

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-473-12-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/28/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items active except for those noted below

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1A is superseded by DAA-0048-2013-0001-0011

Item 1B is superseded by DAA-0048-2013-0001-0005

Item 1C is superseded by DAA-0048-2013-0001-0011

Item 1D is superseded by DAA-0048-2013-0001-0011

Item 1E is superseded by DAA-0048-2013-0001-0002

Item 1F is superseded by DAA-0048-2013-0001-0002

Item 1G is superseded by DAA-0048-2013-0001-0002

Item 1H is superseded by DAA-0048-2013-0001-0002

Item 1K is superseded by DAA-0048-2013-0001-0002

Item 1O is superseded by DAA-0048-2013-0001-0015

Item 1P is superseded by DAA-0048-2013-0001-0015

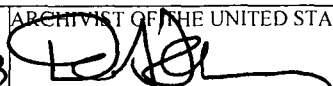
Item 1Q is superseded by DAA-0048-2013-0001-0015


Item 1R is superseded by DAA-0048-2013-0001-0015

Item 1S is superseded by DAA-0048-2013-0001-0015

Item 1T is superseded by DAA-0048-2013-0001-0015

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-473-12-1</b>	
1 FROM (Agency or establishment)  <b>Department of Interior</b>		DATE RECEIVED <b>7/26/2012</b>	
2 MAJOR SUBDIVISION <b>Bureau of Safety and Environmental Enforcement (BSEE)</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Office of Administration-IMD-Capital Planning &amp; Information Policy</b>		DATE <b>9 JUL 2013</b>	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Brenda C. Taylor</b>		ARCHIVIST OF THE UNITED STATES 	
5 TELEPHONE <b>703-787-1122</b>		DATE <b>9 JUL 2013</b>	

<b>6 AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 separate buckets respectively are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies		
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE <b>6/29/2012</b>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE <b>Chief, Capital Planning &amp; Information Policy; Acting Bureau Records Officer</b>

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b><u>PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</u></b></p> <p><b><u>BUCKET 1</u></b></p> <p>The Bureau of Safety and Environmental Enforcement (BSEE) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BSEE lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><u>Attachment 1 Proposed Functional Records Retention Schedule (a.k.a. "Big Buckets") – ADMINISTRATIVE RECORDS</u></p>		

	<p>Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.</p> <p>A crosswalk for each bucket is also submitted alongside with the actual bucket schedule.</p> <p>The submission of the crosswalk for each bucket is for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated to supersede them.</p>		
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115-109

NSN 7540-00-634-4064  
(REV 3-91)  
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115

Prescribed by NARA  
36 CFR 1228

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
1A	<b>Budget Duties (60)</b> All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements: <ul style="list-style-type: none"> <li>• Perform Budget Duties- POA, PPA, PAA</li> <li>• Provide Budget Support- SB1</li> <li>• Provide General Support Services Budget- SB2, SOB</li> <li>• Budget Formulation &amp; Justification- SB5</li> <li>• Budget Execution &amp; Performance Management- SB6</li> <li>• Perform Budget Management- SB7</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	201-04 202-13 301-01 301-02a(1) 301-02a(2) 301-02a(3) 301-02b 301-05 301-06 301-07
1B	<b>Human Resources (61)</b> All records relating to developing and implementing policies and procedures and providing guidance It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements <ul style="list-style-type: none"> <li>• Human Resources Actions- PAJ</li> <li>• HR Administration Services- SAD, SMT, SOP</li> <li>• Quality of Work Life – SEQ</li> <li>• Process Positions- SE1</li> <li>• Benefits and Benefits Review- SEB</li> <li>• Classify Positions- SEC</li> <li>• Advise/Train on Ethics- SEE</li> <li>• Maintain FPPS Security- SEF</li> <li>• Staff Positions- SES</li> <li>• Provide Employee Relations-</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	302-06a,b 504-15 601-01b, c 601-02 601-03 601-04a,b,c 602-01 602-02b 602-04 602-05- a,b,c2,d,e,f1,f2b,f3 & f4 602-07 602-08 602-10 a,b1,b2,b3,c,d & e 603-01 603-02a,b,c 603-03 603-04 605-01 605-02a-c 605-07

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	SER <ul style="list-style-type: none"> <li>Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR</li> </ul>		605-08 606-01a,b 607-01a 607-01b
<del>1B(1)</del>	<del>Official Personnel Management</del> <del>All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS 1-</del>	<del>Follow: GRS 1.1</del>	
<del>1B(1)a</del>	<del>Official Personnel Files—Transferred Employees</del>	<del>See Chapter 7 of The Guide to Personnel Recordkeeping for instructions (GRS 1.1 a)</del>	<del>601-01a(2)</del> <del>602-02(a)</del>
<del>1B(1)b</del>	<del>Official Personnel Files—Separated Employees</del>	<del>Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service (GRS 1.1 b)</del>	<del>601-01a(1)</del>
<del>1B(2)</del>	<del>Employee Medical Files—Long term medical records as defined in 5 CFR Part 293, Sub part E.</del>	<del>GRS 1.21</del>	
<del>1B(2)a</del>	<del>Transferred employees</del>	<del>See 5 CFR Part 293, Subpart E for instructions GRS 1.21a</del>	<del>605-08a(2)</del>
<del>1B(2)b</del>	<del>Separated employees</del>	<del>Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. (GRS 1.21 b)</del>	<del>605-08a(1)</del>
1C	<b>Financial Management Operations (62)</b> All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here <ul style="list-style-type: none"> <li>Payroll Administration- SEP</li> <li>Record Obligations- SF0</li> <li>Invoice -Implement Competitive Sourcing- PAG</li> <li>Administration- SPB, SF1</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut off.	302-01 302-02 302-03 302-04a,b,c 302-05a 302-07a,b,c 302-08a,b 302-09 302-10 303-01 303-02 303-03 303-04a 303-04b

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> <li>• Manage Accounts Receivable-SF8</li> <li>• Provide Management for Finance-SFM</li> <li>• Support FBMS – FBM</li> <li>• Administrative Support Finance – SF2</li> <li>• Support Accounting Systems – SF3</li> <li>• Implement Activity Based Cost Codes – SZA</li> <li>• Manage Travel Charge Card – SF4</li> <li>• Manage SGL Accounts – SF5</li> <li>• Support CFO/External Reports – SF6</li> <li>• Develop Policies/Procedures for Finance-SF9</li> <li>• Finance A-123 - SFA</li> </ul>		
1C(1)	<del>Other Payroll Administration- Individual Pay Record containing pay data on each employee within BSEE</del>	<b>LONG TERM</b> <del>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 56 years after cut off</del>	GRS 2, 1b
1D	<b>Procurement Services (63)</b> All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole Records generated for the following work elements are also included: <ul style="list-style-type: none"> <li>• Implement Competitive Sourcing- PAG</li> <li>• Provide Procurement Operations and Policy- SPO</li> <li>• Plan and Administer Contracts &amp; Agreements (Coastal Impact Assistance Program)- SPA</li> <li>• Acquisition Information Systems - SPI</li> <li>• Aviation Planning - DAF</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	501-01 501-02 502-01 502-02 502-03a 502-03b 502-03c 502-03d 502-06a 502-06b 502-07 502-08 503-01a(1) 503-01a(2) 503-01b 503-02a(1) 503-02a(2) 503-02b,c,d 503-03a,03b(1), 03b(2)a, 03b(2)b,

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> <li>Procurement/Acquisition COR Training – SPT, SPC</li> <li>Other Procurement Services – S63</li> <li>Alaskan In-house Studies Logistics-ABK</li> <li>Telecommunications Contract</li> </ul>		03c(1),03c(2),03d 503-04 503-05 504-01 504-02 504-03 504-04 504-05 504-10 504-11 504-12 504-13 504-14
1D(1)	<b>Other Procurement Files-</b> Geological and Geophysical Contracting Files maintained by the sponsoring offshore office	<b>LONG TERM</b> <b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off	503-02e
1E	<b>Facilities &amp; Space Management Services (64)</b> All records relating to the overall operation of the Support Services providing a wide range of services, functions including include records generated for the following work elements and functions <ul style="list-style-type: none"> <li>Occupational Health &amp; Safety Management- SX4</li> <li>Provide Facilities Management- SX5</li> <li>Property Management- SX2</li> <li>Maintenance and Support Services- SX6</li> <li>General Support Services – SX7</li> <li>Security Services – SS1</li> <li>Personnel Security – SS2</li> <li>Homeland Security – SS3</li> <li>Printing and publication management – SX3</li> <li>Administering the transportation of goods and materials program for BSEE</li> <li>Providing mail management, shuttle operations, mail and</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	401-01 401-02a-c 401-06 401-07 401-08a-g 401-09 402-01 402-02 402-03 402-04 403-01 403-02 404-01a,b 404-02 404-03a-d 404-04a 404-05 404-06 404-07 404-08 404-09a,b,c 404-10 404-11a-b 40413a,b 404-14 404-15a-b 404-16a-c

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>courier services</p> <ul style="list-style-type: none"> <li>• Shipping and receiving functions</li> <li>• Motor Vehicle Program Management</li> <li>• Provide Physical Security- SS'</li> <li>• Routine Surveillance Tapes</li> </ul>		<p>404-17 405-01 405-02a,b 405-03 406-01a-e 406-03 407-01 407-02a,b 407-03 407-04 407-05 407-06 407-07</p>
1F	<p><b>Information Management and Files (65)</b> All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive of the following work elements and functions.</p> <ul style="list-style-type: none"> <li>• Delivery of Official Public Information- POD</li> <li>• The Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR</li> <li>• The Privacy Act and Privacy Initiatives</li> <li>• Privacy Impact Assessments and Records Management Impact Assessments</li> <li>• Data analysis for privacy and records management classification and impacts</li> <li>• Freedom of Information Act (FOIA) request analysis and non-</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	<p>202-07a1,a2,b 202-08 202-11 202-14a,b 202-17a,b 202-18 703-03b 705-02 705- 16a1,a2a,a2b, a3a,a3b,16b 705-17a,b 705-18 705-19 705-20a1,2a,a2b, a3a,a3b,b 705-21a,b,c 705-22 705-23a,b 705-24 705-25 706-01 706-02</p>



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	reimbursed fulfillment costs - PAE <ul style="list-style-type: none"> <li>• FOIA and Privacy Act Appeals</li> <li>• Section 508 of the Rehabilitation Act of 1973, as Amended</li> <li>• Information Collection, Renewals and Quality Guidelines</li> <li>• Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web</li> <li>• Compliance monitoring and reporting</li> <li>• Awareness and training for privacy, Records Management, FOIA, Section 508, and Web</li> <li>• Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal</li> <li>• Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM)</li> <li>• Records Management (WASC) – SQR</li> </ul>		
<b>1G</b>	<b>Administrative Support Services (66)</b> All records relating to general administrative functions and accumulated by the individual offices on a wide variety of subjects Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements <ul style="list-style-type: none"> <li>• CIAP (A&amp;B) – SCI</li> <li>• Provide General Admin Support – PPC, PEB, SOL, POB</li> <li>• Implement Bureau &amp; DOI initiatives-PAF, PAH</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
IG(1)	<p><b>Administrative Function Files/ Audits and Investigation Files</b>  All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BSEE business process. These records include but are not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action. (AMAR/IQCR/Congressional Committee...)</p>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p>	<p>102-01b,d,e  102-02  103-01a,b  104-01a,b  201-03  201-05a,b  201-07c  201-08d,e,f1,f2  201-09a,b  201-10  202-04a,b  202-05  202-06  202-10  202-12  202-15  202-16a,b  203-01a,b  304-01 a,b  408-01 a,b  505-01 a,b  605-01a,b  608-01 a,b  701-01  701-02 a,b  702-01  702-03b(2)  703-01  703-02a(3),b  704-01  705-01a-c  708-01a,b  802-12a,b</p>
IG(2)	<p><b>Director's General Correspondence Files and Bureau History Files</b>  All records of a central file of the chronological records and outgoing correspondences of the BSEE Director. Surname copy, and files documenting significant BSEE events created, received and maintained during the normal course of business</p>	<p><b>PERMANENT.</b> Cut off at close of FY, or when activity is completed.  <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.  <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records</p>	<p>102-01c  201-07a,b  702-02  702-03a  702-03b(1)  703-02a(1)  703-02a(2)  703-02a(4)  703-03a</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
		Administration 25 years after cut off.	
<b>1H</b>	<b>Planning (67)</b> All working draft and support documents relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions. Includes Emergency Management and COOP Planning- SX1	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	404-12a 404-12b
<b>1I</b>	<b>Provide Central Leadership (68)</b> All records relating to costs of executives, senior executives and immediate offices. These costs include administration and implementation of activity based cost management programs.	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	New Item
<b>1J</b>	<b>Process Litigation for Indian Trust (70)</b> All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to <b>Indian Trust</b> other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements: <ul style="list-style-type: none"> <li>• Perform Indian related alternate dispute resolution activities -</li> </ul>	<b>Temporary:</b> Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 5 years after cut off. Dispose-off 20 years after transfer.	707-04

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>ADR</p> <ul style="list-style-type: none"> <li>• Prepare Indian Appeals Decision Documents</li> <li>• Review case files and pleadings</li> <li>• Perform factual investigations and legal research</li> <li>• Prepare legal documents, testimony and exhibits</li> <li>• Respond to discovery requests</li> <li>• Review judicial orders and decisions</li> <li>• Interior Board of Land Appeals (IBLA)</li> </ul>		
<b>1K</b>	<p><b>Performance and Financial Management Reports (73)</b> All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).</p>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	
<b>1L</b>	<p><b>Process Litigation - Resource Use(74)</b></p> <ul style="list-style-type: none"> <li>• All records relating to the use of resources including records that are generated in the activities of these work elements:</li> <li>• Perform Federal related alternate dispute resolution activities – ADR</li> <li>• Prepare Federal Appeals Decision Documents</li> <li>• Maintain Automated Appeals Docketing System</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled. DELETE/DESTROY 7 years after cut off.	707-01 707-02 707-03 707-05 707-06
<b>1M</b>	<p><b>Employee and Labor Relations (76)</b> All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and</p>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.	604-01a(1),a(2),b, 605-04 605-07 607-01a,b 607-02 a,b,c1c2 607-03

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	<p>performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system.</p> <ul style="list-style-type: none"> <li>• Informal Counsel/ADR/Mediation – SIA</li> <li>• Formal Complaints – SIB</li> <li>• Employee Assistance Program – SIG</li> <li>• Manage Labor Relations - SEL</li> </ul>		<p>607-04 607-05a,b 607-06a,b 607-07a,b 607-08a,b 607-09</p>
1N	<p><b>Civil Rights – External and Internal (77/78)</b> All records relating to costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements.</p> <ul style="list-style-type: none"> <li>• Internal Civil Rights captures all costs to implement 29 C.F.R. 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. EEO Program – SIC, SID</li> <li>• EEO Program Special Projects Funding - SIS</li> <li>• Sexual Harassment – SIE</li> <li>• Civil Rights - SIH</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.</p>	<p>605-03a,b,c,d1,d2,e,f1,f2,f3,f4,g 605-06a-b</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
10	<p><b>Plan IT Investments (80)</b> All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included:</p> <ul style="list-style-type: none"> <li>• Project management and planning related to IT development, development and major enhancement</li> <li>• Life cycle costs analysis and planning</li> <li>• Organizational impacts of IT investment and analysis</li> <li>• Evaluation of software and hardware options and methods</li> <li>• Development and submission of CPIC documents for the preselect and select phases</li> <li>• Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure</li> <li>• Project feasibility determination</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p>	New Item
1P	<p><b>Acquire IT Investments (81)</b> All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> <li>• Finalized reports on cost benefit analysis (CBA/BCA)</li> <li>• Development of software applications and incremental reviews</li> <li>• Testing of user acceptability,</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	New Item

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>functionality and interoperability reports</p> <ul style="list-style-type: none"> <li>• Implementation and testing, training procedures</li> <li>• Installation of hardware/software</li> <li>• Analysis of technical user requirements and logical and physical design reports</li> <li>• Data conversion in to new systems</li> <li>• Acquisition Information Systems - SPI</li> </ul> <p>All other records directly related to acquisition</p>		
1Q	<p><b>Operation, Maintenance, and Management of IT Investments (82)</b>  All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment. These work elements are also included:</p> <ul style="list-style-type: none"> <li>• Operational analysis and network infrastructure</li> <li>• Administrative, technical, telecom support functions</li> <li>• Training of users, administrators</li> </ul> <p>Maintenance and system support service</p> <ul style="list-style-type: none"> <li>• Customer support services, systems and database backups</li> <li>• COTR and contract functions</li> <li>• Upgrades, maintenance, replacement, disposal functions</li> <li>• Project management functions</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>401-03a,b,c,d1,d2,e  401-04a,b  800-02a,b  800-04a,b  800-05  800-06b  800-08  800-09—  800-11  801-01a-c  802-01a,b  802-02  802-03a,b1,b2  802-04a1,a2,b  802-08a,b,c  802-10a,b  802-11a,b,c</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superceded MMS Schedule Items
	<p>directly related to IT</p> <ul style="list-style-type: none"> <li>• Program Source Files</li> <li>• Web and Data Management</li> <li>• Application Development Files</li> </ul>		
<b>1R</b>	<p><b>IT Security (83)</b> All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included:</p> <ul style="list-style-type: none"> <li>• IT security training and awareness</li> <li>• IT security Policies and Procedures</li> <li>• Monitoring and testing</li> <li>• Life cycle cost analysis and planning</li> <li>• Risk and vulnerability assessment</li> <li>• Security controls, authentications</li> <li>• All other records directly tied to IT security</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>802-05a,b 802-06a,b 802-07</p>
<b>1S</b>	<p><b>IT Architecture (84)</b> All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are:</p> <ul style="list-style-type: none"> <li>• Establishment and Operation of IT Architecture</li> <li>• Conducting functions directly related to operation of architecture tools (DEAR, BEAR)</li> <li>• Analysis and maintenance of</li> </ul>	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>201-11 800-01a,b</p>



Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	business processes <ul style="list-style-type: none"> <li>• Data Modeling</li> <li>• Architecture analysis and compliance reports</li> <li>• Creation, maintenance and modernization blueprints of target architectures</li> <li>• All training records</li> <li>• All other records directly related to EA</li> </ul>		
1T	<b>Capital Planning and Project Management (85)</b> All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio management and project management not attributable to individual IT projects or investments. Work elements for activity 85 also include: <ul style="list-style-type: none"> <li>• Management and review submission of BSEE Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget;</li> <li>• Developing the Bureau's IT Portfolio of investments (Exhibit 53);</li> <li>• Policies and Procedures</li> <li>• CPIC and Project Management evaluations and QC reports</li> <li>• Determination of Organizational impacts of CPIC</li> <li>• All other records directly related to Capital Planning and Project Management for IT</li> </ul>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	802-09a,b,c

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
<b>1A Budget Duties (60)</b>	<p>All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements:</p> <ul style="list-style-type: none"> <li>• Perform Budget Duties- POA, PPA, PAA</li> <li>• Provide Budget Support- SB1</li> <li>• Provide General Support Services Budget- SB2, SOB</li> <li>• Budget Formulation &amp; Justification- SB5</li> <li>• Budget Execution &amp; Performance Management- SB6</li> <li>• Perform Budget Management- SB7</li> </ul> <p><b>TEMPORARY:</b> Cut off at the end the fiscal year or when activity is completed. Transfer to FRC 3 years after the cut-off. DELETE/DESTROY/Destroy 7 years after cut off.</p>	201-04	Management Statistical Hourly Report Files	2 yrs NC1-57-84-7-201-04
		202-13	Information Collection Budget Files	7 yrs GRS16 12
		301-01	Budget Development and Admin Files	6 yrs NC1-57-84-7-301-01
		301-02a(1)	Monthly Budget Status Report Files/Magnetic Tapes	Erasure NC1-57-84-7-301-02a(1)
		301-02a(2)	Monthly Budget Report/Paper	Destroy paper when Microfilm has been verified N1-473-88-1-301-02a(2)
		301-02a(3)	All Other Copies	3 yrs GRS5 3b
		301-02b	Other Copies	When superseded N1-473-88-1-302-02b
		301-05	Budget Apportionment Files	2 yrs GRS5 4
		301-06	Budget Background Records	2 yrs GRS5 2
		301-07	Budget Correspondence Files	2 yrs GRS5 1
<b>1B Human Resources (61)</b>	<p>All records relating to developing and implementing policies and procedures and</p>	302-06a	Leave Application Files	Destroy at end of pay period GRS2 6a
		302-06,b		3 yrs GRS2 6b

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New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements:	504-15	<i>Employee Exit Clearance Report</i>	2 yrs GRS23 1
		601-01b	<i>Supervisor's Personnel Files and other copies</i>	1 yr GRS 1 18a
		601-01c	<i>Staffing and Classification Files</i>	2 yrs NC1-57-84-7-601-01c
		601-02	<i>Employee Record Cards</i>	3 yrs GRS1 2b
		601-03	<i>Employee Locator Files</i>	When superseded GRS1 6
	<ul style="list-style-type: none"> <li>Human Resources Actions- PAJ</li> <li>HR Administration Services- SAD, SMT, SOP</li> </ul>	601-04a	<i>Personnel Action Report Files</i>	Destroy paper when Microfilm has been verified N1-473-88-1-601-04a
	<ul style="list-style-type: none"> <li>Quality of Work Life – SEQ</li> <li>Process Positions- SE1</li> <li>Benefits and Benefits Review- SEB</li> <li>Classify Positions- SEC</li> <li>Advise/Train on Ethics- SEE</li> <li>Maintain FPPS Security- SEF</li> <li>Staff Positions- SES</li> <li>Provide Employee Relations- SER</li> <li>Delegating Examining Unit (DEU)</li> <li>Contracts – SAO, SOF, SWR</li> </ul>	601-04b		Erase N1-473-88-1-601-04b
		601-04c		2 yrs GRS1 16
		602-01	<i>OPM Certificates</i>	2 yrs GRS1 5
		602-02b	<i>Pending /unsuccessful application</i>	2 yrs GRS1 33m
		602-04	<i>Merit Promotion Files</i>	2 yrs GRS1 32
		602-05a	<i>Employee Performance File System Records</i>	1 yr GRS1 23a1
		602-05b		When superseded GRS1 23a2
		602-05c(2)		4 yrs GRS1 23a3b
		602-05d		4 yrs GRS1 23a4
		602-05e		4 yrs GRS1 23a5
		602-05f(1)		When superseded GRS1 23b1
		602-05f(2)b		5 yrs GRS1 23b2b
		602-05f(3)		5 yrs GRS1 23b3
		602-05f(4)	<i>Position Description Files</i>	5 yrs GRS1.23b3
		602-07	<i>Incentive Award Program Files</i>	5 yrs GRS1 7a
		602-08	<i>Employee Award Files</i>	3 yrs GRS1 13
		602-10a		2 yrs GRS1 12a1
		602-10b(1)		1 yr GRS1 12b
		602-10b(2)		When no longer N1-473-88-

**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off  
DELETE/DESTROY 7 years after cut off.

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New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
		602-10b(3)		<i>needed</i> 2 yrs 1-602-10b2 N1-473-88- 1-602-10b3
		602-10c		2 yrs GRS1 12c
		602-10d		<i>When superseded</i> GRS1 12d
		602-10e		<i>When no longer</i> needed -
		603-01	Training Authorization Controls	5 yrs GRS29b
		603-02a	Training Record History Files	5 yrs GRS1 29b
		603-02b		<i>Destroy after the</i> information has been converted N1-473-88- 1-603-02b
		603-02c		5 yrs N1-473-88- 1-603-02c
		603-03	Training Reports	3 yrs GRS1 29a2
		603-04	Training Records	5 yrs GRS1 29a2
		605-01	Employee Confidential Files	6 yrs GRS25b
		605-02a	Financial Disclosure Reports	1 yr GRS1 25a1
		605-02b		6 yrs GRS1 25a2
		605-02c	Personal Injury Files	6 yrs GRS1 25 2b2
		605-07	EMF-Temporary short term records	3 yrs GRS1 31
		605-08b	Temporary Help Services Use History Files	1 yr GRS1 21b
		606-01a		6 yrs 3 mos GRS3 3(a)1a
		606-01b		<i>Destroy upon</i> termination GRS3 3a1c
		607-01a	Ethics Program Implementation, Counseling and Development Files	3 yrs GRS25 1a
		607-01b		6 yrs GRS25 1b

Note: 607-01a & b are on the Bucket 1 Schedule  
– Administration under item 1M.

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<b>1B(1)Official Personnel Management</b> All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS1.  <b>FOLLOW GRS1.1</b>		<b>Note: On the Bucket 1 Schedule – Administration items 1B1, 1B(1)a, 1B1b, 1B2, 1B2a, 1B2b are cross off on the Schedule because they are already covered by the GRS.</b>		
<b>1B1(a) Official Personnel Files</b> See Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions (GRS 1.1 a)	601-01a(2) 602-02(a)	<i>Transferred Employees</i> <i>Application for Employment-Successful Applicants</i>	<i>See FPM for transfer to an agency</i>	<i>GRS1 1a</i> <i>GRS1 a and b</i>
<b>1B1(b)Official Personnel Files</b>	601-01a(1)	<i>Separated Employees</i>	65 YRS	<i>GRS1 1b</i>
<b>1B(2)Employee Medical Files</b>  Long-term medical records as defined in 5 CFR Part 293, Sub part E				
<b>1B(2)a Employee Medical Files-Separated Employees</b>	605-08a(2)	<i>Separated Employees</i>	75 yrs	<i>GRS1 21a</i>
<b>1B(2)b Employee Medical Files-Transferred Employees</b>	605-08a(1)	<i>Transferred Employees</i>	See 5CFR part 293 Subpart E for instructions	<i>GRS1 21a(2)</i>
<b>1C Financial Management Operations (62)</b> All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling	302-01 302-02 302-03	<i>Time and Attendance Source Records</i> <i>Time and Attendance Input Records</i> <i>Pay Differential Approval &amp; Authorization Files</i>	6 yrs 6 yrs 3 yrs	<i>GRS2 7</i> <i>GRS2 8</i> <i>N1-473-88-1-302-03</i>

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here: <ul style="list-style-type: none"> <li>• Payroll Administration- SEP</li> <li>• Record Obligations- SF0</li> <li>• Invoice -Implement Competitive Sourcing- PAG</li> <li>• Administration- SPB, SF1</li> <li>• Manage Accounts Receivable- SF8</li> <li>• Provide Management for Finance- SFM</li> <li>• Support FBMS – FBM</li> <li>• Administrative Support Finance – SF2</li> <li>• Support Accounting Systems – SF3</li> <li>• Implement Activity Based Cost Codes – SZA</li> <li>• Manage Travel Charge Card – SF4</li> <li>• Manage SGL Accounts – SF5</li> <li>• Support CFO/External Reports – SF6</li> <li>• Develop Policies/Procedures for Finance – SF9</li> <li>• Finance A-123 – SFA</li> </ul>	302-04a	<i>Payroll System Report Files</i>	2 yrs	GRS2 22a
	302-04b		2 yrs	GRS2 22b
	302-04c		3 yrs	GRS2 22c
	302-05a	<i>Individual Employee Pay Record</i>	Update	GRS2 1a
	302-07a	<i>Savings Bond Purchase Files</i>	When superseded	GRS2.14a
	302-07b		4 mos	GRS2 14b
	302-07c		4 mos	GRS2 14c
	302-08a	<i>Combined Federal Campaign &amp; other Allotment Authorizations</i>	3 yrs	GRS2 15a
	302-08b		3 yrs	GRS2 15b
	302-09	<i>Thrift Savings Plan election Form</i>	When superseded	GRS2 16
	302-10	<i>Direct Deposit Signup Form</i>	When Superseded	GRS2.17
	303-01	<i>Expenditure Files General Correspondence &amp; Subject Files</i>	2 yrs	GRS7.1
	303-02	<i>General Accounting Ledgers</i>	6yrs 3 mo	GRS7 2
	303-03	<i>Appropriation Allotment Files</i>	6yrs 3mo	GRS7.3
	303-04a	<i>Accountable Officers Files-Finance</i>	6 yrs 3 mo	GRS6 1a
	303-04b	<i>Accountable Officers Files-Other</i>	2 yrs	NC1-57-84-7-303-04b
<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off				

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	DELETE/DESTROY 7 years after cut off.			
1C (1)	Other Payroll Administration – Individual Pay Record containing pay data on each employee within BSEE	302-05b	Individual Employee Pay Record	56 yrs GRS2 1b
	LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 56years after cut off			
1D	Procurement Services (63) All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole. Records generated for the following work elements are also included:	501-01	Vendor Reference Materials	When superseded NC1-57-84-7-501-01
	<ul style="list-style-type: none"> <li>Implement Competitive Sourcing- PAG</li> <li>Provide Procurement Operations and Policy- SPO</li> <li>Plan and Administer Contracts &amp; Agreements (Coastal Impact Assistance Program)- SPA</li> <li>Acquisition Information Systems - SPI</li> </ul>	501-02	Equip Tech Manuals, Operating Inst.	When superseded NC1-57-84-7-501-02
		502-01	Purchase Transaction Finding Aids	Destroy or delete with the related records GRS23 9
		502-02	Purchase Transaction Index Files	Destroy upon termination GRS3 3c
		502-03a	Purchase Order/Requisitions –After 7/3/95	6 yrs 3 mos GRS3 3a1a
		502-03b	Purchase Order/Requisitions-Before 7/3/95	3 yrs GRS3 3a1b
		502-03c	Copies	2 yrs NC1-57-84-7-502-03c
		502-03d	ADP equipment Approvals	3 yrs GRS3 9b
		502-06a	Recurring Invoice Accountable Officers'	6 yrs 3 mo GRS6.1a
		502-06b	Recurring Service Invoice Files/Other	2 yrs NC1-57-84-7-502-06b

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New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
<ul style="list-style-type: none"> <li>Aviation Planning - DAF</li> <li>Procurement/Acquisition COR Training – SPT, SPC</li> <li>Other Procurement Services – S63</li> <li>Alaskan In-house Studies Logistics-ABK</li> <li>Telecommunications Contract</li> </ul> <p>Note: These description are on the Bucket 1 Administration Schedule.</p> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>		502-07	<i>Receiving Report Certification</i>	<i>Destroy upon termination</i> GRS3 3c
		502-08	<i>Real property Files</i>	<i>10 yrs</i> GRS3 1a
		503-01a(1)	<i>Transaction &gt; 25,000</i>	<i>6 yrs 3 mos</i> GRS3 3a1a
		503-01a(2)	<i>Transaction &lt; 25,000</i>	<i>3 yrs</i> GRS3 3a1b
		503-01b	<i>Other Copies</i>	<i>When no longer needed</i> NC1-57-84-7-503-01b
		503-02a(1)	<i>Contract/Grant Monitoring Files &lt; 25,000</i>	<i>6 yrs 3 mos</i> GRS3 3a1a
		503-02a(2)	<i>Transactions without dollar amount</i>	<i>3 yrs</i> GRS3 3a1b
		503-02b,c,d	<i>Contracting Officer/Related /Other copies</i>	<i>Destroy upon termination</i> GRS3 3c
		503-03a	<i>Solicited and Unsolicited Bids</i>	<i>Destroy with related contract case files</i> GRS3 5a
		503-03b(1)		<i>1 yr</i> GRS3 5b1
		503-03b(2)a		<i>Destroy with related contract case files</i> GRS3 5b2a
		503-03b(2)b		<i>Destroy with related contract case files</i> GRS3 5b2b
		503-03c(1)		<i>5 yrs</i> GRS3 5c1
		503-03c(2)		<i>Return to bidder</i> GRS3 5c2
		503-03d		<i>When superseded</i> GRS3 5d
		503-04	<i>Unsuccessful Grant Application files</i>	<i>3 yrs</i> GRS3 13
		503-05	<i>Grant Admin Files</i>	<i>2 yrs</i> GRS3 14
		504-01	<i>Supply &amp; Property FEDSTRIP Requisition Files</i>	<i>3 yrs</i> GRS3 8a
		504-02	<i>Publication or Forms Requisition Files</i>	<i>Destroy upon termination</i> GRS3 3c



<b>N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK</b>				
<b>New Schedule</b>		<b>Former Schedule</b>		
<b>Sub-Bucket Description &amp; Retention</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
	504-03	<i>Receiving Reports</i>	2 yrs	GRS3 4a
	504-04	<i>Supply Room Requests</i>	2 yrs	GRS3 8a
	504-05	<i>Publication or Forms Inventory Lists</i>	2 yrs	GRS3 9a
		<i>Accountability Files</i>		
	504-10	<i>Excess Personal Property Files</i>	3 yrs	GRS18 15a
	504-11	<i>Personal Property Accountability Number</i>	3 yrs	GRS4 2
	504-12	<i>Files</i>	2 yrs	GRS23 1
		<i>Survey Board Reports</i>		
	504-13	<i>Property Management ADP Files</i>	2 yrs	GRS18 15b
	504-14		2 yrs	GRS23.1
<b>1D(1) Other Procurement Files-</b> Geological and Geophysical Contracting Files maintained by the sponsoring offshore office  <b>LONG TERM TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off	503-02e	<i>Geological and Geophysical Contracting Files</i>	35 yrs	N1-473-88-1-503-02e
<b>1E Facilities &amp; Space Management Services (64)</b> All records relating to the overall operation of the Support Services providing a wide range of services, functions including records generated for the following work elements and functions <ul style="list-style-type: none"> <li>Occupational Health &amp; Safety</li> </ul>	401-01 401-02a 401-02b 401-02c  401-06	<i>Communication Files/Directory Files</i> <i>Post Office and Private Mail Records</i>  <i>Credentials Files-Receipts, Indexes</i>	2 mos 1 yr 1 yr 1 yr  Destroy after listed credentials	GRS11.3 GRS12 5a GRS12 5b GRS12 5c  GRS11 4b

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New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	Management- SX4			<i>are accounted for</i>
•	Provide Facilities Management- SX5	401-07	<i>Metered Mail Files</i>	6 yrs GRS12 7
•	Property Management- SX2	401-08a	<i>Mail and Delivery service Control Files</i>	1 yr GRS12 6a
•	Maintenance and Support Services- SX6	401-08b		6 mos GRS12 6b
•	General Support Services – SX7	401-08c		6 mos GRS12 6c
•	Security Services – SS1	401-08d		1 yr GRS12 6d
•	Personnel Security – SS2	401-08e		1 yr GRS12 6e
•	Homeland Security – SS3	401-08f		6 mos GRS12 6f
•	Printing and Publication Management – SX3	401-08g		1 yr GRS12 6g
•	Administering the transportation of goods and materials program for BSEE	401-09	<i>Postal Irregularities File</i>	3 yrs GRS12 8
•	Providing Mail Management, Shuttle Operations, Mail and Courier Services	402-01	<i>Printing-Project Files</i>	1 yr GRS13 2a
•	Shipping and Receiving Functions	402-02	<i>Mailing Lists</i>	3 mos GRS13 4a
•	Motor Vehicle Program Management	402-03	<i>Internal Management Files</i>	2 yrs GRS13 6
•	Provide Physical Security- SS!	402-04	<i>Joint Committee on Printing Files</i>	3 yrs GRS13 5a
•	Routine Surveillance Tapes	403-01	<i>BSEE Space Files</i>	2yrs GRS11.2a
		403-02	<i>Space and Maintenance Correspondences</i>	2 yrs GRS11 1
		404-01a	<i>Security-Visitor Control Files</i>	2 yrs GRS18 17a
		404-01b		5 yrs GRS18 17b
		404-02	<i>Credential Files</i>	2 yrs GRS11 4a
		404-03a		2yrs GRS18 1
		404-03b	<i>Classified Document Files</i>	3 mos GRS18 2
		404-03c		2 yrs GRS18 4
		404-03d		2 yrs GRS18-3
		404-04a	<i>Security and Protective Service Files</i>	2 yrs GRS18 8
		404-04b	<i>Facilities Security Plans</i>	2 yrs N1-473-88-
				When superseded 1-404-04b
				GRS18.9
				GRS18 10
				GRS18.11
				GRS18 21
		404-05	<i>Survey and Inspection Files/Govt</i>	3 yrs

**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off  
DELETE/DESTROY 7 years after cut off.

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule			
Sub-Bucket	Description & Retention	Series No.	Title	Retention	NARA Authority
		404-06	Survey and Inspection Files/Pvt	4 yrs	GRS18 22a GRS18 22b
		404-07	Investigative Files	2 yrs	
		404-08	Security Clearance Admin Files	2 yrs	
		404-09a	Personnel Security Clearance (a)??	5 yrs	GRS18 22c
		404-09b		Destroy accordance with the investigating agency instructions	GRS18 23 GRS18 24a GRS18 24b GRS18 5a GRS18 5b
		404-09c		Destroy with related case file	GRS18 12
		404-10	Personnel Security Clearance Status	When superseded	GRS18 16a GRS18 16b
		404-11a	Security Violations/Serious	5 yrs	GRS18 14a
		404-11b	Security Violations/Other	2 yrs	GRS18 14b
		404-13a	Top Secret Files/Registers/Docs	5 yrs	GRS18 14c
		404-13b	Forms Accompanying Documents	Destroy when related document is downgraded	GRS18.7 GRS9 4a GRS9 3a NC1-57-84-
		404-14	Property Pass Files	3 mos	7-405-02b GRS9 4b
		404-15a	Key Accountability Files/Max Security Areas	3 yrs	GRS9 1a GRS9 1b

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
		404-15b	Other Areas	6 mos GRS9 1c GRS9 1d
		404-16a	Security Incidence Reports	3 yrs
		404-16b		2 yrs GRS9 1e GRS9 2
		404-16c		1 yr GRS10 1 GRS10.2a
		404-17	Classified Document Container Files	When superseded GRS10 2b
		405-01	General Travel and Transportation Files	2 yrs GRS10 5 GRS10.1
		405-02a	Travel Reimbursement Files	6 yrs GRS10 6 GRS10.4
		405-02b		2 yrs GRS10 7
		405-03	Accountability Records	1 yr
		406-01a	Commercial Freight and Passenger Files- Original Vouchers	6 yrs
		406-01b	Freight-Payment Records	10 yrs
		406-01c	Issuing Office Copies	6 yrs
		406-01d	Obligation Copy of Commercial..	Destroy when funds are obligated
		406-01e	Unused Ticker Redemption Forms	3 yrs

<b>N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK</b>				
<b>New Schedule</b>		<b>Former Schedule</b>		
<b>Sub-Bucket Description &amp; Retention</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
	406-03	<i>Lost or Damaged Shipment Files</i>	6 yrs	
	407-01	<i>Motor Vehicle Correspondence Files</i>	2 yrs	
	407-02a	<i>Motor Vehicle Operating Files</i>	<del>1 yr</del> 3 mos	
	407-02b		1 yr	
	407-03	<i>Motor Vehicle Accident Files</i>	6 yrs	
	407-04	<i>Motor Vehicle Correspondence Files</i>	2 yrs	
	407-05	<i>Motor Vehicle Release Files</i>	4 yrs	
	407-06	<i>Motor Vehicle Report Files</i>	3 yrs	
	407-07	<i>Motor Vehicle Operator Files</i>	3 yrs	
<b>1F Information Management and Files (65)</b> All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive	202-07a1	<i>Records Disposition Lists</i>	2 yrs	GRS16 2a1
	202-07a2		6 yrs	GRS16 2a2
	202-07b		2 yrs	GRS16.2b
	202-08	<i>Files Inventory and Disposition Plans</i>	3 yrs	N1-473-88-1-202-08
	202-11		6 yrs	GRS16 7
	202-14a	<i>Microform Management</i>	1 yr	GRS16 10a
	202-14b	<i>Microform Inspection Records</i>	2 yrs	GRS16 10b
			3 yrs	
			1 yr	GRS16.4a

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
of the following work elements and functions:	<ul style="list-style-type: none"> <li>• Delivery of Official Public Information-POD</li> <li>• The Federal Records Act and Records Management Initiatives; Forms /Reports; Library/Information Services - PAR</li> <li>• The Privacy Act and Privacy Initiatives</li> <li>• Privacy Impact Assessments and Records Management Impact Assessments</li> <li>• Data analysis for privacy and records management classification and impacts</li> <li>• Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs - PAE</li> <li>• FOIA and Privacy Act Appeals</li> <li>• Section 508 of the Rehabilitation Act of 1973, as Amended</li> <li>• Information Collection, Renewals and Quality Guidelines</li> <li>• Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web</li> <li>• Compliance monitoring and reporting</li> <li>• Awareness and training for privacy, Records Management, FOIA, Section 508, and Web</li> <li>• Operational Data Administration including maintenance, storage,</li> </ul>	202-17a	Records Holding Files	6 yrs GRS16 4b
		202-17b		1 yr GRS16 7
		202-18	Records Management Files	2 yrs GRS21 1
		703-03b	Photograph Files	2 yrs GRS14 15
		705-02	Cope Fee Collection Register	2 yrs GRS14 11a1
		705-16a1	FOIA Files	6 yrs GRS14 11a2
		705-16a2a		6 yrs a
		705-16a2b		- GRS14.11a2
		705-16a3a		6 yrs b
		705-16a3b		- GRS14 11a3
		705-16b		- a
		705-17a	FOIA Appeal Files	2 yrs GRS14 11a3
		705-17b		2 yrs b
		705-18	FOIA Report Files	2 yrs GRS14 11b
		705-19	FOIA Admin Files	2 yrs GRS14 12a
		705-20a1	Privacy Act Request Files	Destroy as GRS14 12b
		705-20a2a		authorized under GRS14 14
		705-20a2b		item 705-21 GRS14 15
				5 yrs GRS14 21a1
				Destroy as GRS14 21a2
				authorized under a
				item 705-21 GRS14.21a2
				- b
				4 yrs
		705-20b		4 yrs GRS14 21a3
				3 yrs a
		705-21a	Privacy Act amendment Files	5 yrs GRS14 21a3
		705-21b		5 yrs b

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	<p>information dissemination, use, control and disposal</p> <ul style="list-style-type: none"> <li>Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM)</li> <li>Records Management (WASC) – SQR</li> </ul> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>705-21c</p> <p>705-22</p> <p>705-23a</p> <p>705-23b</p> <p>705-24</p> <p>705-25</p> <p>706-01</p> <p>706-02</p>	<p><i>Privacy Act Accounting Files</i></p> <p><i>Privacy Act Control Files</i></p> <p><i>Privacy Act Report Files</i></p> <p><i>Privacy Act Admin Files</i></p> <p><i>Technical Publication Controls\Technical</i></p> <p><i>Publication Background Files</i></p>	<p>5 yrs</p> <p>2 yrs</p> <p>2 yrs</p> <p>1 yr</p> <p>6 mos</p> <p>GRS14 21b</p> <p>GRS14 22a</p> <p>GRS14 22b</p> <p>GRS14 22c</p> <p>GRS14.23</p> <p>GRS14 24a</p> <p>GRS14 24b</p> <p>GRS14 25</p> <p>GRS14 26</p> <p>NC1-57-84-706-01</p> <p>NC1-57-84-7-706-02</p>
<b>1G</b>	<p><b>Administrative Support Services (66)</b></p> <p>All records relating to general administrative functions and accumulated by the individual offices on a wide variety of subjects.</p>		Note: No crosswalk items for item 1G.	

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>. Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements:</p> <ul style="list-style-type: none"> <li>• CIAP (A&amp;B) – SCI</li> <li>• Provide General Admin Support – PPC, PEB, SOL, POB</li> <li>• Implement Bureau &amp; DOI initiatives- PAF, PAH</li> </ul> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>				
<p><b>1G(1) Administrative Function Files/ Audits and Investigation Files</b> All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BSEE business process. These records include but are</p>	102-01b	<i>Administrative Functions</i>	6 yrs	NC1-57-84-7-102-01
	102-01d	<i>Director's Chron Files</i>	5 yrs	N1-473-88-1-102-01d
	102-01e	<i>Other Copies</i>	2 yrs	N1-473-88-1-102-01e
	102-02	<i>Office Administrative Files</i>	2 yrs	GRS23 1
	103-01a	<i>Schedule of Daily Activities-High Level</i>	20 yrs	N1-473-88-1-103-01a  GRS23 5b



# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action. (AMAR/IQCR/Congressional Committee...)</p> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p> <p>Note: Copied over the retention from the Bucket 1 Administration Schedule.</p>	103-01b	<i>Schedule of Daily Activities-Low Level</i>	<i>When no longer needed 180 days Destroy/Delete</i>	GRS23 10a N1-473-88-1 GRS23 10b
	104-01a	<i>Electronic Mail and Word Processing Copies</i>	3 yrs	NC1-57-84-7-201-03
	104-01b	<i>Other Copies</i>	3 yrs	NC1-57-84-7-201-05a
			10 yrs	NC1-57-84-7-201-05b
	201-03	<i>Management Survey Background Files</i>	2 yrs	N1-473-88-1-201-07c
	201-05a	<i>Management Information Report Files/Weekly</i>	<i>Destroy after next review cycle</i>	GRS16 14d
	201-05b	<i>Management Information Report Files/Annual</i>	1 yr 5 yrs	GRS16 14e GRS16 14f1 GRS16 14f2
	201-07c	<i>Organizational Files-Other Copies</i>	1 yr	GRS16.1a GRS16.1b
	201-08d	<i>Management Control Records-Annual</i>	<i>When superseded Destroy when issuance is destroyed</i>	GRS16 5 GRS16 3a GRS16 3b
	201-08e	<i>Tracking Files</i>	1 yr 5 yrs	GRS16 6
	201-08f(1)	<i>Review Files/Office with Responsibility</i>	<i>When superseded 2 yrs</i>	GRS16.5 GRS16 1a

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	201-08f(2)	Review Files Copies	1 yr	N1-473-88-1-202-12
	201-09a	Administrative Issuances-Notices	When superseded	GRS16 14
	201-09b	Administrative Issuances-Case Files		GRS16 13a
			1 yr	GRS16 13b
				GRS16 15a
				GRS16 15b
	201-10	Project Control Files	7 yrs	GRS6 12a
			1 yr	GRS6 12b
	202-04a	Forms Files-Record Copy		GRS12 9a
			2 yrs	GRS12 9b
	202-04b	Background Materials		
			180 days	GRS3 18a
	202-05	Reports Control Files		
			Destroy/Delete	GRS3 18b
	202-06	Project Control Files		-
			180 days	
	202-10	Bulletin and Numbered Memorandums		-
			Destroy/Delete	GRS1 43a
	202-12	Memorandum of Understanding Files	180 days	
				GRS/1/43b
			Destroy/Delete	NC1-57-84-7-701-01
	202-15	IRM Triennial Reports	180 days	NC1-57-84-7-701-02a
	202-16a	Federal Register Notices	Destroy/Delete	NC1-57-84-7-701-02b
			180 days	
	202-16b	Semiannual Regulatory Agenda		GRS14 3
			Destroy/Delete	N1-473-91-
	203-01a	Electronic Mail and Word Processing	180 days	

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule			
Sub-Bucket	Description & Retention	Series No.	Title	Retention	NARA Authority
Note; Item 605-01is on the Bucket 1 – Administration Schedule added these items to the Crosswalk Spreadsheet.			<i>Files/Other Copies</i>	<i>Destroy/Delete</i> <i>10 yrs</i>	<i>1-702-03b2</i> <i>GRS21 6</i>
		<i>203-01b</i>	<i>Other Copies</i>	<i>5 yrs</i>	<i>NC1-57-84-</i> <i>1-703-02a3</i>
		<i>304-01a</i>	<i>Electronic Mail and Word Processing Files/Other Copies</i>	<i>2 yrs</i>	<i>N1-473-88-</i> <i>1-703-02b</i>
		<i>304-01b</i>		<i>3 mos</i>	<i>GRS23 9</i>
		<i>408-01a</i>	<i>Electronic Mail and Word Processing Files/Other Copies</i>	<i>2 yrs</i>	
		<i>408-01b</i>		<i>1 yr</i>	<i>N1-473-88-</i> <i>1-705-01a</i>
				<i>5 yrs</i>	<i>N1-473-88-</i> <i>1-705-01b</i>
		<i>505-01a</i>	<i>Electronic Mail and Word Processing Files Other Copies</i>	<i>1 yr</i>	<i>N1-473-88-</i> <i>1-705-01c</i>
		<i>505-01b</i>			-
		<i>605-01a</i>	<i>Electronic Mail and Word Processing Files Other Copies</i>	<i>Destroy/Delete</i> <i>When superseded</i>	-
		<i>605-01b</i>			-
		<i>608-01a</i>	<i>Electronic Mail and Word Processing Files/Other Copies</i>	<i>When has been</i> <i>verified</i>	-
		<i>608-01b</i>		<i>When superseded</i>	-
		<i>701-01</i>	<i>Congressional Committee Investigation Hearing Files</i>	<i>180 days</i>	
		<i>701-02a</i>	<i>Legislative Programs/BSEE Program</i>	<i>Destroy/Delete</i>	
		<i>701-02b</i>			
		<i>702-01</i>	<i>Informational Publication Files/Press Service</i>	<i>180 days</i>	
		<i>702-03b(2)</i>	<i>PR Files-Other Copies</i>	<i>Destroy/Delete</i>	

<b>N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK</b>				
<b>New Schedule</b>		<b>Former Schedule</b>		
<b>Sub-Bucket Description &amp; Retention</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
	703-01 703-02a(3)	<i>Visuals, Exhibits, Graphic Files Duplicate Recordings</i>		
	703-02b	<i>Films from outside sources</i>		
	704-01	<i>Library Catalog Cards and Finding Aids</i>		
	705-01a	<i>Public Information Offices Records</i>		
	705-01b			
	705-01c			
	708-01a	<i>Electronic Mail and Word Processing Files/Other Copies</i>		
	708-01b			
	802-12a			
	802-12b	<i>Electronic Mail and Word Processing Files/Other Copies</i>		
<b>IG(2)-Director's General Correspondence/Bureau History Files:</b> All records of a central file of the chronological records and outgoing correspondences of the	102-1c	<i>Director's General Files</i>	<i>Permanent</i>	<i>N1-57-84-7- 102-01c</i>
	201-07a	<i>Organizational Files</i>	<i>Permanent</i>	<i>NC1-57-84-7 201-07a</i>
	201-07b		<i>Permanent</i>	<i>NC1-57-84-</i>

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>BSEE Director. Surname copy, and files documenting significant BSEE events created, received and maintained during the normal course of business</p> <p><b>PERMANENT.</b> Cut off at close of FY, or when activity is completed. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Retain on-site or at the FRC. Transfer legal ownership to NARA 25 years after cutoff.</p>	702-02	<i>Informational Publication Master Files</i>	<i>Permanent</i>	7-201-07b NC1-57-84-7
	702-03a	<i>PR Files-Speeches, Addresses and Comments</i>	<i>Permanent</i>	702-02 NC1-57-84-7
	702-03b(1)	<i>PR-News Releases-Public Affairs</i>	<i>Permanent</i>	702-03 NC1-57-84-7
	703-02a(1)	<i>Video Recordings</i>	<i>Permanent</i>	702-03b1 NC1-57-84-7
	703-02a(2)	<i>Motion Picture Films</i>	<i>Permanent</i>	703-02a1 NC1-57-84-7
	703-02a(4)	<i>Finding Aids &amp; Production Documentation</i>	<i>Permanent</i>	703-02a2 NC1-57-84-7
	703-03a	<i>Photographs of MMS Officials</i>	<i>Permanent</i>	703-02a4 NC1-57-84-7 703-03a
<p><b>1H Planning (67)</b></p> <p>All records relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions.</p> <ul style="list-style-type: none"> <li>Emergency Management and COOP Planning- SX1</li> </ul>	404-12a	<i>Emergency Planning Records-Correspondence Files Relating to Admin and Ops</i>	2 yrs	GRS18 26
	404-12b	<i>Continuity of Operation Plan (COOP)(ADP)</i>	<i>When superseded</i>	N1-473-88-1-404-12b

N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><i>Note Description is different from the Bucket 1-Administration Schedule I copied over Description from the Schedule to the crosswalk spreadsheet</i></p> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>				
<p><b>1I Provide Central Leadership (68)</b> All records relating to costs of executives, senior executives and immediate offices. These costs include administration and implementation of activity based cost management programs.</p> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p>				New item
<p><b>1J Process Litigation for Indian Trust (70)</b> All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to</p>	707-04	Interior Board of Land Appeals	Permanent	NC1-57-84-7-707-04

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><b>Indian Trust</b> other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements:</p> <ul style="list-style-type: none"> <li>• Perform Indian related alternate dispute resolution activities - ADR</li> <li>• Prepare Indian Appeals Decision Documents</li> <li>• Review case files and pleadings</li> <li>• Perform factual investigations and legal research</li> <li>• Prepare legal documents, testimony and exhibits</li> <li>• Respond to discovery requests</li> <li>• Review judicial orders and decisions</li> <li>• Interior Board of Land Appeals (IBLA)</li> </ul> <p><b>PERMANENT:</b> Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued.</p> <p><u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cot</p>				

<b>N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK</b>				
<b>New Schedule</b>		<b>Former Schedule</b>		
<b>Sub-Bucket Description &amp; Retention</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
off. Transfer to NARA when 20 years old				
<b>1K Performance and Financial Management Reports (73)</b> All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).  <b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.		Note: No crosswalk items for item 1K.		
<b>1L Non-Indian Process Litigation for Resource Use(74)</b> All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation involving oil, gas, geothermal and non-energy mineral leasing, regulating resource use, hydropower licensing, appeals of enforcement actions, citizens' complaints and <b>related issues of litigation other than Indian Trust.</b> <i>Federal Records Signed by the Assistant</i>	707-01  707-02  707-03  707-05  707-06	<i>BSEE Appeals Files</i>  <i>Waiver/Departure Requests</i>  <i>Mineral Leasing Claims/Federal</i>  <i>Hearing Files</i>  <i>Fishermen's Fund</i>	10 yrs  2 yrs  10 yrs  25 yrs  5 yrs	NC1-57-84-7-707-01 NC1-57-84-7-707-02 NC1-57-84-7-707-03 NC1-57-84-7-707-05 N1-473-88-1-707-06



# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><i>Secretary of BLM are also included under this Bucket.</i></p> <ul style="list-style-type: none"> <li>• All records relating to the use of resources including records that are generated in the activities of these work elements:</li> <li>• Perform Federal related alternate dispute resolution activities – ADR</li> <li>• Prepare Federal Appeals Decision Documents</li> <li>• Maintain Automated Appeals Docketing System</li> </ul> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled. DELETE/DESTROY 7 years after cut off.</p>		<p>Note: Copy the description and the retention over from the Bucket 1 Administration Schedule.</p>		
<p><i>1L(2) Process Litigation-</i></p> <p><b>PERMANENT:</b> Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 3 years after cut-off.</p> <p>Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department</p>	707-04	<p><i>Interior Board of Land Appeals (IBLA)</i></p> <p><i>Note: This item was on the Crosswalk spreadsheet. I think this can be deleted from the schedule and the crosswalk. See item 1J on the Bucket 1 Administration Schedule.</i></p>	<i>Permanent</i>	<i>NC1-57-84-7-707-04</i>

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
of the Interior and the National Archives and Records				
<b>1M Employee and Labor Relations (76)</b>		604-01a1	Labor Management Relations Files	5 yrs GRS1 28a1
		604-01a2		When superseded GRS1 28a2
All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system. <ul style="list-style-type: none"> <li>• Informal Counsel/ADR/Mediation – SIA</li> <li>• Formal Complaints – SIB</li> <li>• Employee Assistance Program – SIG</li> <li>• Manage Labor Relations - SEL</li> </ul>		604-01b		5 yrs GRS1 28b
		605-04	Personnel Counseling Records	3 yrs GRS1 26a
		605-07	Personal Injury Files	3 yrs GRS1 31
		607-01a	Ethics Program/Attendance Files/Others	3yrs GRS25 1a
		607-01b		6 yrs GRS25 1b
		607-02a	Financial Disclosure Report Files	6 yrs GRS25 2a2
		607-02b		6 yrs GRS25 2b2
		607-02c1		1 yr GRS25 2c1
		607-02c2		6 yrs GRS25 2c2
		607-03	Ethics Agreement Files	6 yrs GRS25 3
		607-04	Notification of Violation of Criminal Conflict of Interest Files	6 yrs GRS25 4
		607-05a	Non-Federally Funded Travel Files Ethics	3yrs GRS25 5a
		607-05b		1 yr GRS25 5b
		607-06a	Ethics Program Review Files	6 yrs GRS25 6a
		607-06b		1 yr GRS25 6b
		607-07a	Ethics Questionnaires/Other Files	3 yrs GRS25 7a
		607-07b		1 yr GRS25 7b
		607-08a	Ethics program training Files	6 yrs GRS25 8a
		607-08b		6 yrs GRS25 8b
		607-09	Ethics Program Procedures	6 yrs GRS25 9
<i>Note: Description is different from the Bucket 1-Administration Schedule I copied the Description Schedule to the crosswalk spreadsheet</i>				
<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off <b>DELETE/DESTROY</b> 25 years after cut off.				

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule			
Sub-Bucket	Description & Retention	Series No.	Title	Retention	NARA Authority
1N	<b>Civil Rights – External and Internal (77/78)</b> All records related to all costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes settlement agreements.  Internal Civil Rights captures all costs to implement 29 C.F.R. 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements. <ul style="list-style-type: none"><li>EEO Program – SIC, SID</li><li>EEO Program Special Projects Funding - SIS</li><li>Sexual Harassment – SIE</li><li>Civil Rights - SIH</li></ul>	605-03a 605-03b 605-03c 605-03d(1) 605-03d2 605-03e 605-03f(1) 605-03f(2) 605-03f(3) 605-03f(4) 605-03g  605-06a- 605-06b	Equal Employment Opportunity Files   <		

## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	<b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.			
<b>10</b>	<b>Plan IT Investments (80)</b> All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included: <ul style="list-style-type: none"> <li>• Project management and planning related to IT development, development and major enhancement</li> <li>• Life cycle costs analysis and planning</li> <li>• Organizational impacts of IT investment and analysis</li> <li>• Evaluation of software and hardware options and methods</li> <li>• Development and submission of CPIC documents for the preselect and select phases</li> <li>• Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure</li> </ul>		<i>Note No crosswalk items for item 10.</i>	

N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<ul style="list-style-type: none"> <li>Project feasibility determination</li> </ul> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p>				
<p><b>1P Acquire IT Investments (81)</b> All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> <li>Finalized reports on cost benefit analysis (CBA/BCA)</li> <li>Development of software applications and incremental reviews</li> <li>Testing of user acceptability, functionality and interoperability reports</li> <li>Implementation and testing, training procedures</li> <li>Installation of hardware/software</li> <li>Analysis of technical user requirements</li> </ul>		<i>Note. No crosswalk items for item 1P.</i>		

N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<ul style="list-style-type: none"> <li>and logical and physical design reports</li> <li>Data conversion in to new systems</li> <li>Acquisition Information Systems - SPI</li> </ul> <p>All other records directly related to acquisition</p> <p><b>TEMPORARY:</b> Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>				
<p><b>1Q Operation, Maintenance, and Management of IT Investments (82) -IAM</b></p> <p>All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.</p>	401 03a	<i>Communication Correspondence, Reports and Reference Files</i>	2 yrs	GRS12 2a
	401-03b		3 yrs	GRS12 2b
	401-03c		1 yr	GRS12 2c
	401-03d(1)		1 yr	GRS12 2d1
	401-03d(2)		3 yrs	GRS12.2d2
	401-03e	<i>Telecommunications Operational Files</i>	2 yrs	GRS12 2e
	401-04a		6 mos	GRS12 3a
	401-04b		2 yrs	GRS12 3b
	800-02a	<i>System Documentation Files</i>	Destroy when related data have been destroyed	N1-473-88-1-800-02a
	800-02b		10 yrs	N1-473-88-1-800-02b
	800-04a		1 yr	NC1-57-84-7
	800-04b	<i>Source Documents</i>	Return to user	800-04a NC1-57-84-

# N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
<p>These work elements are also included:</p> <ul style="list-style-type: none"> <li>Operational analysis and network infrastructure</li> <li>Administrative, technical, telecom support functions</li> <li>Training of users, administrators</li> </ul> <p>Maintenance and system support service</p> <ul style="list-style-type: none"> <li>Customer support services, systems and database backups</li> <li>COTR and contract functions</li> <li>Upgrades, maintenance, replacement, disposal functions</li> <li>Project management functions directly related to IT</li> <li>Program Source Files</li> <li>Web and Data Management</li> <li>Application Development Files</li> </ul> <p><b>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off</b>  <b>DELETE/DESTROY 7 years after cut off</b></p>		800-05	Error/Edit Listing Files	7-800-04b Destroy after corrections NC1-57-84-7
		800-06b	ADP Source Program Files	800-05 Destroy individual listing NC1-57-84-7
		800-08	Raw Data Magnetic Tapes	Erase NC1-57-84-7
		800-09	Print and Plotter Tapes	Erase 800-08 NC1-57-84-7
		800-11	Data Processing Control Records	1 yr 800-09 NC1-57-84-7
		801-01a	Creation, Use and Maintenance Files	Destroy/Delete Delete after information has been transferred GRS20 1a
		801-01b		
		801-01c	Oversight and Compliance Files	Destroy/Delete GRS20 1c
		802-01a		
		802-01b	IT Facility Site Management, Equipment	5 yrs GRS24 1a
		802-02		
		802-03a	IT Asset and Configuration Management	3 yrs GRS24 1b
		802-03b1		
		802-03b2	System Backup and Tape Library Records	3 yrs GRS24 2
		802-04a(1)		
		802-04a(2)	IT Operation Records	1 yr GRS24 3a
		802-04b		
		802-08a	IT Customer Service Files	1 yr GRS24 3b1
		802-08b		
		802-08c		3 yrs GRS24 3b2
		802-10a		
		802-10b		1 yr GRS24 4a1
				1 yr GRS24.4a2
				3 yrs GRS24 4b
				1 yr GRS24 8a
				1 yr GRS24 8b
				3 yrs GRS24.8c
				1 yr GRS24 10a
				1 yr GRS24.10b

N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	802-11a	<i>IT Infrastructure Design and Implementation Files</i>	1yr	GRS24 11a
	802-11b		5 yrs	GRS24 11b
	802-11c		3 yrs	GRS24 11c
<b>1R IT Security (83) - IAI</b> All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included: <ul style="list-style-type: none"> <li>• IT security training and awareness</li> <li>• IT security Policies and Procedures</li> <li>• Monitoring and testing</li> <li>• Life cycle cost analysis and planning</li> <li>• Risk and vulnerability assessment</li> <li>• Security controls, authentications</li> </ul> All other records directly tied to IT security	802-05a 802-05b 802-06a 802-06b 802-07	<i>Maintenance of Security of Systems and Data</i>  <i>User Identification, Profiles, Password Files</i>  <i>Computer Security Incident Handling</i>	1 yr 1 yr 6 yrs <i>Destroy/Delete</i> 3 yrs	GRS24 5a GRS24 5b GRS24 6a <i>See 801-01c</i> GRS24 7
<b>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off</b> <b>DELETE/DESTROY 7 years after cut off</b>				



## N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
<b>IS</b>	<b>IT Architecture (84)</b> All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are: <ul style="list-style-type: none"> <li>• Establishment and Operation of IT Architecture</li> <li>• Conducting functions directly related to operation of architecture tools (DEAR, BEAR)</li> <li>• Analysis and maintenance of business processes</li> <li>• Data Modeling</li> <li>• Architecture analysis and compliance reports</li> <li>• Creation, maintenance and modernization blueprints of target architectures</li> <li>• All training records</li> <li>• All other records directly related to EA</li> </ul>	201-11 800-01a  800-01b	<i>Feasibility Studies</i> <i>System Feasibility Files</i>	5 yrs 5yrs  5 yrs GRS16.9 NCI-57-84-7-800-01a NCI-57-84-7-800-01b
<b>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer</b>				

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N1-473-12-1, BSEE Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>year, or when activity is completed. Transfer to the FRC 3 years after the cut-off</p> <p>DELETE/DESTROY 7 years after cut off</p>				