposal of the related Surplus Property Grant Case File.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1003-07	Surplus Historic Property Compliance Case File. Consists of microfilm copies of documents contained in Surplus Historic Property Grant Case Files. Maintained to ensure that property is administered in accordance with the provisions of the grant. These documents include, but are not limited to: notice of award, original application, plans for use, maintenance rehabilitation, recommendations of the advisory board and related documents. Arranged by state and control number.	Destroy individual microfilm jackets when superseded, obsolete, or no longer needed for reference.
1003-08	Surplus Historic Property Inspection Case Files. Documents accumulated in the periodic inspection of historic property transferred to states and their political subdivisions as historic monuments or for appropriate use. Includes reports by the property holder, HCRS inspection reports, and related documents. Arranged by state and control number.	Cut off file every 5 years. At close of fiscal year, transfer 5-year block to FARC. Destroy 20 years after cut-off. Prior to transfer, significant documents may be microfilmed and added to the Surplus Historic Property Compliance Case File.
	SECTION 4. GRANT AUDIT RECORDS	
	The records described in this section relate to agreements with states and grantees for the operation of the grants-in-aid program and for the audit of completed grants.	
1004-01	State Official Designation Files. Official designations of state officers authorized to act for the state in the grants-in-aid program. Includes designations -- usually from the governor -- of the State Liaison Officer, State Historical Preservation Officer, Clearing-hous officials, and others. Also includes correspondence regarding designations. Arranged by state.	Cut off when designations are revoked or superseded. Destroy 4 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1004-02	State Agreement Files. Consists of agreements with state for inspection of grant projects, audit of closed grants, Civil rights compliance, and other conditions of the grant. Includes agreements, modifications, negotiations, and related correspondence. Arranged by state.	Cut off when agreement is superseded or expires. Destroy 6 years after cutoff.
1004-03	Grant Audit Report Files. Consists of copies of audit reports of HCRS grants prepared by the Department of the Interior. Includes documents on audit schedules; draft and final audit reports; reviews and comments on audit reports; recommendations for reconciliation; and correspondence and related documents regarding reconciliations and corrective actions. Arranged by state.	Cut off at close of fiscal year in which audit is completed. ~~H~~ Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years and 3 months after cutoff.
1004-04 GRS 1/26 d(1)	Civil Rights Review Files. Papers accumulated in the process of reviewing grantees for compliance with Title VI of the Civil Rights Act of 1964. Consists of schedules of projects selected for review; trip and on-site inspection reports; state reports; and related correspondence. Arranged by state.	Cut off at close of fiscal year in which review is completed. Destroy ~~3~~ 7 years after cutoff. RTB 11/6/79 mg 11/13/79
1004-05	Uniform Relocation Assistance Files. Consists of papers relating to application of uniform grant procedures for relocation assistance of real properties acquired as part of a grant. Includes appraisal reports, correspondence with grantees, reports from grantees, and related documents. Arranged by grantee.	Cut off at close of fiscal year in which appraisal of relocated property is completed. Destroy 5 years after cutoff.
1004-06	Indirect Cost Allocation Files. Consists of papers relating to allowable overhead expenses which may be charged to a grant. Includes indirect cost negotiation agreements, copies of indirect cost rate audits,	Cut off at expiration of indirect cost rate agreement. Destroy 6 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	and related documents and correspondence. Arranged by grantee.	
1004-07	Indirect Cost Agreement Files. Consists of papers relating to the application of indirect costs to state grants. Includes agreement with state, modifications, materials on allowable costs, authorizations of indirect costs, project modifications, and related correspondence. Arranged by state.	Cut off when agreement is superseded or expires. Destroy 6 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 11. CONSERVATION AND RECREATION RESOURCE PROGRAM FILES The HCRS develops program proposals and sponsors and conducts studies of recreation resources and research projects relating to outdoor recreation. These projects include HCRS program responsibilities under the National Trail System (PL 90-543) & the Wild and Scenic River System (PL 90-542). HCRS also conducts special studies of recreation resources such as the Urban Study, the Islands Study, and others. HCRS also participates with other agencies in planning efforts such as Framework Studies & Assessments, Regional or River Basin Plans, & Implementation Studies. One copy of each publication resulting from each planning project or study shall be maintained in accordance with Item 703-01, Publication Master File.	
	SECTION 1. PLANNING COORDINATION	
1101-01 NN-169-2, Items 32, 33, 34,	Nationwide Outdoor Recreation Plan (NWP) Files. Consists of documents accumulated in the process of preparing the comprehensive nationwide outdoor recreation plan required by PL 88-29. This plan, which is to be revised at 5-year intervals, identifies critical outdoor recreation issues and recommends actions to be taken at each level of government and by the private sector on these issues. The NWP consists of evaluations of the needs and demands of the public for outdoor recreation; the current and future recreation resources to meet these needs; and critical outdoor recreation problems.	
	a. NWP Case Files. Case papers reflecting the history of the development of the NWP from initiation; through research, development, and	Permanent. Cut off at close of year in which the NWP study is completed. Hold 3 years and

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	evaluation of plan data; to preparation and publication of the final NWP report. Includes the official file copy of the NWP report; planning papers; work assignments; data specifications; plan data and analysis; technical papers; periodic progress reports; project meeting papers; and related correspondence. Material may be subdivided as appropriate. Maintained by HCRS office responsible for preparation of the NWP. Arr. chronologically by year, thereunder by subject. Ca. 10 cu. ft. accumulated, 1963-79. Ca. 1 cu ft/yr. increase	retire to FARC. Offer to NARS 20 years after cutoff.
	b. Participating Office File. Consists of papers which document the participation of HCRS Headquarters and Regional Offices in the preparation of the NWP. Includes preliminary correspondence on the study plan; work assignments; papers reflecting the accumulation and analysis of study data; technical and related papers; progress reports; project meeting papers; reports and data submitted for inclusion in the NWP report; and related correspondence. Material may be subdivided as appropriate.	Cut off at close of fiscal year in which the NWP study is completed. Hold 3 years and retire to FARC. Destroy 15 years after cutoff.
	c. NWP Study Working Papers. Includes completed survey forms and questionnaires; lists and tabulations of data; worksheets; documents accumulated in the analysis of data; drafts; and other work papers used in the course of the study.	Cut off at close of fiscal year in which the study is completed. Destroy 3 years after cutoff.
1101-02 NN-169-2, Item 35a & b + 56	State Comprehensive Outdoor Recreation Plan (SCORP) Files. Consists of a State-wide Comprehensive Outdoor Plan for each state and related documents. A SCORP is required by the Land and Water Conservation Fund Act of 1965 in order for the state to receive financial assistance from the fund. A SCORP, usually	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	prepared at 5-year intervals, considers the recreation needs and problems of a state and establishes programs and policies to meet them. File includes a copy of the SCORP; HCRS review and determination of eligibility; periodic reports on maintenance and implementation of the plan; HCRS inspection reports; summaires of state projects; and correspondence relating to the SCORP. Arranged by state. Maintained by HCRS Headquarters and regional offices responsible for SCORP review. NOTE: Additional copies of the state SCORPs may be maintained as nonrecord material.	
	a. Headquarters Office File.	Place in inactive file when a revised plan is accepted. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 5 years after cutoff.
	b. Regional Office File.	Place in inactive file when a revised plan is accepted. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 15 years after cutoff.
1101-03	Federal Recreation Planning Files. Includes management plans submitted by Federal agencies such as: Bureau of Land Management; National Park Service; Fish and Wildlife Service; and National Forest Service. Maintained to coordinate Federal conservation and recreation plans and activities on existing and proposed resources and to maximize the recreation potential of these resources. Arranged by agency.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. HCRS Headquarters File.	Place in inactive file when a revised plan is accepted. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 15 years after cutoff.
	b. Regional Office File.	Place in inactive file when a revised plan is accepted. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 5 years after cutoff.
1101-04	State Historic Preservation Planning Files. Consists of planning documents and related materials prepared and submitted by State Historic Preservation Offices. These plans are required by the National Historic Preservation Act of 1966 for a State to become eligible for preservation grants. Files include annual work program documents, mid and end of year progress reports, multi-year plans, analysis and commentary records, on site visit reports and related correspondence. Arranged by state. Maintained by HCRS Headquarters office with responsibility for review of State Historic Preservation Programs.	Place in inactive file when a revised plan is accepted. Cut off inactive file at close of fiscal year. Hold 5 years or until volume warrants and transfer to FARC. Destroy 20 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-05	Land Planning Group Files. File contains papers documenting HCRS role as chairman of the Land Planning Group, an interagency group established by Secretarial Order to coordinate and advise on new or expanded conservation or recreation resources which are to be funded from the Federal portion of the Land and Water Conservation Fund. Includes policy statements; minutes of meetings; agendas; related documents and correspondence. Maintained by HCRS office with responsibility for Federal land planning review. Arranged chronologically, thereunder by subject. 3 cu. ft. accumulated from 1974-79. Ca. ½ cu ft/yr. increase	Permanent. Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 20 years after cutoff.
1101-06	Water Resources Council File. File consists of documents accumulated as a result of HCRS participation in the Water Resources Council. Includes agendas, minutes of meetings, issuances from the Council, news clippings, press releases, annual reports, and related correspondence. Maintained by the HCRS office with responsibility for water resource planning. Arranged chronologically.	Cut off at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
	SECTION 2. RECREATION STUDIES	
1102-01	National Trail System Study Files. Case files relating to studies of trails for inclusion in the National Trail System, Public Law 90-543. Includes National Scenic Trails, National Historic Trails, National Recreation Trails, and connecting or side trails. Consists of application or proposal for addition of a trail to the National System, description of the proposed trail and significant trail characteristics, analysis of trail potential, environmental review, correspondence relating to the trail, official copy of the trail	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	study report, recommendation to the Secretary of Interior or Secretary of Agriculture for establishment of a National Recreation Trail, recommendation to Congress, and proposed legislation for creation of a National Scenic Trail. Arranged alphabetically by name of trail and type of trail. 1 cu ft/yr.	
	a. HCRS Headquarters file.	Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 3 years and retire to FARC. Destroy 12 years after cutoff.
	b. Regional Office file.	Permanent. Place in inactive folder when study is completed. Cut off inactive file at close of fiscal year. Hold 3 years and retire to FARC. Offer to NARS 25 years after cutoff.
1102-02	Wild and Scenic River Study Files. Case files accumulated in the process of studying rivers or river segments for inclusion in the Wild and Scenic River System, Public Law 90-542. Included are studies of Wild Rivers, Scenic Rivers, and Recreational Rivers. Consists of proposal for inclusion of river in the system; study plan; Federal Register Notices; Public Meetings Notices and reports; brochures; description and history of river; environmental reports and assessments; evaluation of river characteristics; management policy for administration of the river; resolutions of state and local governments; state legislation; recommendations; review and comments by state officials, interest groups; final report;	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	recommendations for Secretarial or Congressional action; legislative proposals; and related documents and correspondence. Arranged alphabetically by name of river and type of study.	
	a. HCRS Headquarters file.	Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 2 years and retire to FARC. Destroy 15 years after cutoff.
	b. Regional Office file. 3 INCHES PER YEAR FOR FINAL REPORT 1.) FINAL REPORT - PERMANENT. PLACE IN INACTIVE FILE WHEN STUDY IS COMPLETE. CUT OFF INACTIVE FILE AT CLOSE OF FISCAL YEAR. HOLD TWO YEARS AND RETIRE TO FARC. OFFER TO NARS 25 YEARS AFTER CUTOFF. 2.) ALL OTHER RECORDS	2. Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 2 years and retire to FARC. Destroy 25 years after cutoff.
1102-03	Water and Land Use Planning Study Files. Consists of case files documenting HCRS participation in water and water related land resource planning studies. Includes studies on a broad basis for evaluating the conservation, development, and utilization of water and related resources; regional or river basin studies; and implementation studies. These projects are usually undertaken in cooperation with other Federal agencies, state agencies, and River Basin Commissions. Included are study plans and work assignments; maps; progress reports; news releases; press clippings; environmental assessments; draft report; comments and review; and related documents and correspondence. Arranged alphabetically by river.	
	a. HCRS Headquarters file.	Place in inactive file when study is completed. Cut off

MG 7/20/79
RTB 7/19/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.
	b. Regional Office file.	Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 15 years after cutoff.
1102-04 NN-169-2, Item 37 + 76 + 44	Recreational Area Studies. Consists of documents accumulated in the process of studying special recreational areas such as Wilderness Areas and National Recreation Areas. Includes proposal for study; planning papers; Notices; reports of meetings and hearings; environmental materials; study materials; reports; legislative proposals; correspondence with Federal agencies, state and local governments, and the public; and related materials. Arranged by study title. 2 cu ft/yr. (regions)	
	a. HCRS Headquarters file.	Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
	b. Regional Office file.	Permanent. Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 3 years and retire to FARC. Offer to NARS 25 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1102-05	Special Recreation Studies. Consists of documents accumulated in the process of conducting special studies related to conservation or recreation. Includes studies such as Urban Study and Island Study. Contains project proposal; study plan and work assignment; data collection, analysis, and evaluation; recommendations; reports; correspondence with interested agencies, state and local governments, and private interests; and related materials. Arranged by title of study. 1 cu ft/yr (HQ)	
	a. HCRS Headquarters file.	Permanent. Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Offer to NARS 25 years after cutoff.
	b. Regional Office file.	Place in inactive file when study is completed. Cut off inactive file at close of fiscal year. Hold 3 years and retire to FARC. Destroy 10 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 12. FEDERAL REVIEW RECORDS The records described in this chapter are accumulated in the process of reviewing federal projects, federal license and permit applications, and environmental impact documents. The Department of Transportation Act requires that the HCRS review transportation projects that impact on recreational lands. The Service reviews water projects as required by the Federal Water Project Recreation Act. The National Environmental Policy Act and Secretarial Orders require the HCRS to review environmental impact documents for projects.	
	SECTION 1. PROJECT REVIEW FILES	
1201-01	Transportation Project Files. Consists of documents relating to transportation projects which require federal assistance or approval. Primarily these relate to highways, railroads, airports, and water access. Includes project description, maps and drawings, inspection reports, comments, evaluations and reviews, and correspondence relating to the project. Maintained by the office with responsibility for Federal review. Arranged by type of project and project name.	Place in inactive file when project review is complete. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
1201-02	Water Development Project Files. Consists of papers relating to water development projects from such agencies as the Bureau of Reclamation or the U.S. Army Corps of Engineers. Includes the project description, maps and drawings, related environmental documents, agency comments, trip reports, reviews, and related correspondence. Maintained by office responsible for water project review. Arranged by agency and project title.	Place in inactive file when the review is completed. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1201-03	Federal Utility Project Application Files. Documents accumulated in the process of reviewing applications for Federal utility project licenses or permits. Permits are received from the Federal Energy Regulatory Commission (FERC) and the Nuclear Regulatory Commission (NRC). Consists of application materials; project description, such as FERC Exhibit R; Project Tracking Sheet; related environmental documents; comments; evaluations; HCRS recommendations; maps, plats, and drawings; FERC Orders; and related correspondence. Arranged by licensing agency and project number.	Place in inactive file when project review is complete. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and retire to FARC. Destroy 50 years after cutoff.
1201-04	Navigation Permit Files. Consists of papers relating to the review of Corps of Engineers navigation permit applications. Includes application and related documents; reviews; HCRS recommendations; and related comments. Arranged by Corps of Engineers' application number.	Place in inactive file when review is complete. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 6 years after cutoff.
1201-05	Federal Project Review Files. Consists of documents accumulated in the review of projects from Federal agencies such as DHUD, EPA, and others. Contains project descriptions, maps and plats, related documents, comments, reviews and recommendations, and related correspondence. Maintained by reviewing office.	Place in inactive file when project review is complete. Cut off inactive file at close of fiscal year. Hold 3 year or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
	SECTION 2. ENVIRONMENTAL IMPACT DOCUMENT FILES	
1202-01	EIS Advance Notice Files. Consists of documents which advise that environmental assessments and environmental impact statements on projects are being prepared. Includes notices, comments which may be prepared, and related correspondence. Arranged chronologically by project.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. Advance notices which do not require comment.	Destroy after 90 days.
	b. Advance notices on which HCRS prepares comments.	Place in EIS Early Coordination File.
1202-02	EIS Early Coordination Files. Papers relating to HCRS comments and assistance in the preparation of environmental studies and surveys. Includes advance notice; comments; preliminary assistance; and related correspondence. Arranged by agency and project.	
	a. Projects which result in negative determinations.	Cut off at close of fiscal year. Destroy 5 years after cutoff.
	b. Projects which are determined to have a major and significant impact.	Place in appropriate EIS comment file.
1202-03	Published Environmental Impact Statement File. Published environmental impact statements. Includes both draft and final statements. Maintained for reference by office responsible for preparing comments on the statement. Arranged by agency and project.	Destroy in agency when superseded, obsolete, or no longer needed for reference. Do not transfer to Federal Records Centers.
1202-04	Environmental Impact Statement Comments File. Documents accumulated in the process of reviewing and commenting on surveys and studies of projects which have a major and significant impact on the environment. Includes departmental or bureau control documents; preliminary comment papers; evaluation of the environmental and recreational impact of the proposed project; formal comments; and related correspondence. Maintained by agency responsible for review. Arranged by sponsoring agency and project.	Place in inactive file when final environmental impact statement is approved. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 5 years after cutoff.

MG 7/20/79
RTB 7/16/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1202-05	Environmental Impact Statement File. Papers created and maintained by the HCRS which document the environmental effect of major and significant Federal projects. Includes statements for which HCRS is the lead agency and those in which HCRS contributes. Consists of project detail material, draft statement, comments, and final environmental impact statement. Maintained by the office of origin. Arranged by project title.	Place in inactive file when final statement is approved. Cut off inactive file at close of fiscal year. Hold 5 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 13. FEDERAL COORDINATION RECORDS The HCRS provides planning assistance to Federal departments and agencies and coordinates their activities relating to recreation. The Service provides advice, information, and liaison to enhance the recreational aspects of Federal projects.	
1300-01	Composite Plan Files. Consists of plans for specifically designated recreational areas within National Forest boundaries. Includes composite area descriptions, maps and plats, evaluations, budget estimates, and related correspondence. Maintained by the reviewing office. Arranged by area name.	Place in inactive file when plan is revised, superseded, or obsolete. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 5 years after cutoff.
1300-02	Cooperative Management Files. Consists of papers which document agreements between Federal agencies and state and local agencies to make underutilized lands available for recreational purposes. Includes proposals, records of meetings, trip reports, cooperative management agreements, and related correspondence. Maintained by responsible office. Arranged by agency and location.	Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 1 year or until volume warrants and retire to FARC. Destroy ~~4~~ 5 years after cutoff. RTB 11/6/79 M.G. 11/13/79
1300-03	Coastal Zone Management Files. Consists of papers relating to HCRS participation in the development of management plans for the protection of coastal areas. Includes correspondence, meeting and trip reports, task force materials, draft management plans, comments, and final coastal zone management plans. Arranged by state or region.	Place in inactive file when plan is revised, superseded, or obsolete. Cut off inactive file at close of fiscal year. Destroy ~~2~~ 5 years after cutoff. RTB 11/6/79 M.G. 11/13/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1300-04 NN-169-2, Item 78	Federal Project Coordination Files. Consists of documents accumulated in the coordination of Federal agency programs. Includes such programs as DHUD 70 Comprehensive Planning and EPA - Waste Water Treatment Programs. Files include project proposals, evaluations, comments, recommendations, and related correspondence. Arranged by program and project name.	Cut off when project review is completed. Destroy 3 years after cutoff.
1300-05 NN-169-2, Item 26	Federal Recreation Fee Files. Consists of materials relating to the Golden Age Passport and Golden Eagle Passport programs. Includes sales agreements for the program, reports of sales, passport inventories, and correspondence related to the programs. Arranged chronologically by type of fee.	Cut off at close of fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 14. ARCHEOLOGICAL AND HISTORIC RESOURCE RECORDING RECORDS The records described in this chapter relate to the recording and recovery of significant historical and archeological resources of the nation. These include records of recovery and salvage projects under the Interagency Archeological Program; the identification and documentation of significant architectural sites under the Historic American Building Survey; and inventory and documentation of significant engineering, industrial, and technological sites and systems under the Historic American Engineering Survey.	
	SECTION 1. ARCHEOLOGICAL RESOURCE RECORDS	
1401-01	Antiquities Act Permit Files. Consists of permits required to conduct work on lands owned or controlled by the Federal government. Includes permit form, stipulations, approvals, and recommendations from other agencies such as BLM and Smithsonian application, data on applicants, reports, clippings and articles, and related correspondence. Arranged by permit number. ½ cu. ft./yr.	
	a. HCRS Headquarters.	Permanent. Place in inactive file at expiration of permit. Cut off inactive file at close of fiscal year. Transfer to FARC 2 years after cutoff or when volume warrants. Offer to NARS 30 years after cutoff.
	b. Regional.	Place in inactive file at expiration of permit. Cut off inactive

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
		file at close of fiscal year. Destroy 6 years after cutoff.
1401-02	Archeological Project Files. Documents accumulated in the process of monitoring and coordinating archeological projects relating to Federal and Federally-sponsored construction projects. Includes work plans, preliminary reports, funding documents, interagency agreements, and correspondence. Arranged by project. NOTE: Documents relating to monitoring of contracts for archeological projects should be disposed of in accordance with item 501-11 , Contract Monitoring Files.	Place in inactive file on completion of project. Cut off inactive file at close of fiscal year. Hold 3 years or until volume warrants and transfer to FARC. Destroy 10 years after cutoff.
1401-03	Archeological Project Report Files. Consists of reports on archeological projects and permits submitted by contractors and permittees. Includes archeological reports, catalog of collections, sketches, maps, photographs, clippings and articles, evaluations and comments on the reports, correspondence, and documents related to entry of these reports in the National Technological Information Service (NTIS) system. Arranged by project. Ca. ½ cu. ft/yr.	Permanent. Cut off at close of fiscal year in which final report is accepted. Hold 3 years or until volume is sufficient and transfer to FARC. Offer to NARS 30 years after cutoff.
	SECTION 2. RESOURCE RECORDING RECORDS	
1402-01	Historic Resource Survey Files. Documents which relate to the survey of archeological sites by the Historic American Building Survey and surveys of engineering, industrial, and technological sites and systems by the Historic American Engineering Record. Includes narrative descriptions of sites, drawings and sketches, maps, photographs, survey forms and questionnaires, related correspondence, and evaluations by OAHP. Arranged by location or subject of survey. 5 cu ft/yr.	Permanent. Cut off at close of fiscal year in which survey is completed. Transfer to FARC 10 years after cutoff or when no longer needed for reference, whichever is earlier. Offer to NARS 30 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	architectural resources. These may be 4" x 5", 5" x 7", or 9" x 9". Photogrammetric recordings are produced as a means of recording precise measurements of the dimensions of the resource.	related Historic resource recording project file.
1402-06	Recording Project Drawings Files. Consists of mylar drawings of architectural, engineering, industrial, or technological resources produced as part of the recording process. ~~Finished copies of~~ These drawings are part of the project and are submitted to the Library of Congress. Arranged by project. Maintained by responsible office.	PERMANENT. Cut off at completion of the project. At close of FY, transfer cut off files to Div. of Prints + Photographs, Library of Congress, in accordance with the agreement between the Librarian of Congress & the Archivist of the United States, MJG 1/20/79 RTB 7/9/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	Maintained by responsible office. NOTE: Documents relating to the monitoring of contracts for resource surveys should be disposed of in accordance with item 501-11 , Contract Monitoring Files.	
1402-02	Historic Resource Recording Project Files. Consists of detailed analysis of individual architectural sites or engineering, industrial, or technological sites or systems. Includes narrative descriptions of the condition, location, construction, and ownership of the resource; measured drawings, photographs; photogrammetry; and maps. Arranged by project. Maintained by responsible office.	Permanent. Cut off at completion of the project. At close of fiscal year, transfer cutoff files to Division of Prints and Photographs, Library of Congress in accordance with the agreement between the Librarian of Congress and the Archivist of the United States.
1402-03	Historic Resource Inventory Files. Consists of standardized forms which briefly describe an architectural, engineering, industrial, or technological resource. Includes descriptive information, map references, sketches, and photographs. Arranged as appropriate. Maintained by responsible office.	Destroy when obsolete, superseded, or no longer needed for reference.
1402-04	Recording Project Field Note Files. These files consist of working papers and reference material accumulated by field teams preparing historical reports on architectural, engineering, industrial, or technological resources. Includes inventory forms, clippings, photographs, field drawings, maps, correspondence, and related material. Arranged by project. Maintained by responsible office.	PERMANENT. Cut off at completion of the project. At close of FY, transfer cut off files to Div. of Prints + Photographs, Library of Congress, in accordance with the agreement between the Librarian of Congress + the Archivist of the United States. Records are in legal custody of NARS but on permanent loan to the Library of Congress. RTB 7/19/79 mg 7/20/79
1402-05	Photogrammetry Stereo Negatives. Photographic stereopair negatives, usually on glass plates, which are created in the process of recording significant	Permanent. Transfer to Division of Prints and Photographs, Library of Congress, with

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 15. RESOURCE REGISTRATION PROGRAM RECORDS The records described in this chapter pertain to the identification and registration of the historic and natural resources of the nation. These include the identification and entry of historic sites in the National Register of Historic Places; selection and study of nationally significant historic sites under the Historic Landmarks Program; and selection and recognition of nationally significant natural areas under the Natural Landmark Program. SECTION 1. HISTORIC RESOURCES RECORDS	
1501-01	National Register of Historic Places Property Files. Consists of documents relating to the evaluation and registration of specific sites for the National Register of Historic Places. Includes the Notice of Entry in the National Register, nomination forms, register nomination control sheet, data sheets, maps and plats, tax reform waivers, photos, and related correspondence. Arranged by state, thereunder by county, thereunder by and site. ca. ~~25~~ 10-15 cu. ft./yr.	Permanent. Place in inactive file when site is entered on the National Register. Cut off inactive file at close of fiscal year. Hold 2 years and transfer to FARC. Offer to NARS ~~30~~ 20 years after cutoff. Prior to retirement to FARC, significant documents from the files are to be microfilmed. These documents are listed in Item 1501-03, Property Reference Files. NOTE: Documents which are not suitable for microfilming, such as oversize or color coded maps, may be retained in the office. Disposition of these items will be in accordance with the basic file.

RTB 7/19
MJ 7/20/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-02	National Register Nomination Files. Consists of nomination of sites for entry on the National Register of Historic Places. Consists of nomination forms, photos, maps, correspondence, and related documents. Arranged by state. 1/3 cu ft./yr.	
	a. Rejected applications.	PERMANENT. Cut off at close of fiscal year in which final determination is made. Hold 3 years and retire to FARC. ~~Destroy 7 years after cutoff.~~ Offer to NARS 20 yrs. after cutoff. (1501-01) RTB 11/13/79 MS 11/13/79
	b. Approval applications.	File in appropriate site file when application is approved.
1501-03	National Register of Historic Places Property Reference Files. Consists of microfilm copies of documents maintained in the Property Files. Maintained as a reference file. The documents include, but are not limited to, the following: Register Entry Form, nomination package, data sheet, photos, and drawings. Arranged by state, county, and site.	Destroy individual microfilm jackets when obsolete, superseded, or no longer needed for reference.
~~1501-04~~	~~Register Nomination Control Files. Consists of control sheets used to track and coordinate the evaluation and review of sites nominated for the National Register. Includes space for comment and approval by each reviewing unit. Filed chronologically by state.~~	~~Place in inactive file when review of site nomination is complete. Cut off inactive file at close of fiscal year. Hold 4 years and destroy.~~ (Is filed with 1501-01 as perm. document. Should not have been listed separately) M.G. 7/20/79 withdrawn 7/9/79,
1501-05	Federal Register Notice Files. Documents relating to publication of Federal Register notices advising of the nomination of sites for the National Register of Historic Places. Arranged chronologically.	
	a. Notifications of properties pending.	a. Place in inactive file on publication of notice in Federal Register. ~~Cut off inactive file at close of fiscal year.~~ Destroy ~~1 year~~ 6 months after ~~cutoff.~~ date of publication. RTB 7/9/79 M.G. 7/20/79
	b. Notifications of properties listed.	b. Place in inactive file on publication of notice in Federal Register. Destroy upon publication of annual cumulative listing.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-06	National Register Determination of Eligibility Files. Documents relating to the determination of the eligibility of a Federally-owned or -controlled property for inclusion in the National Register of Historic Places. Undertaken at the request of Federal agencies when the site is significantly impacted by construction. Includes agency's request; project and site description; plans for preserving of historic, architectural, or archeological resources; architect's and/or archeologist's reports; review by NR; comments and opinions by State Historical Preservation Officer; reports; determinations of eligibility; and related correspondence.	Place in inactive file when determination of eligibility is made. Cut off inactive file at close of fiscal year. Transfer to FARC 3 years after cutoff. Destroy 15 years after cutoff.
	a. Eligible sites	File in appropriate site file when property is added to National Register.
	b. Ineligible sites.	Place in inactive file when determination is made. Cut off inactive file at close of fiscal year. Transfer to FARC 3 years after cutoff. Destroy 15 years after cutoff.
	see following page for revision.	
1501-07	See following page for description & disposition	
1501-08	National Historic Landmark Application Files. Consists of applications and Nominations of sites for recognition as National Historic Landmarks. Includes documents accumulated in the review and evaluation of applications -- such as site descriptions, photos, maps and plats, correspondence, and related documents. Arranged by site.	

1501-06 National Register Determination of Eligibility Property Investigation Files.
Files created when HCRS, in response to inquiry, information, or complaint from States, individuals, or organizations, initiates inquiries into the eligibility (for inclusion in the National Register) of a site that may be affected by a Federally funded, licensed, or assisted project. HCRS in this case may gather information on the project and how it will affect the site, inform the involved Federal agency of its responsibilities under the Preservation Act, or ask the agency to request a determination from HCRS on the eligibility of the site. Records may include project and site description; architectural, historical, or archeological survey reports; comments by the State Historic Preservation Officer. Inquiries may result in a formal request for determination of eligibility (Item 1501-07) or an informal determination of indigibility (in the latter case, the HCRS file only documents the fact that HCRS followed up on the initial inquiry or complaint).

RTB 7/16 MG 10/19/79

Place in inactive file following advisory action. Cut off inactive file at close of FY. Transfer to FARC 5 yrs. after cutoff. Destroy 15 years after cutoff.

209a

1501-07 National Register Determination of Eligibility Files.
Consists of documentation on the eligibility for inclusion in the National Register of sites to be affected by Federally assisted projects. Includes agency's request, project or site description; architectural, historical, or archeological survey reports; opinion of the State Historic Preservation Officer on eligibility; National Register comment sheet; requests for additional information; maps, plats, drawings, photos (may be included); related correspondence; final determination. Arranged by name of agency. ca. 10 cu.ft./yr. for eligible sites.
ca. 1 cu.ft./yr. for ineligible sites

RTB 7/16 MG 10/19/79

a. Eligibile sites--PERMANENT. Place in inactive file when determination is made. Cut off inactive file at end of FY. Transfer to FARC 5 years after cutoff Offer to NARS 20 years after cutoff

b. PERMANENT. Ineligibile sites-Place in inactive file when determination is made. Cut off inactive file at close of FY. Transfer to FARC 5 yrs. after cutoff. Offer to NARS 20 yrs. after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. Rejected Applications. 2 cu. ft./yr.	PERMANENT. Cut off at close of fiscal year in which final determination is made. Hold 3 years and retire to FARC. ~~Destroy 15 years after cutoff.~~ Offer to NARS 20 yrs. after cutoff. RTB 11/13/79 MS 11/13/79
	b. Approved Applications	File in appropriate site file (1501-09) when application is approved.
1501-~~08~~ 09	National Historic Landmark Theme Study Files. Documents accumulated in the studies of various periods or themes of American History. Includes surveys and evaluations of various sites associated with each theme and used as a basis for selecting individual sites of national significance. Arranged by theme. Ca. 2" if accumulated in a given year.	Permanent. Cut off at completion of theme study. Offer recent copy to NARS 20 years after cutoff or when no longer needed for reference, whichever is earlier. All other copies may be destroyed when no longer needed for reference. RTB 7/9/79
1501-~~09~~ 10	National Historic Landmarks Site Files. Documents relating to the registration of nationally significant districts, sites, buildings, structures, or objects. Consists of registration forms, description of site and significance, maps and plats, drawings, photographs, biennial reports on site, clippings and articles, pamphlets, and related correspondence. Arranged by ~~site name.~~ State, thereunder by county, thereunder by site name. Ca. 2 cu ft/yr.	Permanent. Place in inactive file when site is selected as a National Historical Landmark. Cut off at close of fiscal year. Transfer to FARC ~~5~~ 3 years after cutoff. Offer to NARS 20 years after cutoff. Prior to transfer to FARC, significant documents from the site file are to be microfilmed. These documents are listed in Item 1501-10, National Historical Landmarks Site Reference File. RTB 7/9/79 m.g. 7/20/79
1501-~~10~~ 11	National Historic Landmarks Site Reference Files. Consists of microfilm copies of documents from the Site Files. These documents include, but are not limited to, the following: application, registration forms, photos, drawings, and maps. Arranged by site name.	Destroy individual microfilm jacket when obsolete, superseded, or no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-~~11~~ 12	National Historic Landmark Site Inspection Files. Consists of reports of regularly scheduled inspections of Landmark Sites. Includes forms, reports, and related correspondence. Arr. alphabetically by site name. Ca. ½ cu ft/yr.	PERMANENT. Cut off file every 3 years. At close of fiscal year, transfer to FARC if volume is sufficient. ~~Destroy 10 years~~ offer to NARS 20 years after cutoff. Prior to transfer ~~or destruction~~, significant documents may be microfilmed and added to the appropriate National Historic Landmark Site Reference File, Item 1501-10.

RTB 10/18/79

mg 10/19/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 2. NATURAL RESOURCES RECORDS	
1502-01	Natural Landmark Theme Study Files. Consists of studies of several themes which encompass the various natural phenomena of the country. The studies are broad brush inventories of the sites which best represent the theme being examined. Includes study report, inventory of sites, inventory forms, related documents, maps, evaluations and comments on the study, and correspondence. Arranged by theme. NOTE: Documents relating to the monitoring of contracts for studies should be disposed of in accordance with Item 501-11 , Contract Monitoring Case File. Ca. 1 cu ft/yr.	Permanent. Cut off at completion of theme study. Offer to NARS 10 years after cutoff or when no longer needed for reference, whichever is earlier.
1502-02	Natural Landmark Evaluation Study Files. Consists of specific evaluations of sites recommended in thematic studies. Contains evaluation reports with maps and photographs, application forms, environmental analysis, clippings, publications, review and comments on the report, and related correspondence. Arranged by site and state. NOTE: Documents relating to monitoring of contracts for evaluation studies should be disposed of in accordance with Item 501-11 , Contract Monitoring Files.	
	a. Sites selected for entry on the National Register.	Place in appropriate Natural Landmark Site File (1502-04) on entry in National Register

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. Nonselected sites. ½ cu ft/yr.	PERMANENT. Place in inactive file on final determination of nonselection. Cut off inactive file at close of fiscal year. ~~Destroy~~ Offer to NARS 20 years after cutoff. NOTE: These files may be transferred to the appropriate state office for those states with natural landmark programs. RTB 11/13/79 MS 11/13/79
1502-03	Natural Landmark Potential Site Files. Consists of documents relating to sites which may be considered for entry in the National Register. Includes potential site identification form, maps, preliminary reports and appraisals, staff notes, related documents and correspondence. Papers on files selected for evaluation are placed in the appropriate evaluation study file. Arranged by state and site.	Review annually. Destroy material of no further reference value.
1502-04	Natural Landmark Site Files. Consists of documents accumulated in the process of entering natural landmarks on the National Register. Includes designated landmarks and registered landmarks, those for which a plaque has been presented. Files contain notice of entry, landmark brief, news release, potential site identification form, maps, photos, evaluations and comments, site plans, notices to owners, clippings, speeches, presentation materials, inspection reports and forms, and related correspondence. Arranged by site. 3 cu ft/yr.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. Headquarters Files.	Permanent. Place in inactive file when site is removed from the National Register. Cut off inactive file at close of fiscal year. Transfer to FARC 5 years after cutoff. Offer to NARS 20 years after cutoff.
	b. Regional Files.	Place in inactive file when site is removed from the National Register. Cut off inactive files at close of fiscal year. Transfer to FARC 3 years after cutoff. Destroy 10 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 16. TECHNICAL ASSISTANCE RECORDS The records described below are accumulated in the development and application of technical information on the preservation of cultural properties and the development and implementation of recreational resources. Includes training and consultant service for Federal, state, and private interests; certifications of state and local legislation and rehabilitation projects under the Tax Reform Act; and monitoring of preservation projects to ensure compliance with the Secretary's standards for rehabilitation.	
	SECTION 1. TECHNICAL ASSISTANCE FILES	
1601-01	Workshop, Seminar, and Training Project Files. Consists of documents accumulated in the process of planning, arranging, conducting, participating in, and following up on regional and national workshops, seminars, and training projects on various aspects of conservation or recreation. Includes reports on project status, working papers, and background materials, agendas, invitations to program participants, lists of persons attending, copies of program participants' travel vouchers, and related documents and correspondence. Arranged by project title.	Place in inactive file when project is completed. Cut off inactive file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 10 years after cutoff.
1601-02	Technical Assistance Project Files. Consists of requests from Federal agencies, state and local governments, and private interests for technical assistance on conservation/recreation planning, implementation, and management. Includes the request, HCRS response, research, reports, and related documents and correspondence.	Place in inactive file when project is completed. ~~Statute is rescinded, superseded, or expires~~. Cut off inactive file at close of fiscal year. ~~Transfer to FARC 2 years after cutoff. Destroy 10 years after cutoff.~~ Hold 2 yrs. or until volume warrants + transfer to FARC. Destroy 5 yrs. after cutoff.

MS 11/13/79

RTB 11/13/79

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 2. TAX INCENTIVE CERTIFICATION RECORDS	
1602-01	Tax Reform Statute Certification Files. Documents accumulated in the review of state and local historic district statutes under the Tax Reform Act of 1976. Includes State Historical Preservation Officers' recommendations, request for certification from the governmental body enacting the legislation, copies of state enabling legislation for local statutes, descriptions of involved historical sites or districts, notification of certification or denial, and related correspondence. Arranged by state and political subdivision.	~~Permanent. Place in inactive file after determination has been made. Cut off inactive file at close of fiscal year. Transfer to FARC 3 years after cutoff. Offer to NARS 20 years after cutoff.~~ Place in inactive file when statute is rescinded, superseded, or expires. Cut off inactive file at close of FY. Transfer to FARC 2 years after cutoff. Destroy 10 yrs. after cutoff. RTB 11/6/79 mg 11/13/79
1602-02	Tax Reform Act Certification of Significance Files. Consists of documents accumulated in the review and evaluation of the significance of buildings within designated historic districts under the Tax Reform Act. Includes Part I, Historic Preservation Certification Application, State Historic Preservation Officer's recommendation, description of property, statement of significance, maps and photographs, notification of certification or denial and related correspondence. Arranged by state and district. Ca. 1½ cu. ft./yr.	Permanent. Place in inactive file after determination has been made. Cut off inactive file at close of fiscal year. Transfer to FARC 3 years after cutoff. Offer to NARS 20 years after cutoff.
1602-03	Tax Reform Act Certification of Rehabilitation Files. Consists of documents accumulated in the review and evaluation of review of rehabilitation projects under the Tax Reform Act. Includes Part II, Historic Preservation Certification Application, Historic Preservation Officer's recommendations, description of proposed or completed work, drawings, photographs, data sheets, notifications of approval or denial of proposed work, and related correspondence. Arranged by state and project. ca. 1 cu ft/yr.	Permanent. Place in inactive file after determination of certification has been made. Cut off inactive file at close of fiscal year. Transfer to FARC 3 years after cutoff. Offer to NARS 20 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 3. PRESERVATION MONITORING FILES	
1603-01	Surplus Property Files. Documents accumulated in the process of assisting Federal and state agencies and others in the evaluation, preservation, and maintenance of historic properties. Includes correspondence with requesting party, description of property, evaluation of plans or proposals for action on the structure, recommendations or comments to controlling agency on proposed actions, and related documents. Arranged by ~~agency and property~~. State, thereunder by property. Ca. 1 cu ft/yr.	PERMANENT. ~~Cut off at completion of the assistance project. Hold 2 years or until volume is sufficient and retire to FARC. Destroy 10 years after cutoff.~~ Place in inactive file when property rehabilitation is completed. Cut off inactive file at close of FY, Hold 2 yrs. or until volume warrants, + retire to FARC. Offer to NARS 25 yrs. after cutoff. RTB 10/19/79 mg 10/19/79
1603-02	State Preservation Project Files. Documents accumulated in the review of state preservation projects to ensure compliance with standards and regulations. Includes plans and descriptions of work, architectural and archeological reports and studies, architects proposals, meeting reports, correspondence, drawings, photos, publications, clippings, and related documents. Arranged by state and project. see next page for revision.	Cut off at completion of grant. Hold 2 years or until volume warrants and retire to FARC. Destroy 20 years after cutoff. RTB 10/18/79
1603-03	Historic Preservation Grant Compliance Report Files. Consists of documents which relate to the completion of grants-in-aid for historic preservation projects. Includes, but is not limited to, completion reports, plans, drawings, maps, photos, and related correspondence. Maintained to monitor completed grants projects for compliance with the maintenance provisions of grant agreements. Arranged by state and project number. see next page for revision.	

1603-02. State Preservation Project Files. Documents accumulated in the review of State preservation projects to ensure compliance with standards and regulations. Includes plans and description of work, architectural and archeological reports and studies, architects' proposals, meeting reports, correspondence, drawings, photos, publications, clippings, and related documents. Arranged by State, therunder by project. Ca. 5 cu.ft./yr. (paper)

MG 10/19/79
RTB 10/19/79

a. If filmed--Film in accordance with 41 CFR 101.11-506.

1) Paper records

Transfer to FARC upon filming and verification of film. Destroy 20 years after retirement.

2) Film records

PERMANENT. Offer to NARS at end of covenant period.

b. If not filmed

PERMANENT. Cut off at completion of grant audit. Offer to NARS at end of covenant period.

1603-03. Historic Preservation Grant Compliance Report Files. Consists of documents which relate to the completion of grants-in-aid for historic preservation projects. Includes, but is not limited to, completion reports, plans, drawings, maps, photos, and related correspondence. Maintained to monitor completed grants projects for compliance with the maintenance provisions of grant agreements. Arranged by State, thereunder by project number. Ca. 5 cu Ft/yr. (paper)

MG 10/19/79
RTB 10/19/79

a. If filmed--Film in accordance with 41 CFR 101-11.506.

1) Paper records.

Transfer to FARC upon filming and verification of film. Destroy 20 years after retirement.

2) Film records

PERMANENT. Offer to NARS at end of covenant period.

b. If not filmed.

PERMANENT. Cut off at completion of grant audit. Offer to NARS at end of covenant period.

217a

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. Textual records (paper records).	Cut off at close of fiscal year in which grant is completed. Hold 2 years, or until volume warrants and retire to FARC. If microfilmed, retire paper files to FARC after microfilm has been verified. Destroy 20 years after cutoff. RTB 10/18/79
	b. Microfilm copies.	Destroy individual microfilm jackets when obsolete, superseded, or no longer needed for reference.
1603-04	State Preservation Project Plan Files. Consists of architectural drawings of preservation projects. Includes structural and detail drawings used in the evaluation and compliance phases of preservation projects. Arranged by state and project number. see next page for revision.	Permanent. Cut off after expiration of covenant period of grant. Offer to NARS 2 years after cutoff. If microfilmed, transfer original to NARS after microfilm copy is verified. RTB 10/18/79
1603-05	Research Project Files. Case papers which describe research projects for the development of new approaches and techniques for restoration or preservation of cultural resources or for the development of new approaches, systems, equipment, or devices to improve outdoor recreation resources. Projects may be conducted by HCRS personnel or by contractors. Includes project proposal; authorization; contract and any changes or modifications; project specifications; technical and progress reports; tests and evaluation documentation; project correspondence; and related materials. NOTE: One copy of each publication resulting from a research project shall be maintained in accordance with Item 703-01, Publication Master File.	Place in inactive file on completion of the project. Cut off file at close of fiscal year. Hold 2 years or until volume warrants and retire to FARC. Destroy 5 years after cutoff.

1603-04. State Preservation Project Plan Files. Consists of architectural drawings of preservation projects; includes structural and detail drawings used in the evaluation and compliance phases of preservation projects. Arranged by State and project number.

MJ 10/19/79

RTB 10/19/79

a. If filmed--Film in accordance with 41 CFR 101-11.506.

1) Paper records.

Transfer to FARC upon filming and verification of film. Destroy 20 years after transfer.

2) Film records.

PERMANENT. Offer to NARS at end of covenant period.

b. If not filmed--

PERMANENT. Cut off at completion of grant audit. Offer to NARS at end of covenant period. Ca. 12 cu.ft./yr.

218c

APPENDIX III-B. INDEX TO DISPOSITION SCHEDULES

A

Accident Reports 405-03
Accountable Officers Designation Files 303-02
Agency Consulting Files 1603-01
Antiquities Act Permit Files 1401-01
Appeals and Grievances Files 605-01
Application Files 602-02
Appointment Files 602-01
Apportionment Schedule Files 301-04
Archeological Project Files 1401-02
Archeological Project Report Files 1401-03
Art Files 704-01
Audit Legal Assistance Case Files 803-03
Audit Report Files 1004-03

B

Bid Files 500-05
Bidder Records 500-04
Bill of Lading Files 406-06
Bill of Lading Register Files 406-05
Biographical Files 702-01
Board of Survey Files 404-05
Budget Files
    Administrative Files 301-01
    Estimate Files 301-02
    Working Files 301-03
Budget Execution Report Files 301-05

C

Career Development Files 606-05
Certificate of Settlement Files 302-09
Certification of Performance Rating 603-03
Certification of Rehabilitation Files 1602-03
Certification of Significance Files 1602-02
Certified Invoice Files 500-08
Chronological Files 101-07
Chronological (Director's) Files 201-03
Civil Rights Review Files 1004-04
Claims Case Files 803-01

Classified Document Files
Destruction Certificate Files 203-06
Inventory Files 203-04
Receipt Files 203-05
Coastal Zone Management Files 1300-03
Committee Management Files 201-01
Committee Operations Files 201-02
Composite Plan Files 1300-01
Congressional Relations Files
Correspondence Files 801-02
Grant Notification Files 801-03
~~Investigation Files . . . . . 801-01~~
Contract Monitoring Files 500-11
Contract Transaction Files 500-03
Cooperative Management Files 1300-02
Correspondence Files
~~Congressional Correspondence Files . . . . . 801-02~~
Mission Correspondence Files 102-01
Non-Mission Correspondence Files 102-02
~~White House Correspondence Files . . . . . 801-02~~
CSC Certificate Files 602-03

D

Determination of Eligibility Files 1501-06
Directives Files
Case History Files 203-03
Manual Set 101-07
Record Set 203-02
Director (Telephone) Files 402-01
Director's Chronological Files 201-03
Discrimination Complaint Case Files 605-04

E

Emergency Preparedness Files 401-01
Emergency Test and Exercise Files 401-02
Employee Files
Examination Files 602-08
Financial Statement Files 605-02
Interview Files 605-03
Locator Files 601-05
Record Cards (SF-7) 601-06
Record Service Cards (SF-7B) 601-03
Travel Files 406-02

Environmental Impact Statement Files
Advance Notice Files 1202-01
Comment Files 1202-04
Early Coordination Files 1202-02
Published Statement Files 1202-03
Equipment Manuals 404-01
Excess Personal Property Files 404-04
Excess Property Availability Files 1003-01

F

Facsimile Files 402-02
Federal Project Coordination Files 1300-04
Federal Recreation Fee Files 1300-05
Federal Recreation Planning Files 1101-03
Federal Utility Project Files
Application Files 1201-03
Review Files 1201-05
Fed-Strip Requisitions 500-10
Files Maintenance and Disposition Plan
File Station Copy 101-01
Records Liaison Officer Copy 203-08
Financial Management System Master Files 900-11
Financial Management Status Report Files 301-07
Forms Files
Functional Files 203-12
Numerical Files 203-13
Registers 203-14
Freedom of Information Act Files
Reports and Statistics Files 701-06
Request Files 701-05
Freight Claims Files 406-07
Freight Records 302-03
Federal Land + Water Conservation System File 900-17

G

GAO Notice of Exception Files 302-08
Government Bills of Lading Files 302-03
Grant Accounting System Master Files 900-12
Grant Activity Legal Case Files 803-04
Grant Application Case Files 1001-04
Grant Audit Report Files 1004-03
Grant Compliance Microfilm Files 1002-02
Grant in Aid System Files 900-09
Grant in Aid System Report Files 1001-02
Grant Inspection Files 1002-04
Grant Proposal Files 1001-03
Grant System Control Files 1001-01
Graphics Files 704-01

H

HABS Survey Files 1402-01
HAER Survey Files 1402-01
Historic Landmark Files
    Application Files 1501-08
    Inspection Files . . . . . 1501-~~11~~ 12
    Nomination Files 1501-08
    Site Files . . . . . 1501-~~09~~10
    Site Reference Files . . . . . 1501-~~10~~ 11
Historic Preservation Grants in Aid Files 1002-03
Hictoric Resource Survey Files 1402-01

I

Incentive Award Files
    Case Files 603-01
    Report Files 603-02
Indirect Cost Allocation Files 1004-06
Inspection Files 1002-04
Interagency Agreement Files 500-07
Invoice Files 500-08
Island Study System Files 900-15

K

Key Control Files 404-10

L

Labor Management Relations Files 608-01
Labor Negotiations 608-02
Land Planning Group Files 1101-05
Ledger Files
    Allotment Ledger Files 302-05
    General Ledger Files 302-06
    Subsidiary Ledgers. 302-07
Legislative Files
    Case Files 802-01
    Status of Proposal Files 802-03
Letter of Reference Files 602-03
Litigation Files 803-02

M

Mail Control Files 403-03
Mailing List Files 403-05
Management by Objectives Files 202-01
Management Survey Files
    Background Files 202-03
    Case Files 202-02

Morgue Files 702-02
Motion Picture Files 704-02
Motor Vehicle Files
    Accident Reports 405-03
    Assignment Files 405-02
    Operations and Maintenance Files 405-04
    Operator Files 405-01
National Register Files
    ~~Control Files~~ . . . . . ~~1501-04~~
    Eligibility Files . . . . . ~~1501-06~~ 1501-07
    Nomination Files 1501-02 1501-06
    Property Files 1501-01
    Reference Files 1501-03
Nationwide Outdoor Recreation Plan Files 1101-01
Nationwide Plan System Files 900-14
Nationwide Trail System Files 1102-01
Natural Landmark Files
    Evaluation Study Files 1502-02
    Inspection Files 1502-05
    Potential Site Files 1502-03
    Site Files 1502-04
    Theme Study Files 1502-01
Navigation Permit Files 1201-04

O

Official Message Files 402-02
Official Personnel Folders 601-01
Operating Office Personnel Records 601-07
Organization Planning Files 202-05
OAHP Cultural Information System File 900-18

P

Paid Voucher Files 302-04
Passenger Transportation (Carrier) Records 302-02
Passenger Transportation (Individual) Records
    Travel Authorization Files 302-01
    Travel Requests Files 302-01
    Travel Voucher Files 302-01
Payroll Files
    Deduction Files 305-05
    Differential Approval/Authorization Files 305-03
    Distribution Report Files 305-02
Performance Rating Files
    Appeals Files 603-04
    Certificate Files 603-03
Personnel Action Notification Files
    Payroll Files 305-04
    Personnel Files 602-04

Personnel Bond Files 303-03
Personnel Statistical Reports 601-04
Photogrammetry Negatives 1402-05
Photograph Files 704-04
Policy/Precedent Reference Files 101-04
Postal Files
    Cost Record Files 402-01
    Mail Control Files 403-03
    Receipt Record Files 403-02
Position Classification Survey Files 604-02
Position Description Files 604-01
Preservation Grant Files
    Compliance Files 1603-03
    Plan Files 1603-04
Press Release Files 702-04
Privacy Act Files
    Disclosure Files 701-02
    Disputes Files 701-03
    Record Systems Files 701-01
    Statistical Files 701-04
Procurement Registers 500-02
Program Evaluation Project Files 202-04
Property Files
    Issue Files 404-02
    Management Files 404-03
    Management Master Files 900-10
Publication Files
    Case Files 203-03
    Job History Cards 703-06
    Manuscript Files 703-02
    Master Files 703-01
    Printing Plate Files 703-05
Purchase Order Files 500-03
Public Facilities Survey System File 900-19

R

Reading Files 101-02
Recording Project Files
    Case Files 1402-02
    Drawing Files 1402-06
    Field Note Files 1402-04
Records Management Officer/Liaison Designation Files 203-01
Records Retirement Files 203-07
Recreation Area Studies 1102-04
Recreation Grant Case Files 1002-01
Recurring Services Files 500-09
Reduction-in-Force Files 602-07
~~Register Nomination Control Files . . . . . 1501-04~~
Remittance Receipt and Deposit Files 303-01

Report on Obligations Files 301-06
Reporting Requirements Register 203-11
Reports Files
    Case Files 203-09
    Control Record Cards 203-10
Research Project Files 1603-05
Resource Inventory Files 1402-03
Retirement Report Files 305-08

S

Scenic River Study Files 1102-02
Schedule of Cancelled Check Files 302-10
Security Clearance Files.
    Case Files 607-01
    Status Files 607-02
Source Data Card Files 900-06
Source Documents 900-03
Source Program Card Files 900-05
Space Files
    Allocation and Utilization Files 404-06
    Parking Assignment Files 404-09
    Reporting Files 404-07
    Work Requests 404-08
Special Recreation Studies 1102-05
Speech Files 702-03
State Agreement Files 1004-02
State Comprehensive Outdoor Recreation Plans Files 1101-02
State Official Designation Files 1004-01
State Historic Preservation Planning Files 1101-04
State Preservation Project Files 1603-02
Statement of Transaction Files 302-12
Surplus Property Files
    Compliance Case Files 1003-04
    Determination Files 1003-02
    Grant Case Files 1003-03
    Inspection Case Files 1003-05
    Master Files 900-13
Suspense Files 101-03

T

Tax Reform Act Files
    Certification of Rehabilitation Files 1602-03
    Certification of Significance Files 1602-02
    Statute Certification Files 1602-01
Technical Assistance Project Files 1601-02
Technical Reference Files 101-11
Telephone Directory Files 402-01

Time and Attendance Report Files 305-01
Training Files
    Individual Training Files 606-01
    Report Files 606-02
Transitory Files 101-05
Transportation Project Files 1201-01
Transportation Request Accountability Files 406-04
Travel Authorization Files 302-01
Travel Authorization Control Files 406-01
Tuition Assistance Files 606-04

U

Uniform Relocation Assistance Files 1004-05

V

Vacancy Announcement Files 602-06
Vendor Reference Files 500-01
Video Recording Files 704-02
Video Work Tapes 704-03
Visitor Control Files 404-11
Visual Files 704-01
Voucher and Schedule of Payment Files 302-11

W

Water Development Project Files 1201-02
Water and Land Use Planning Study Files 1102-03
Water Resources Council File 1101-06
~~White House Correspondence Files . . . . . 801-02~~
Wild River Study Files 1102-02

GPO 936-489

PERMANENT ITEMS

Item #	Series Title	Annual Increase in Volume
102-01a(1)	Program Mission Correspondence Files	10 cu.ft.
201-03	Director's Chron. File	.1cu.ft.
202-05	Organization Planning Files	ca. 1"
203-02	Directives Record Set	1"
702-01	Biographical Files	½" when accumulated
702-03a	Speeches	5"
703-01	Publication Master Files	ca. 2 cu.ft.
704-02a,b	Video Recordings and Motion Pictures	Not yet created
704-04a,c,d, e,f	Still Pictures	See schedule
900-14	Nationwide Plan System File (machine-readable)	N/A
1101-01a	NWP Files	ca. 1 cu.ft.
1101-05	Land Planning Group Files	ca. ½ cu.ft.
1102-01b	National Trail System Study Files	1 cu/ft/
1102-02b(1)	Final report, Wild and Scenic Rivers Study Files	3"
1102-04	Recreational Areas Studies	2 cu.ft.
1102-05	Special Recreation Studies	1 cu.ft.
1401-01a	Antiquities Act Permit Files	½ cu.ft.
1401-03	Archeological Project Report Files	ca. ½ cu.ft.
1402-01	Historic Resource Survey Files	5 cu.ft.
1402-02	Historic Resource Recording Project Files	on permanent loan to LC
1402-04	Recording Project Field Note Files	Ditto
1402-05	Photogrammetry Stereo Negatives	Ditto
1402-06	Recording Project Drawings Files	Ditto
1501-01	National Register Property Files	10 - 15 cu.ft.*
1501-07a, b	National Register Determination of Eligibility Files	10 cu.ft. (a) 1 cu ft. (b)
1501-02a	National Register Nomination Files	1/3 cu.ft.
1501-08a	National Historic Landmark Application Files	2 cu.ft.
1501-09	National Historic Landmark Theme Study Files	ca. 2" if accumulated
1501-10	National Historic Landmarks Site Files	ca. 2 cu.ft.
1501-12	National Historic Landmark Site Inspection Files	½ cu.ft.
1502-01	Natural Landmark Theme Study Files	ca. 1 cu.ft.
1502-02b	Natural Landmark Evaluation Study Files	ca. ½ cu.ft.
1502-04a	Natural Landmark Site Files	3 cu.ft.
1602-02	Tax Reform Act Certification of Significance Files	1½ cu.ft.
1602-03	Tax Reform Act Certification of Rehabilitation Files	1 cu.ft.
1603-01	Surplus Property Files--Preservation	ca. 1 cu.ft.
1603-02	State Preservation Project Files	ca. 5 cu.ft. (paper)
1603-03	Historic Preservation Grant Compliance Report Files	Ditto
1603-04	State Preservation Project Plan Files	ca. 12 cu.ft. (paper)

* Yearly accumulation is expected to decrease because HCRS will be requiring shorter forms and less background documentation

Superseded

General Services Administration | National Archives and Records Service | Washington, DC 20408

Date : November 16, 1979

Reply to Attn of : Rosanne Butler, NCD

NH 26Nov79

Subject : NC1-368-79-1

To : Director, NCD

Attached is Job NC1-368-79-1, a comprehensive records control schedule for the Heritage Conservation and Recreation Service (HCRS) of the Department of the Interior (HCRS was formerly the Bureau of Outdoor Recreation).

The schedule has been informally reviewed and approved by NNF, NNR, NNTS, NNV, and NNH. GAO has reviewed the schedule; I have made all changes recommended by GAO. My justifications for permanent retention of individual items are in my 7/13/79, 7/19/79, and 11/6/79 memos to NNF. (attached -- see folder)

I recommend approval of this schedule.

The following respond to memos received from the archival units:

1. NNF memos of 9/6/79 and 11/9/79:

   a. Item 1001-02

      In your 9/6/79 memo, you recommended permanent retention for this item. I explained in my 11/6 memo why these records should not be permanent. You agreed in your 11/9 memo to disposal of this item.

   b. Item 1501-07b

      Made permanent per your request.

   c. Items 1501-02a and 1501-08a

      I recommended permanent retention in my 11/6 memo. You agreed.

   d. You agreed with all other recommended dispositions.

2. NNV memos of 2/6/79 and 8/6/79:

   You approved all changes I proposed in my 7/18/79 memo to you.

3. NNH memo of 10/18/79:

   You agreed to permanent retention of Item 703-01, Publication Master File.

4. NNR memo of 10/25/79:

   All your recommended changes have been made and approved by HCRS.

5. NNTS memo of 2/16/79:

a. Item 1002-01

You agreed after our 4/12/79 review that proposed disposition was ok.

b. Item 1002-02

Ditto

c. Item 1002-03

Ditto (This item was also disposable under NC1-79-77-1, Item 61)

d. Item 1003-02

You agreed after our 3/22/79 review that proposed disposition was ok.

e. Items 1003-03, -04, -06

Ditto

f. Item 1300-01

You agreed after our 5/11/79 review that disposition was ok.

g. Item 1401-03

You concurred with permanent retention, 2/16/79

h. Item 1402-01 and -02 and -05

Ditto

i. Item 1402-03

You agreed to disposal, 2/16/79

j. Item 1402-04

We saw these on 4/12/79. Per your request, I have changed disposition to match that of 1402-02.

k. Item 1402-06

We saw these on 4/12/79. I crossed out "finished copies" from the description and changed disposition to match that of 1402-02.

l. Item 1501-01

You agreed to permanent retention, 2/16/79.

m. Item 1501-02a

Disposition changed to permanent.

n. Item 1501-03

You concurred with disposal, 2/16/79

o. Item 1501-06

Series title and description changed. Disposition remains the same. New Item 1501-07 now contains records for "eligible" and "ineligible" sites (see below).

p. Item 1501-07

This was 1501-06. Both eligible and ineligible sites' records will be permanent.

q. Item 1501-08

This was 1501-07. "Rejected applications" have been made permanent.

r. Item 1501-09

This was 1501-08. You agreed to permanent retention, 2/16/79.

s. Item 1501-10

This was 1501-09. You agreed to permanent retention, 2/16/79. We saw these records on 3/22/79.

t. 1501-11

This was 1501-10. You agreed to disposal of these records.

u. Item 1501-12

This was 1501-11. Disposition has been changed to permanent.

v. Item 1502-01

You agreed to permanent retention.

w. Item 1502-02b

Made permanent per your suggestion.

x. Item 1502-03

You agreed to disposal, 2/16/79.

y. Item 1502-04

The disposition instruction is correct.

z. Items 1602-02 and 1602-03

You concurred with permanent retention.

aa. Item 1603-02, -03, and -04

We reviewed these files on 4/12/79. Disposition changed to permanent per your recommendation then and on 10/9/79 (telecon).

Rosanne Butler

ROSANNE BUTLER
Records Disposition Division