

National Park Service
U.S. Department of the Interior



NPS RECORDS DISPOSITION SCHEDULE
(NPS-19, Appendix B – Revised, 5-03)

SAA Museum Archives Section Working Group Example

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National Park Service Records Disposition Schedule (NPS-19, Appendix B - Revised, 5-03)

Introduction

Records management is an important responsibility of every federal agency, including the National Park Service (NPS). One of the most important activities conducted as part of a records management program is that of disposition. Disposition includes all the activities done with records no longer needed for active¹, on-going business, including transfers to storage (such as the Federal Records Centers or other vendors), destruction of temporary records and the transfer of permanently valuable records to the custody of the National Archives. All disposition actions are directed by instructions included in this records disposition schedule; without such instructions, records cannot be destroyed or transferred.

This records disposition schedule is a revision of NPS-19, Appendix B. The revisions that have been made include adding series descriptions and disposition authorities approved after the issuance of NPS-19, Appendix B. (Most of the disposition authorities come from schedule number N1-79-86-1; other authorities, including NPS-specific disposition schedules approved later and those taken from the General Records Schedules [GRS], are cited as appropriate.)

How to Use This Schedule

The schedule is arranged according to the alphanumeric file codes the NPS has used for years. Each series has a file code, a series title, a resource management record designation, a description of what records are included in that series and disposition instructions telling staff if the records are temporary (and when they are to be destroyed), if they are permanent (and to be preserved forever) or if records are to be filed under another file code. An example is as follows:

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A84 Speech Files A8419 WASO A8423 Field	N	Texts of speeches given by the Director, Deputy Director, Associate Directors, Regional Directors and others concerning the NPS. a. Record copy. b. Nonrecord copies.	a. PERMANENT. Transfer to the National Archives when 30 years old. b. TEMPORARY. Destroy when 3 years old.

In this case, A84 is the general file code to be used for the management of speeches by NPS officials discussing business of the agency. Record copies of the texts of the speeches are permanent and transferred to the National Archives when they are 30 years old; nonrecord copies of the texts are kept for 3 years and then destroyed. Secondary codes for WASO (A8419) and Field Offices (A8423) provide staff with further filing options, with the records included and the dispositions for records in both areas remaining the same.

¹ "Active" means the records are used at least once a month.

Additional Instructions and Notes

1. This schedule is, unless otherwise noted, not specific to any given media and is presumed to apply to the records described in any format.
2. Electronic textual records (word processing documents and electronic mail) should be printed out and managed as paper records per the memorandum from the Department of the Interior Chief Information Officer concerning Electronic Mail (E-Mail) – Records Management Guidance (dated September 10, 1999) and GRS 20, items 13 and 14.
3. For records that are managed electronically, be sure to maintain metadata (records creator, date, contents of the files, information about their arrangement and what software application and version was used to create and access them) for all records.
4. Records that are valuable for the management of cultural or natural resources require special care to ensure their preservation for future use. Such *resource management* records have been noted in this schedule by indicating yes (Y) or no (N) in the second column (titled Res.Mgmt. [Y/N]). **IT IS VERY IMPORTANT THAT THESE RECORDS BE MAINTAINED AND NOT BE DESTROYED.** The disposition instructions for resource management records that have been approved as temporary have been suspended until new disposition instructions can be submitted to and approved by the National Archives and Records Administration.
5. Records of the United States Park Police (USPP) are covered by this records disposition schedule and one specific to USPP records, schedule number N1-79-85-1.
6. Program records of the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) are covered by a separate records disposition schedule, number N1-515-95-1. All file codes in this schedule that reference HABS/HAER records (H38 and H40) are for the management of nonrecord copies of such documents.

**NPS RECORDS DISPOSITION SCHEDULE
NPS-19B**

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A – ADMINISTRATION			
A14 Acting Personnel Designation Files.	N	Written announcements that designate acting personnel in place of temporarily absent officials.	TEMPORARY: Destroy when 3 months old.
A16 Records of Advisory Boards on National Parks, Historical Sites, Buildings and Monuments	N	Record sets of minutes, resolutions, recommendations and agendas of meetings of Advisory Boards in which the NPS has membership or takes part. These groups include international, interagency and departmental organizations interested in NPS matters. Arrange alphabetically by name. The Secretary of the group usually maintains record copy. a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when 3 years old or when no longer needed for reference.
A18 Records of Advisory Boards – Field Groups	N	Record sets of minutes, resolutions, recommendations and agendas of meetings of field Advisory Boards in which the NPS has membership or takes part. Arrange alphabetically by name. The Secretary of the group usually maintains record copy. a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when 3 years old or when no longer needed for reference.
A20 Records of Other Advisory Boards or Groups	N	Record sets of minutes, resolutions, recommendations and agendas of meetings of Advisory Boards or groups other than those at the National or field level. Arrange alphabetically by name. The Secretary of the group usually maintains record copy. a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when 6 years old or when no longer needed for reference.
A22 Records of Associations	N	Records documenting policies and the administration of relations with associations, institutes, societies, clubs, councils and similar organizations. Separate folders should be established for each association when volume warrants it. Arrange alphabetically by name. a. Administrative and policy records b. Routine correspondence	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 3 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A24 – Committees A2415 International A2419 Departmental A2427 Interagency A2431 Washington A2435 Field Offices	N	Minutes, resolutions, recommendations and agendas of committee meetings in which the NPS is a member or takes part. Arrange alphabetically by name. a. Record copy (at level of origin) b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when 3 years old.
A26 Narrative Reports and Related Correspondence A2615 Monthly A2617 Quarterly A2619 Semi-annual	N	Intermediate reports and supporting documentation used to prepare Annual Reports.	TEMPORARY: Destroy when 3 years old.
A26 Narrative Reports and Related Correspondence A2621 Annual A2623 Situation	N	Substantive reports of regional directors, superintendents and managers dealing with overall management, status of programs and operations of areas. Annual reports are sent to the Administrative Historian (WASO) and then transferred to the National Archives.	PERMANENT: Transfer to National Archives when 30 years old.
A34 Commendations/Letters of Appreciation/Awards Files A3415 Service and Personnel A3419 Concessions	N	a. Case files including recommendations, approved nominations, correspondence, reports and related administrative records pertaining to agency-sponsored cash awards such as incentive awards, within-grade merit increases, suggestions and outstanding performance. b. Records related to length of service and sick leave awards. c. Letters of commendation and appreciation. d. Records providing basis for administrative actions.	a. TEMPORARY: Destroy 2 years after approval or disapproval. b. TEMPORARY: Destroy when 1 year old. c. TEMPORARY: Destroy when 2 years old. d. TEMPORARY: Destroy when 15 years old.
A36 Complaints Files A3615 About Service and Personnel A3619 Concerning Concessions	N	a. Complaints involving individual employees. Record copy should be sent to personnel for inclusion in OPF. b. Records providing basis for administrative actions. c. Routine correspondence.	a. RECORD COPY: To OPF b. TEMPORARY: Destroy when 15 years old. c. TEMPORARY: Destroy when 3 months old.
A38 Public Relations Files A3815 Within Federal, State and Local Agencies A3817 Foreign Agencies A3821 Individual	N	Note: establish case files for specific hearings by subject (e.g. D18, L48, L7617). a. Policy and procedures. b. Arrangements for special events and other public relations activities.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 2 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A38 Public Relations Files A3823 Public Involvement	N	Note: establish case files for specific hearings by subject (e.g. D18, L48, L7617). a. Policy and procedures. b. Arrangements for special events and other public relations activities.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 2 years old.
A40 Records of Conferences and Meetings A4015 Departmental A4019 WASO (including Director's Staff Conferences and squad meetings) A4023 Regional Directors A4027 Regional Offices (RO Staff Conferences and Regional Division Chiefs) A4031 Other Field Offices (Park and Monument conferences) A4033 Servicewide A4035 Interagency A4037 International	N	a. Files documenting the programs, agendas, resolutions and policies created during conferences and meetings. b. Files documenting meeting arrangements and other administrative matters.	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when 2 years old.
A42 Records of Cooperating Associations	N	Includes correspondence with Natural History, Historical and Museum Associations, maintained and filed by the NPS. a. Case files for policy and procedures. b. Charters and bylaws. c. Internal audit reports. d. Annual reports sent to the NPS. e. Routing correspondence.	a. TEMPORARY: Destroy 15 years after expiration of charter. b. TEMPORARY: Destroy 15 years after expiration of charter. c. TEMPORARY: Destroy when 3 years old. d. TEMPORARY: Destroy when 2 years old. e. TEMPORARY: Destroy when 2 years old.
A44 Memorandums of Agreement With Federal, State and Local Agencies A4415 Cooperative Agreements	N	Cooperative agreements, letters of agreement and amendments thereto, negotiated with Federal agencies, States and private organizations concerning services given to and received from such bodies.	PERMANENT: Transfer to National Archives when 30 years old.
A46 Communications Service Records	N	Files include documentation of instructions and regulations related to telephone, telegraph, radio and other services. a. Policy, procedures and regulations files. b. Operating records, including copies of incoming and outgoing messages, message registers and service logs.	a. TEMPORARY: Destroy when 6 years old or when no longer needed for reference. b. TEMPORARY: Destroy after fiscal year in which audited.
A52 Records of Fund Raising and Other Civic Campaigns	N	Note: correspondence concerning payroll deductions resulting from employee participation should be filed under F6623.	TEMPORARY: Destroy when 2 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A54 Records of Inspection, Appraisals, Investigations, Studies, Task Forces and Surveys A5415 Congressional A5419 Departmental A5423 WASO A5425 Regional Office A5427 Field Office A5431 Other Agencies	N	Records concerning appraisals, inspections, management surveys studies and investigations of the National Park System by Congress, the Department, WASO or field offices. Files should be arranged alphabetically by area investigated. a. Record copy (at level of origin). b. Nonrecord copies.	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when 2 years old.
A56 Instructions and Orders A5615 Secretary's Orders A5619 Secretary's Office Memoranda	N	Copies of guidance from the Office of the Secretary of Interior.	TEMPORARY: Destroy when superseded, revoked or no longer needed.
A56 Instructions and Orders A5621 NPS Permanent Guidelines A5623 NPS Special Directives A5627 NPS Staff Directives A5631 WASO Memoranda A5635 Field Directorate Memoranda A5639 Field Office's Instructional Memoranda	N	a. Record copy (at level of origin). b. Nonrecord copies.	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when superseded or no longer needed.
A5641 Copies of Guidance Instructions and Orders From Other Agencies	N		TEMPORARY: Destroy when no longer needed.
A5643 Requests for Copies of Instructions and Orders	N		TEMPORARY: Destroy when 3 months old.
A58 Records of National Cemetery Interments and Grave Site Reservations.	Y	Copies of monthly reports and summaries of individual interments and reservations. (Original reports are sent to the Veterans Administration by the NPS).	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
A60 Records of Visits of International and Other Distinguished Persons A6019 Government Personnel A6021 Foreign Persons	N	Memoranda from the field reporting information about visits of important persons to NPS sites.	TEMPORARY: Destroy when 2 years old.
A62 Lost, Found and Stolen Articles Files	N		TEMPORARY: Destroy when 2 years old.
A64 Organizational Records A6415 Lists and Directories A6419 Goals and Objectives (Long Term Management Plans) A6423 Management Policies (Mission Statements) A6427 Organizational Charts/Role and Function Statements A6435 Standards A6437 Management Improvement Projects	N	Case files documenting NPS goals, standards and management objectives relating to the organization and function of the agency. Includes organizational charts, functional statements and directories. Files should be arranged alphabetically by area, region or WASO office. a. Record copy (at level of origin). b. Nonrecord copies.	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when superceded or obsolete.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A66 Manuals, Handbooks and Related Records A6615 Departmental Manual and Other Issuances A6617 NPS Manuals and Other NPS Issuances A6621 From Other Agencies	N		TEMPORARY: Destroy when superseded or obsolete.
A6625 Requests for Copies of DOI/NPS Manuals, handbooks, and Related Records	N		TEMPORARY: Destroy when 3 months old.
A68 Printing and Binding	N	Records documenting the planning and execution of printing, binding, duplication and distribution jobs. a. Policy correspondence. b. Correspondence pertaining to the administration, purchase and operation of equipment. c. Copies of requisitions, invoices, specifications and related papers. d. Requisitions or orders for non-personal services, such as duplication, binding and related services (excludes accountable offices records). e. Duplicating unit copies of all publications. f. Control registers pertaining to work orders. g. Records relating to the internal management/operation of unit.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 2 years old. c. TEMPORARY: Destroy 3 years after completion or cancellation of requisition. d. TEMPORARY: Destroy when 1 year old. e. TEMPORARY: Destroy when 1 year old. f. TEMPORARY: Destroy 1 year after close of fiscal year. g. TEMPORARY: Destroy when 2 years old.
A70 National Priorities A7015 Civil Defense Program A7019 Area Use (National Defense) A7021 Conservation (Energy and Water, Others)	N	a. Record copy. b. Nonrecord copies.	a. PERMANENT: Transfer to National Archives when 30 years old. b. TEMPORARY: Destroy when no longer needed for reference.
A72 Information Resource Management Records A7215 Automatic Data Processing/Info. Technology A7217 Correspondence Management A7219 Directives Management System A7221 Freedom of Information Act (FOIA) and Privacy Act (PA)	N	Case files for policy, procedures, standards and related topics.	TEMPORARY: Destroy when 15 years old.
A7223 Forms Management	N	a. Policy correspondence. b. Numerical file (includes one copy of each local form). c. Functional file.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 15 years old. c. TEMPORARY: Destroy when related form is superseded, discontinued or cancelled.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A7225 Mail Management	N	a. Policy correspondence. b. Postal forms and related records (including receipts). c. Mail control records. d. Mailing and distribution lists. e. Changes of address.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 1 year old. c. TEMPORARY: Destroy when 1 year old. d. TEMPORARY: Destroy when obsolete. e. TEMPORARY: Destroy when obsolete.
A7227 Records Management	N	a. Policy correspondence. b. Records management forms (SF135s, SF258s).	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when no longer needed.
A7229 Reports Management	N	a. Policy correspondence. b. Report control files (case files for each report).	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy 2 years after report is discontinued.
A7231 Vital Records	N	Documentation of the program to ensure that emergency operating records are available in the event of disasters or other circumstances when the NPS cannot function in its regular fashion. a. Policy correspondence. b. Correspondence pertaining to the operation and administration of the system.	a. PERMANENT: Transfer to the National Archives when 30 years old. b. TEMPORARY: Destroy when no longer needed.
A7233 Micrographics Program	N	a. Policy correspondence. b. Records of system administration.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 6 years old.
A7235 Word processing Files	N	Word processing files.	TEMPORARY: Delete from word processing system when no longer needed for updating or revision. (GRS 20, item 13.)
A7237 Information Systems	Y	Data is managed at the level where the system exists and according to the appropriate file codes (e.g. geospatial data in the Natural Landmark System [NLS] would be filed and maintained as records under N44).	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator
A76 Protection Files	N	Includes inspections by Safety Officer, documented safety programs, Search and Rescue and scuba diving.	TEMPORARY: Destroy when 15 years old.
A7615 Health and Safety Records	N	Includes recommendations and related correspondence.	
A7619 Records of Safety Committees and Meetings	N	a. Record copy. b. Nonrecord copies.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when 3 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A7623 Accident, Injury and Death Case Files	N	<p>a. Policies and instructional correspondence.</p> <p>b. Major visitor accidents. Case files documenting accidents that resulted in death or tort claim.</p> <p>c. Minor visitor accidents.</p> <p>d. Accidents resulting in government property damage.</p> <p>e. Employee accidents. Arrange alphabetically by name.</p>	<p>a. TEMPORARY: Destroy when 15 years old.</p> <p>b. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p>c. TEMPORARY: Destroy when 2 years old.</p> <p>d. TEMPORARY: Destroy 6 years after case is closed.</p> <p>e. TEMPORARY: Destroy 6 years after case is closed.</p>
A7627 Records of Catastrophes	Y	<p>a. Major catastrophes</p> <p>Records pertaining to major floods, storms and fires that cause death to visitors or PERMANENT damage to historical or natural sites.</p> <p>Arrange alphabetically by name of area and thereunder by name of catastrophe.</p> <p>b. Minor catastrophes.</p> <p>Documentation of damage caused by minor floods, storms, fires and vandalism.</p>	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
A7631 Building Fires	Y	<p>a. Major fires.</p> <p>Case files documenting major building fires that cause PERMANENT damage to historic or natural sites.</p> <p>b. Minor fires.</p> <p>Records of minor fires to visitor property such as house-trailers, cars, boats, et cetera.</p>	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
A7633 Vandalism and Building Security Files	N	Records documenting vandalism and building security issues.	TEMPORARY : Destroy when 2 years old.
A7637 Tort Claims Files	N		TEMPORARY : Destroy when 2 years old.
A78 Records of School Facilities	N		TEMPORARY : Destroy when 15 years old.
A80 Administrative Space Use Files	Y	Correspondence of the unit responsible for space and maintenance matters, pertaining to its own administration and operation.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
A8015 Records of Alterations, Maintenance and Improvements			
A8027 Office and Storage Space Files	N	<p>a. <i>Correspondence case files.</i></p> <p>Correspondence relating to location, moving, consolidation or abolition of area and regional offices.</p> <p>b. <i>Agency space files.</i></p> <p>Records relating to the allocation, utilization and release of space under agency control.</p>	<p>a. TEMPORARY: Destroy when 15 years old.</p> <p>b. TEMPORARY: Destroy 2 years after termination of assignment, when lease is cancelled or when superseded or obsolete.</p>
A82 Special Events Files	N	Correspondence, reports, photographs, programs and newspaper accounts concerning dedications and celebrations. Arrange alphabetically by area and thereunder by name of event.	PERMANENT : Transfer to the National Archives when 30 years old.
A8215 Records of Dedications, Anniversaries and Other Observances			

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
A8219 Records of Conventions, Tours, Group Visitations and Public Gatherings A8223 Records of Religious Services A8227 Records of Expositions A8231 Files Concerning the Display of the Flag	N	a. WASO. b. Field Offices.	a. TEMPORARY : Destroy when 2 years old. b. TEMPORARY : Destroy when 3 years old.
A84 Speech Files A8419 WASO A8423 Field Offices	N	Texts of speeches by the Director, Deputy Director, Associate Directors, Regional Directors and others concerning the NPS. a. Record copy b. Nonrecord copies	a. PERMANENT : Transfer to the National Archives when 30 years old. b. TEMPORARY : Destroy when 3 years old.
A88 Transportation Studies Files A8815 Visitor Use A8817 New Systems	Y	a. WASO b. Field Offices	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
A90 Permit Case Files A9015 Collecting Permit Files* A9027 Motion Picture Permit Files A9029 Public Gathering Permit Files A9031 Recreational Uses Permit Files	Y	Record concerning permits and collaborator appointments for archaeological and paleontological explorations, excavations, collection of museum and other specimens, filming of motion pictures and recreational usage of NPS lands. <i>NOTE: does not include concessions permits or special use permits</i> a. Approved permits b. Unsuccessful permits	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
A96 Delegations of Authority Files	N	Correspondence relating to delegations of authority by the Director authorizing WASO personnel, Regional Directors and Park Superintendents to assume certain operational functions, to sign agreements, memorandums of understanding and contracts (up to a certain amount) without further approval. These delegations are published in the Federal Register.	TEMPORARY : Destroy 5 years after expiration.
A98 Records Documenting the Conservation and Preservation of Areas	N	Correspondence concerning special environmental education programs (such as NEED, NESAs, Job Corps, Youth Conservation Corps and others) that provide for the conservation and preservation of areas.	PERMANENT : Transfer to the National Archives when 30 years old.
C – CONCESSIONS			
C14 Concession Accommodations Files.	N	Correspondence and reports concerning the capacity and type of accommodations and facilities for tourists available.	TEMPORARY : Destroy when 2 years old.
C18 Concession Advertising Files	N	Correspondence concerning advertising practices by concessioners under the NPS regulations.	TEMPORARY : Destroy when 2 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
C26 Concessions Reports C2615 Monthly C2617 Quarterly C2625 Semi-annual C2627 Annual C2629 Situation	N	Financial reports of concessioners and subconcessioners, including data on all operations conducted under the concessions contract or permit.	TEMPORARY: Destroy when 3 years old or when no longer needed for contractual purposes, whichever is earlier.
C30 Concession Audit and Fiscal Examination Case Files	N	Correspondence and final reports at all levels concerning administrative audits and fiscal examinations of NPS concessioners.	TEMPORARY: Destroy after audit or when 4 years old, whichever is earlier.
C32 Concession Lump Sum Fund Records	N		TEMPORARY: Destroy 2 years after the close of the FY. (GRS 5, item 4.)
C34 Records of Concessioner's Organization	N	Documentation of concessioner's organization, meetings and recommendations, including related correspondence. a. Record copy (at level of origin). b. Nonrecord copies.	a. TEMPORARY: Destroy when 15 years old. b. TEMPORARY: Destroy when no longer needed.
C38 Concessioner's Administration Files C3815 Applications	N	Correspondence concerning applications and responses to the public relative to availability and manner of acquiring concessions. a. WASO. b. Field Offices.	a. TEMPORARY: Destroy when 5 years old. b. TEMPORARY: Destroy when 2 years old.
C3817 Concessioner Prospectus Files	N	Documentation created during the development of the prospectus upon which a concession is advertised and the contract based. NOTE: The final prospectus becomes part of the contract file.	TEMPORARY: Destroy when no longer needed.
C3819 Concessioner Insurance Requirements	N	Correspondence concerning the NPS requirements for carrying insurance by concessioners against losses by fire, public liability, employee liability and other hazards.	TEMPORARY: Destroy when 5 years old.
C3821 Concessioner Standard Language	N		TEMPORARY: Destroy when 15 years old.
C3823 Concessioner Case Files	Y	Case files, maintained at all levels, on individual concession contracts and permits, including land and space assignments, opening balance sheet, correspondence and related documentation.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
C3825 Concessioner Franchise Fees C3827 Concessioner Commercial Use Licenses	N		TEMPORARY: Destroy when 15 years old.
C40 Possessory Interest Files	N		TEMPORARY: Destroy when 15 years old.
C42 Concessioner Employee and Labor Files	N	a. Policy and procedural records. b. Case file - Includes correspondence, memorandums, reports and related records documenting complaints and investigations, reports on labor conditions and other situations. <i>NOTE: if litigation is threatened or pending, close files after litigation is settled.</i> (1) WASO. (2) Field offices.	a. TEMPORARY: Destroy when 15 years old. b.(1). TEMPORARY: Destroy 6 years after case is resolved. b.(2). TEMPORARY: Destroy 3 years after case is resolved.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
C46 Concessioner Merchandising Files	N	Correspondence concerning control of merchandising of various types of goods by concessioners.	TEMPORARY: Destroy when 2 years old.
C50 Concessioner Rate Files	N	Correspondence, memorandums and related records concerning approval of rates for services or other accommodations, including meals, lodging and transportation rendered by concessioners to the public. These files contain concessioners annual rate schedules, cost data, area tabulations of comparative rates of concessioners and others in nearby towns, copies of pricing charts required by price control agencies, recommendations by superintendents and regional directors and approvals by the Director.	TEMPORARY: Destroy 5 years after rates are superseded.
C54 Concessioner's Tax Files	N	Tabular analyses of annual taxes paid by all concessioners by class of taxes.	TEMPORARY: Destroy when 5 years old.
C58 Concessioner Records of Buildings and Other Facilities	Y	Correspondence relating to the development and use of buildings and facilities in particular areas, reports on concession development plans (including photographs and area maps), and progress reports on projects and complaints and recommendations. Arrange by area and thereunder by concession name.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
C62 Concessions Review Program Files C6215 Operational Performance C6217 Contract Permit	N		TEMPORARY: Destroy when 15 years old.
D – DEVELOPMENT AND MAINTENANCE			
D18 Planning Program Records	Y	Files documenting planning activities, including General Management Plans (GMPs), Master Plans, Development Concept Plans, Outlines for Planning Requirements, Task Directives, Statements for Management, Resources Management and GPRA reports. a. Policy correspondence. b. General management plans (GMPs).	a. PERMANENT: Transfer to National Archives when 30 years old. b. PERMANENT: Transfer one copy to the Technical Information Center (TIC) and another to the National Archives when 30 years old. <i>NOTE: Destroy nonrecord copies of GMPs when no longer needed.</i> <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
D20 Planning and Design Project Files.	Y	<p>Administrative and technical documents that describe critical decisions made during the process of planning and designing a project, including: draft reports, draft copies of engineering drawings, architectural plans, summaries, trip reports, records of the review and approval process (e.g. meeting notes, compliance information concerning archaeology and the natural and cultural environment, roads and trails) and general and decisional correspondence. Records are filed by name of park and thereunder numerically by project budget number (e.g. PMIS number) and project type.</p> <p>a. <i>Significant case files.</i> Case files that document a structure or resource of regional or national significance, importance to the park (due to its impact on tourism or recreation) or major rehabilitations or additions to existing structures.</p> <p>b. <i>Routine case files.</i> Case files that document routine maintenance projects.</p>	<p>a. PERMANENT: Transfer to National Archives 30 years after the facility has been decommissioned. (N1-79-97-1, item 1.)</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
D22 Construction Programs Files	Y	Construction drawings, specifications, completion reports, as constructed drawings and related records.	PERMANENT: Transfer one copy to the Technical Information Center (TIC) and another to the National Archives when 30 years old.
D2215 Development/Study Package Proposals and Estimates D2217 Line Item Construction Programs D2219 Lump Sum and Similar Construction Programs	Y	Note: file records formerly under these file codes under D20 and D22.	
D24 Maintenance Program Records	N		TEMPORARY: Destroy when no longer needed.
D26 Development and Maintenance Reports D2615 Monthly D2617 Quarterly D2619 Semi-annual	Y		DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D2621 Annual Development and Maintenance Reports	N	<p>a. Programming of Line Item Construction Reports.</p> <p>b. Cyclic Maintenance Funds for FY.</p> <p>c. Budget Justification Material for Construction Program.</p>	<p>a. TEMPORARY: Destroy when 3 years old.</p> <p>b. TEMPORARY: Destroy when 5 years old.</p> <p>c. TEMPORARY: Destroy when 3 years old.</p>
D2623 Situation Development and Maintenance Reports	Y	<p>Records documenting maintenance emergencies such as fixing broken pipes or cleaning up after a large storm or accident.</p> <p>NOTE: Completion reports shall be filed in D22; finance copies will be retained to support journal voucher.</p>	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D30 Roads and Trails Files	Y	<p>Includes construction, rehabilitation and maintenance work done on bridges, tunnels, ramps and runways. .</p> <p>NOTE: File under D20 and D22.</p>	

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
D32 Grounds/Shoreline – Reports and Special Studies D3215 Campgrounds, playgrounds, tennis courts, picnic areas D3217 Beaches D3219 Erosion and watershed control	Y	a. Project construction and rehabilitation. (File under D20 and D22.) b. Maintenance.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D34 Buildings Files D3415 Construction and maintenance	Y	a. Project construction and rehabilitation. (File under D20 and D22.) b. Maintenance.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D3423 Individual building data file	Y		PERMANENT: Transfer to National Archives when 30 years old.
D46 Other Structures Files	Y	Documentation of the construction, rehabilitation or maintenance of fences, benches, guardrails, fountains and similar structures. NOTE: File under D20 and D22.	
D50 Records of Service and Utilities D5015 Electricity D5019 Garbage Disposal D5023 Heating and Cooling Systems D5027 Radio and Telephone D5031 Sanitation Mailers D5039 Water and Sewer D5041 Gas System	Y	Documentation of project construction, rehabilitation and maintenance. NOTE: File under D20 and D22.	
D52 Contracts Files	Y	Records include all contracts that have a lasting and significant impact upon the park's facilities, cultural resources, natural resources, interpretive programs or mission. Files should include all documentation of how decisions were made, the bid package, approval letters, scope of services, government estimate, the purchase request, minutes taken at negotiation meetings, task orders, the COR appointment letter, modifications to the original contract, inspection reports, final payment letter, release of claims letter, partnering meeting minutes, submittal letters, safety plans, accident reports, progress letters and schedules, documentation of compliance issues, warranty of construction and punch lists. Do NOT include sensitive or confidential information unless it is clearly marked or records are copied without this information (e.g. payrolls should not show social security numbers, addresses or the like). Legal reviews included in these files should be marked as privileged and sealed in blue confidential envelopes.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
D5215 Professional Services (Architecture and Engineering) Contracts	N	Case files of internal audits of contractors and grantees, containing audit reports, correspondence, memoranda and supporting working papers. <i>Note: files should be cut off at end of FY in which contract closed.</i> a. Transactions that exceed the simplified acquisition threshold. b. Transactions that are at or below the simplified acquisition threshold.	a. TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, item 3a(1)a.) b. TEMPORARY: Destroy 3 years after final payment. (GRS 3, item 3a(1)b.)
D5217 Construction Contracts	Y	Includes routine procurement records as well as project specifications, modification/change orders, completion reports and technical documentation used in the modification of NPS facilities and roads associated with historical and nonhistorical sites and structures owned by the Federal government and maintained by the NPS. a. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000. b. Transactions that are at or below the simplified acquisition threshold and all construction contracts at or below \$2,000. NOTE: Redacted copies of payrolls may be kept with Contract Files (D52) for major park projects that have a lasting effect on the history, interpretation or significance of a park.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D62 Records of Museum Activities and Exhibits	Y	Includes visitor center and wayside exhibits.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
D6215 Planning, Preparation, Maintenance and Preservation of Museum Exhibits	Y	a. Construction and reconstruction projects. b. Maintenance and rehabilitation.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D6223 Museum Acquisitions and Loans for Display	Y	a. Acquisition correspondence. Maintain with acquisitions. b. Loan correspondence	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
D6231 Museum Exhibits for Other Agencies	N	Correspondence concerning exhibits prepared by the NPS for other agencies. Also includes general information and advice given to other agencies.	TEMPORARY: Destroy when 3 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
D66 Signs, Markers and Memorials Files	Y	a. Correspondence on memorials of significant importance. b. Routine correspondence	a. PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
F – FISCAL			
F14 Records of Advances, Transfers, and Allocations of Working Funds F1415 Working Funds (to Other Agencies) F1419 Working Funds (From Other Agencies) F1423 Working Funds (Within the NPS)	N	a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when 3 years old.
F16 Accounting Files (by Area)	N	a. Policy correspondence b. Expenditure accounting files	a. PERMANENT: Transfer to the National Archives when 30 years old b. TEMPORARY: Destroy when 3 years old.
F26 Fiscal Reports F2615 Monthly F2617 Quarterly F2619 Semi-annual	N	a. Records documenting fiscal year appropriation hearings b. Cash reconciliations (Schedules B, C and D) c. Reports on Tax Act Projects d. Administrative review of Imprest Funds	a. TEMPORARY: Destroy when no longer needed. b. TEMPORARY: Destroy when 3 years old. c. TEMPORARY: Destroy when 3 years old. d. TEMPORARY: Destroy when 3 years old.
F26 Fiscal Reports F2621 Annual	N	a. Budget justification material for construction program b. Report of estimates by object class c. Cyclic maintenance funds for fiscal year d. Reimbursable income estimates e. Programming of line item construction project	a. TEMPORARY: Destroy when 3 years old b. TEMPORARY: Destroy when 3 years old c. TEMPORARY: Destroy when 5 years old d. TEMPORARY: Destroy 1 year after close of fiscal year e. TEMPORARY: Destroy when 3 years old.
F2623 Situation Fiscal Reports	N		TEMPORARY: Destroy when 3 years old.
F30 Budget Formulation Files F3015 Current Operating Program F3017 Budget Increases/Decreases	N	a. Correspondence b. Budget estimates and justifications (prepared at the WASO level) c. Work papers, cost statements and background data	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when 15 years old c. TEMPORARY: Cut off at end of fiscal year. Destroy 1 year after cut-off.
F34 Budget Execution Files. F3415 Status of Funds F3417 Reserves	N	a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when 3 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
F36 Budgeted Position Ceilings	N	a. Record copy b. Nonrecord copies	a. TEMPORARY: Destroy when 15 years old b. TEMPORARY: Destroy when 3 years old.
F38 Appropriations and Allotment Advices (10-243) F3815 Operating (Form 10-450) F3817 Construction F3819 Supplemental F3821 Apportionments F3823 Administrative Limitations	N	a. Policy correspondence b. Appropriation allotment files	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Cut off at end of fiscal year. Destroy 10 years after cut-off.
F42 Audits and Fiscal Examinations Files F4215 General Accounting Office and Other Government Agencies F4217 Department of the Interior/National Park Service F4223 Public Auditors (Other than Government)	N	a. Policy correspondence b. Specific audits	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when 15 years old.
F46 Cashiers and Collections Officers Files (including Imprest Fund)	N	a. Policy correspondence b. Transactions files. Original or ribbon copy of accountable officers' accounts files maintained for site audit	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy 6 years and 3 months after period covered by account. (GRS 6, item 1.)
F50 Claims and Payments Files F5015 Construction F5019 Supply F5023 Travel and Transportation	N	a. Policy correspondence b. Accountable officers' files. Original or ribbon copies of accountable officers' files	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy 6 years and 3 months after period covered by account. (GRS 6, item 1.)
F5025 Compensation	N		PERMANENT: Transfer to National Archives when 30 years old.
F54 Special Nonappropriated Funds Files F5415 Donations F5417 Reimbursable/Refundables F5419 Fees and Revenues	N	a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when 2 years old.
F62 Fiscal Requisitions and Interpretations Files	N	a. Policy correspondence (NPS interpretation) b. Regulations	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when superseded or obsolete.
F66 Payrolls Files F6615 Income Tax Deductions F6619 Retirement Deductions F6623 Other Deductions F6627 Designation (Timekeepers or Designated Agent)	N	a. Policy correspondence b. Individual authorized allotment files. b.(1). Record maintained on earning record card b.(2). Record not maintained elsewhere	a. PERMANENT: Transfer to National Archives when 30 years old b.(1). TEMPORARY: Destroy when superseded or after transfer or separation of employee b.(2). TEMPORARY: Destroy 3 years after superseded or obsolete or after transfer or separation of employee.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
F74 Rate Schedules Files F7415 Equipment F7419 Mass F7423 Quarters F7425 Utilities	N	a. Policy correspondence b. Rate schedule	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when superseded or obsolete.
F78 Tax Exemptions Files	N		TEMPORARY: Destroy 4 years after superseded or obsolete.
F86 Travel and Transportation Regulations Files	N	a. Policy correspondence b. Regulations.	a. PERMANENT: Transfer to National Archives when 30 years old b. TEMPORARY: Destroy when superseded or obsolete.
H – HISTORY AND ARCHEOLOGY			
H14 Area and Service History Files	Y	Log of simple and concise data, in CHRONOLOGICAL ORDER, which includes important visitations: special events such as dedications, commemorations, anniversaries: significant public contacts; major catastrophes such as floods, fires, volcanic and earthquake activity; and other significant information.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
H1415 Legislative Histories	Y	Documentation of how a park was conceived and established, as well as specific boundary changes, name changes and other activities during the history of the park.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
H1417 Administrative History Source Materials	Y	Data collected at level of origin to formulate history. Original material from which data is extracted is retained in accordance with instructions of specific subjects. Copies of documents may be gathered and arranged as needed under this file code, but the original documents should be refiled in the park, center, or office files.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator. <i>NOTE: Administrative Histories should be retained and a copy should be sent for microfilming and listing by park name at TIC.</i>
H18 Biographical Data and Special Collections Files	Y	a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
H20 Collections Management and Preservation Files H2015 National Park Service Areas	Y	Records documenting the protection, security, museum storage conditions, preservation, management and supervised use of park museum collections.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
H2017 Accession Files	Y	Museum records that document the acquisition of museum properties, including accession and catalogue records.	MAINTAIN WITH COLLECTIONS.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
H22 Cultural Resources Studies and Research Files H2215 National Park Service Areas	Y	Files include reports such as Archeological Overview and Assessments, Archeological Identification/Evaluation Studies, Ethnographic Overview and Assessments, Cultural Affiliation Studies, Historic Resource Studies, Cultural Resources Base Maps, Park Administrative Histories, Rapid Ethnographic Assessment Project files, Museum Scope of Collection Statements. Also includes studies addressing specific resources in greater detail, such as historic structures reports, cultural landscape reports, museum collections management plans, archeological data recovery studies and ethnohistories.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
H2217 Special Studies	Y	Servicewide, regional or other focus for a special study, such as The Underground Railroad. Record copy of documentation for each project will be in WASO; parks managing resources related to special study themes will also generate detailed records. a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
H24 Records of External Archeological and Historical Data Recovery Programs			
H2415 Corps of Engineers, Bureau of Reclamation projects, river basins and similar projects	Y	Recovery, through professional investigations and documentation, of significant cultural resource materials and data in lieu of in-place resource preservation at external sites. a. Record copy (at level of origin). b. Nonrecord copies	a. PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
H26 Reports and Related Correspondence H2615 Monthly H2617 Quarterly H2619 Semi-Annual H2621 Annual	Y	Includes: Annual Report, Section 8 Program General Authorities. Annual Report, Statistical Work Load Reports for Tax Act Program and LWCF Consolidated Performance Report.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
H2623 Archeological and Historical Situation Reports and Related Correspondence	N		TEMPORARY: Destroy when 3 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
H30 Historic Sites and Structures Management and Preservation Files.	Y	Files created in connection with supervision or performance of preservation maintenance and rehabilitation of physical facilities including the preservation of historic structures, prehistoric ruins stabilization, the preservation of historical, archeological and scientific objects, and additions, alterations, betterments, relocations, and extensions of a minor nature to existing roads, trails, buildings, utilities, grounds developments and other physical facilities. Also includes historic landscapes. Arranged by area, project and thereunder chronologically. <i>NOTE: For maintenance records about non-historic structures and areas, file under D34 -Buildings Files.</i>	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
H3015 Historical Sites and Structures, Management, Preservation, & Maintenance - List of Classified Structures	Y	A service-wide, computerized, evaluated inventory of all historic and prehistoric structures having historical, architectural, or engineering significance in which the NPS has or plans to acquire any legal interest. The LCS assists park managers in planning, programming, and recording decisions of appropriate treatment. LCS forms, including attachments, will be maintained at the support offices and the parks.	PERMANENT: Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
H3017 Historical Sites and Structures H3019 Special Studies (Including Historic Furnishing Plans) H3021 Leasing of Historic Sites	Y	a. Record copy b. Nonrecord copies	a. PERMANENT. Transfer to National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
H32 National Register of Historic Places Files	Y	<p>Documentation of historic resources in parks and external sites. Section 110 of the National Historic Preservation Act (of 1966) requires park managers, in consultation with their State Historic Preservation Officers (SHPOs), to establish programs to locate, inventory and nominate to the National Register of Historic Places all properties that appear to qualify. The National Register is the nation's official list of districts, sites, buildings, structures, and objects in both public and private ownership that are significant in American history, architecture, archeology, engineering, and culture. The nationwide list is administered by WASO.</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
H34 National Survey of Historic Sites and Buildings (National Historic Landmarks) H3415 Proposed H3417 Eligible or Established	Y	<p>A district, site, building, structure, or object of national historical significance, designated by the Secretary of the Interior under authority of the Historic Sites Act of 1935 as a National Historic Landmark and entered in the National Register of Historic Places.</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
H36 Historic Preservation Grants-in-Aid Records	Y	<p>Case files of grants-in-aid to states for historical preservation of certain projects initiated by states, which include requests for federal assistance. The requests are reviewed by WASO for appropriate determination. Correspondence includes congressional inquiries, completion reports and triannual reports prepared by the state. Matching Federal and state funds are used. This is an ongoing program to assure the buildings are maintained in accordance with the Historic Preservation Act. Fiscal records for this program are maintained and disposed in accordance with GAO requirements by the WASO Finance Division. Regions receive only information copies of correspondence.</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
H38 Historic American Buildings Survey (HABS) Records		<p>Architectural documentation program that produces a thorough archival record of buildings and cultural landscapes significant in American history and the growth and development of the built environment.</p> <p>File codes are provided in this records disposition schedule for purposes of filing nonrecord copies of records relating to HABS/HAER work. Program records are managed according to a separate records disposition schedule, N1-515-95-1.</p>	TEMPORARY: Destroy when no longer needed.
H3815 Studies for HABS Projects H3819 Requests for HABS projects		Nonrecords copies of case files, arranged by project name, including correspondence	TEMPORARY: Destroy when no longer needed.
H40 Historic American Engineering Record (HAER) Records		Engineering documentation program that produces a thorough archival records of engineering structures and cultural landscapes significant in American history and the growth and development of the built environment. File codes are provided in this records disposition schedule for purposes of filing nonrecord copies of records relating to HABS/HAER work. Program records are managed according to a separate records disposition schedule, N1-515-95-1.	TEMPORARY: Destroy when no longer needed.
H42 Historic Preservation Program Overview Files H4215 Legislative Policies and Procedures	Y	<p>Policies, memorandum, etc. providing standards and updates on procedures to follow in managing operations in accordance with historic preservation legislation.</p> <p>a. Record Copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
H4217 Historic Preservation Compliance Documentation	Y	Records of changes that the NPS has conducted during its stewardship of the resources. a. Record Copy b. Nonrecord copies	a. PERMANENT: Transfer to the National Archives when 30 years old b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
K – INTERPRETATION AND INFORMATION			
K14 Information Requests	N	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions and no special complications of research, as well as requests for and transmittals of publications, photographs and other informational literature. Arrange chronologically. NOTE: Code to subject and file appropriately if any administrative actions, policy or special compilation of research is required.	TEMPORARY: Destroy when 3 months old. (GRS 14, item 1.)
K18 Records of Interpretive Activities K1815 Services	Y	Records documenting interpretation and visitor services policies and administration, programs and activities, informational publications (such as visitor guides, multimedia programs and others) and visitor reactions and responses. Includes records documenting relations with partner organizations and associations that affect interpretation. Establish files for each program, activity, organization or association as volume warrants.	PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
K1817 Interpretive Planning	Y	Records documenting interpretive planning activities, including correspondence, studies, reports, plans, review documentation and records of public input.	PERMANENT: Transfer to the National Archives when 30 years old.
K22 Libraries and Library Services	N	Records documenting servicewide, regional and area library programs and services, policies, standards, administration, activities, technologies and informational publications or products. Includes records relating to the creation, maintenance and operation of servicewide library databases.	TEMPORARY: Destroy when 2 years old.
K26 Interpretive Reports and Related Correspondence K2615 Monthly K2617 Quarterly K2619 Semi-Annual	N	Intermediate reports and supporting documentation used to prepare Annual Reports.	TEMPORARY: Destroy when 3 years old.
K26 Interpretive Reports and Related Correspondence K2621 Annual K2623 Situation	Y	Substantive reports of regional directors, superintendents and managers dealing with overall interpretation and information management, program status and area operations.	PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
K30 Photographic Records		(Includes still and motion pictures and sound and video recordings.)	

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
K3015 Production and Acquisition of Motion Pictures	Y	<p>Documentation of the production and/or acquisition of motion pictures, videos, audio and multi-media (such as Powerpoint and web-based) programs relating to or about servicewide, regional or area resources and interpretive activities. Includes data sheets, shot lists, catalogs, indexes and other documentation needed for the proper identification, retrieval and use of audiovisual records. Also includes production case files, which contain copies of production contracts, scripts, model releases and copyright conferral forms. Records include materials produced cooperatively with other agencies or private organizations as well as those created by contractors for the NPS. For motion pictures and videos, include original or earliest version possible and a duplicate reference copy. Sound recordings should include the master tape or digital copy (such as a CD-ROM) and one duplicate. For digital records, include metadata (creator, date of production, captioning information, arrangement and the software [including the version] used).</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to the National Archives when 20 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
K3019 Production and Acquisition of Still Pictures and Slides	Y	<p>Documentation of the production and/or acquisition of still pictures, slides, digital photographs, posters, artwork and filmstrips relating to or about servicewide, regional or area resources and interpretive activities. Includes data sheets, shot lists, catalogs, indexes and other documentation needed for the proper identification, retrieval and use of audiovisual records. Also includes production case files, which contain copies of production contracts, scripts, model releases and copyright conferral forms. Records include materials produced cooperatively with other agencies or private organizations as well as those created by contractors for the NPS. For still pictures, include original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print and an internegative (if one exists) for each color photograph. For digital records, include metadata (creator, date of production, captioning information, arrangement and the software [including the version] used).</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to the National Archives when 10 years old</p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
K3023 Loans and Gifts	Y	<p>Records documenting loans and gifts to and from the public and other agencies and/or organizations. NOTE: Establish individual folders for loan correspondence and gift correspondence.</p> <p>a. Gift correspondence</p> <p>b. Loan correspondence</p>	<p>a. PERMANENT: Maintain with gift.</p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
K34 News Media Files K3415 Press Releases	Y	<p>Press releases, correspondence and related attachments, including NPS website content and metadata. Maintained at the level of origin. Establish individual folders for Department, WASO, region and area; arrange chronologically.</p> <p>a. Record copy</p> <p>b. Nonrecord copies:</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
K3417 Radio and Television Activities	Y	Records documenting radio, television and other broadcast activities relating to the NPS, region or area publicity. Includes policies, data sheets, shot lists, catalogs, indexes and other textual documentation necessary for the identification, retrieval and use of audiovisual records. Also includes copies of production contracts, scripts, model releases and copyright conferral forms. May be produced cooperatively with other agencies or private organizations or under contract to the NPS. Maintain at level of origin, establishing folders for Department, WASO, region and area. For motion pictures and videos, include the original or the earliest version possible and a duplicate reference copy. For sound recordings, include the master tape or digital copy (CD-ROM) and one duplicate.	PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
K38 National Park Service Publication K3815 In-house (Newsletters) K3819 Free Informational Literature K3823 Sales K3827 Maps K3831 Posters, Cartoons, Emblems K3841 Manuscripts and Proofs	N	Substantive publications describing the history, administration and policies of major NPS, regional or area offices, centers or programs. Includes website content and metadata. Maintain at level of origin; arrange chronologically. a. Policy correspondence b. Publications (record copy) c. Publications (nonrecord copies). Send copy to TIC for microfilming. d. Manuscript copies and proof sheets.	a. TEMPORARY: Destroy when 15 years old b. PERMANENT: Transfer to the National Archives when 6 years old c. TEMPORARY: Destroy when no longer needed d. TEMPORARY: Destroy 5 years after publication.
K42 Publications (Other) K4215 Office of the Secretary K4219 Other Departments, Bureaus or Offices	N	Publications and related records received from the Office of the Secretary of the Interior, other Federal agencies, state and local governments and other offices. Arrange alphabetically by originating agency, bureau or office and chronologically thereunder.	TEMPORARY: Destroy when 6 years old.
K54 Special Articles Regarding the NPS or Areas K5415 Prepared by NPS Personnel K5417 Prepared by Other Than NPS Personnel	N	Record copies of newspaper and magazine articles, website and other publications related to the history and activities of the NPS, region or area. Arrange alphabetically by author's last name and chronologically thereunder. a. Record copy b. Nonrecord copies	a. PERMANENT: Transfer to the National Archives when 30 years old b. TEMPORARY: Destroy when no longer needed.
L – LANDS AND RECREATION			

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
L30 Land Use Files L3015 Agriculture L3019 Grazing L3023 Mining and Minerals L3025 Oil and Gas L3027 Roads and Road Right of Way L3031 Water, Sewer and Transmission Lines L3033 River Management	Y	Records documenting the granting or denial of permits for such park area special uses as agriculture, grazing, mining, roads, road rights-of-way and water and transmission lines. Arranged alphabetically by area and thereunder by name of permittee. a. General Correspondence b. Approved permits (at level of origin) c. Rejected requests for permits. <i>NOTE: Prepare separate folder for each special use permit.</i>	a. PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator. c. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
L32 Recreation Grant Case Files	Y	Records documenting the awarding of grants for planning for outdoor recreation and for acquisition and development of recreation resources under the Land and Water Conservation Fund Act of 1965 (LWCF) and the Urban Parks and Recreation Recovery Program (UPARR) and similar programs.	DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
L3217 Recreation Grant Application Files	Y	a. Unsuccessful Bids. b. Accepted Applications.	a. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator. b. File with grant case file (L3219).
L3219 Recreation Grant Case Files	Y	Records documenting successful applications for and the subsequent review, monitoring and evaluation of grant projects.	PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
L34 Recreational Activities Files L3415 Camping L3417 Hiking and Riding L3423 Mountain Climbing L3425 Water Sports L3427 Winter Sports L38 Records of Aircraft Landing Sites L46 Records of Navigation Facilities Sites	Y		DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
L48 Wilderness Areas and Research Reserves Files	Y	Records of wilderness proposals submitted by Federal agencies, documentation of public hearings, transcripts and final recommendations to Congress. Arranged alphabetically by area. a. Record copy b. Nonrecord copies <i>NOTE: After area has been designated "Wilderness," see N1623 for management thereof.</i>	a. PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
L50 Geographic Place Names and Area Terminology Files	Y	Correspondence regarding possible change of area name or classification of area, i.e. natural, historical or recreational. Arranged alphabetically by name and thereunder chronologically.	DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
L54 Water Rights Case Files	Y	Case files relating to water rights in park areas, including applications and amendments thereto for State permits; related descriptions of land, water and streams; State letter of approval; documents pertaining to proof of beneficial use and extensions of time therefore and related correspondence. Arranged alphabetically by area, thereunder by docket number.	PERMANENT: Transfer to the National Archives after water rights are terminated or when 30 years old, whichever is first. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
L58 Records of Proposed Areas L5815 National Wild and Scenic Rivers L5817 National Scenic Trails	N	Correspondence and studies of proposed natural, archaeological or historical areas that have been recommended for inclusion in the National Park system. Arranged alphabetically by state and thereunder by name of area. <i>NOTE: prepare separate folder for each state and project if volume warrants.</i> a. Approved proposals b. Rejected proposals	a. PERMANENT: Transfer to the National Archives when 30 years old. b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
L60 Records of Designated Areas. 6015 National Wild & Scenic Areas L6017 National Scenic Trails	Y		PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
L62 International Parks and Historic Sites Files	N		PERMANENT: Transfer to the National Archives when 30 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
L66 Foreign Parks and Historic Sites Files	Y		DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator. <i>NOTE: Prepare separate folders for each park, site and country as appropriate.</i>
L70 States and State Parks Files L7019 Cooperation, including Administration, Planning and Development L7021 State Park Organizations L7023 Annual Records on State Parks Lands & Related Areas L7027 Lists of State Parks with Acreage and Accommodations L7031 Fees and Charges	Y	a. Record copy. b. Nonrecord <i>NOTE: Under the L7019 classification prepare separate folders for each State and project.copies.</i>	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator
L74 River Basin Studies Files		Case files for NPS participation in water and related resources planning studies. Includes maps, progress reports, news releases, press clippings, environmental assessments, and drafts of reports, review comments and related correspondence. <i>NOTE: Files should be developed by Regions then by major river basins, and finally by projects where importance of project or wealth of material warrants. Archeological and Historical Research relating to River Basins are coded H2415.</i>	
L7419 Economic and Recreational Benefits of River Basins	Y		PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>
L7421 Notices of Public Hearings about River Basin	Y		DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.
L7423 River Basin Studies and Reports L7425 Dams and Dredging	Y		PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
L7427 Other Studies and Reports about River Basins	Y	Includes studies and reports concerning agriculture, the Federal Power Commission and others. a. Records in which the NPS has interest. b. Records not relevant.	a. PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
L76 Environmental Impact Records L7615 Policy, Procedures and Guidelines	N	Correspondence establishing NPS policy implementing the National Environmental Policy Act of 1969.	PERMANENT: Transfer to the National Archives when 30 years old.
L7617 Environmental Statements and Studies Concerning NPS Areas	Y	Environmental Impact Statements (EIS's) and related records created by the NPS.	DISPOSITION SUSPENDED – DO NOT DESTROY These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.
L7619 Reviews of Environmental Statements and Studies Concerning Other Federal Agencies	N		TEMPORARY: Destroy 6 months after final action.
L7621 Reviews of Environmental Statements and Studies Concerning State and Private Agencies	N	NOTE: Prepare separate folders for each agency.	TEMPORARY: Destroy 6 months after final action.
M2417 Antiquities Act Permit Files	Y	Case files for permits required to conduct work on lands owned or controlled by the Federal Government. a. WASO b. Regions	a. PERMANENT: Transfer to the National Archives 30 years after expiration. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
N – NATURAL AND SOCIAL SCIENCES			

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
N14 Records of Animal and Plant Life N1415 Amphibians and Reptiles N1419 Birds N1423 Fish N1427 Mammals N1429 Insects and Invertebrates N1433 Plants	Y	<p>Documentation of individual animal and plant species studies and observations, other than management. Results of Inventory and Monitoring program, including protocol and datasets. Specific research and references related to the biology of the park, not including references to species, memorandum, and data associated with the Endangered Species Act and Marine Mammal Protection Act.</p> <p>Includes vascular and non-vascular plants. See Y1815 for Trees and Forestry, Forestry and Range Conservation and Management. Cross-reference fire affects data.</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
N16 Records of the Management of Natural Resources and Areas. N1615 Wildlife Resource and Area Management N1617 Plant Life Resource and Area Management N1619 Water Life Resource and Area Management N1621 Protected, Threatened and Endangered Species, Resource and Area Management N1623 Backcountry/Wilderness Management N1625 Geological Resources Management N1627 Forestry and Range Management N1629 Natural History Collections and Vouchers Specimens	Y	<p>Includes the Resources Basic Inventory (Inventory and Monitoring Program - Natural Resources Challenge planning and programs - NPSpecies, NRBIB, Synthesis and others), coastal zone management, wetlands management, ecological impact and the like.) Create files as needed according to terrestrial, freshwater and marine. Provide references to programmatic projects and park planning documents.</p> <p>Records associated with native, terrestrial wildlife concerns and specific species management plans. (See N50 - Pest and Weed Control for exotics and Integrated Pest Management Projects.)</p> <p>Records associated with native, terrestrial botanical concerns and specific species management plans, including edaphological studies. (See N50 - Pest and Weed Control for exotics and Integrated Pest Management Projects.) Includes freshwater and marine species.</p> <p>Documentation of protected, threatened and endangered plants and animals. File Biological Opinions and Biological Assessments relevant to park consultations with United States Fish and Wildlife Service. Document Marine Mammal Protection Act consultations with National Marine Fisheries Service. Include documentation about state-listed species of concern relevant to park.</p> <p>Documentation of recommendations and conditions. (Does not include permits.) Establish case files as follows:</p> <p>a. Policy correspondence</p> <p>b. Resources Basic Inventory (include I&M Program)</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p>b. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit both series for archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
N22 Records of Research Programs and Partnerships N2215 Area Natural Science Research Plans N2217 Social Science Research N2219 Research Proposals and Projects N2221 Resources Management Partnership Programs	Y	<p>Records of Cooperative Ecosystem Studies Units, Canon National Parks Science Scholars Program, Benefits Sharing Program, Memorandums of Agreement and Cooperative Agreements for research, and other such activities. Excludes History and Archeology, found under H files.</p> <p>Includes study plans and Inventory and Monitoring Plans for Biological Networks.</p> <p>NPS Social Science Research Plans e.g. Usable Knowledge, Social Science Research Review Series, and Urban Recreation Research Center: include economics, geography, psychology and political science but not history or archaeology.</p> <p>Records documenting ecological studies: file specific studies related to observations of individual species under N14 above. See A9015, but include materials concerning Scientific Research and Collecting Permits/NPS Research Permits and Reporting System.</p> <p>Establish separate case files for policy correspondence and special research studies.</p> <p>a. Record copy.</p> <p>b. Nonrecord copies.</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
N26 Narrative Reports and Related Records N2615 Monthly N2617 Quarterly N2619 Semi-Annual N2621 Annual N2623 Situation	Y	<p>Includes the Bear Incident and Management Report, the Investigator's Annual Report, Pest Management Program Approval & Reports and the Superintendent's Annual Report on Research.</p>	<p>DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p> <p><i>NOTE: file resource management problems and formal situation reports relative to specific park resources in N14.</i></p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
N30 Geological Features and Studies Files N3019 Paleontology N3021 Seismology (Earthquakes and Tsunamis) N3023 Speleology N3027 Volcanology N3031 Glaciers N3035 Rock and Minerals N3039 Thermal Features N3041 Water N3043 Pedology (Soils)	Y	<p>Includes mapping, geospatial data and documentation of project work in parks with USDA, USGS, USFWS and other partners.</p> <p>For special use permits, see A9031; for emergency operation plans, see A76; for accidents - associated with thermal features and the like, see A7623 / W3417. For specimen collections see H20 – Collection Management and Preservation and H2017 Acquisitions, Loans and Inventories. See N36 for water quality issues.</p> <p>a. Record copy</p> <p>b. Nonrecord copies</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
N36 Pollution and Environmental Quality Files N3615 Air N3617 Water N3619 Land	Y	<p>Studies of air and water quality and incidences of pollution. References to affects on plant and wildlife (such as incidences of oil spills and the effects on aquatic or marine life) should be documented under separate category.</p> <p>May include stream or river sediment load studies, water temperature or general habitat analysis. For California, include TMDL (Total Maximum Daily Load) data</p> <p>Includes hazardous waste cleanup and compliance with EPA toxic waste regulations.</p> <p>a. Record copy.</p> <p>b. Nonrecord copies.</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
N40 Energy Research Files	Y	<p>For individual solar heating systems, use D5023. For energy conservation, use A7021.</p> <p>a. Record copy.</p> <p>b. Nonrecord copies.</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
N42 Weather and Climate Files	Y	<p>Studies and observations.</p> <p>a. Record copy.</p> <p>b. Nonrecord copies.</p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p><i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i></p> <p>b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.</p>
N44 Natural Landmarks Program Records.	Y	<p>a. Documentation of the National Natural Landmarks (NNL) program, including reports from parks in vicinity of NNLs.</p> <p>b. Natural Landmarks System (NLS). A database that contains data on ecological and geological sites designated as National Natural Landmarks or sites that have been identified as potential National Natural Landmarks. Data is used to monitor status and conduct analyses of the sites. Includes descriptive information about the sites, including name, location, resource types, the state of the resources and administrative tracking information (such as site status).</p> <p>b.(1). Data Tables.</p> <p>b.(2). Documentation - Record layouts, file structures, codebooks and any other records that define or describe the data or the application.</p> <p><i>NOTE: All transfers of electronic files to the National Archives will be in ASCII character set and on 9-track open reel magnetic tape or 3480 tape cartridges.</i></p>	<p>a. PERMANENT: Transfer to the National Archives when 30 years old.</p> <p>b.(1). PERMANENT: Transfer to the National Archives when 30 years old. Transfer updated data tables to the National Archives annually.</p> <p>b.(2). PERMANENT: Transfer any changes in the documentation to the National Archives with the transfer of the data tables. (N1-79-96-1.)</p>

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
N46 Social and Economic Sciences Files N4615 Visitor Use Surveys and Statistics N4617 Demography (Vital and Social Statistics) N4619 Economics N4621 Assessments	Y	a. Record copy. b. Nonrecord copies.	a. PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
N50 Pest and Weed Control Files	Y	Annotated DOI 10-21a forms containing details of projects involving the use of pesticide products in the NPS system. Includes references to management of exotic species. Arranged by project number and chronologically thereunder. a. Record copy. b. Nonrecord copies. c. Pesticide Control System – Database of each pesticide product used. Includes information about targeted pests, active ingredients, quantity and frequency of use, as well as effectiveness.	a. PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator. c. PERMANENT: Transfer data to the National Archives annually with appropriate documentation. (N1-79-77-1, item 93.)
N54 Soil and Moisture Control Files	Y	a. Record copy. b. Nonrecord copies.	a. PERMANENT: Transfer to the National Archives when 30 years old. <i>NOTE: Submit to archival review by park/Regional Archivist/Historian/Curator, prior to transfer to NARA.</i> b. DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
P – PERSONNEL			
Note: Schedule references are to the General Records Schedule (GRS) 1 - Civilian Personnel Records (unless otherwise noted).			
P14 Official Personnel Folders (OPFs)	N	<p>Personnel records maintained according to the <i>Guide to Personnel Recordkeeping</i>.</p> <p>a. Papers on right-hand side of the folder.</p> <p>(1) Employees transferred to another agency: See Chapter 7 of the <i>Guide to Personnel Recordkeeping</i> for instructions. (GRS 1, item 1a)</p> <p>(2) Separated employees: Transfer to inactive files on separation. Transfer to National Personnel Records Center (NPRC) in St. Louis, MO 30 days after separation. Records are destroyed 65 years after separation from Federal service. (GRS 1, item 1b)</p> <p>b. Papers on left-hand side of the folder.</p> <p>All copies of correspondence and forms maintained on the left side of the OPF in accordance with Chapter 3 of the <i>Guide to Personnel Recordkeeping</i>.</p> <p>Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF. (GRS 1, item 10)</p> <p>c. Annual Performance Review.</p> <p>(1) Non-SES appointees - appraisals of unacceptable performance.</p> <p>(2) Performance records superseded through an administrative, judicial or quasi-judicial procedure.</p> <p>(3) Performance-related records pertaining to a former employee. Place records on the left-side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. (GRS 1, item 23a[3].)</p> <p>(4) All other performance plans, ratings and other summary performance appraisal records, with supporting documents.</p>	<p>a. TEMPORARY: Destroy after the employee completes 1 year of acceptable performance. (GRS 1, item 23a[1].)</p> <p>b. TEMPORARY: Destroy when superseded. (GRS 1, item 23a[2].)</p> <p>c. TEMPORARY: Destroy when 4 years old or 4 years after date of appraisal. (GRS 1, items 23a[3]b, 23a[4] and 23a[5].)</p>
P18 OPM Laws, Rules, and Regulations Files	N	With related correspondence.	TEMPORARY: Destroy when no longer needed.
P1815 Rules and Regulations	N		TEMPORARY: WASO: destroy when 2 years old; field: destroy when 3 years old.
P1819 Interpretation	N		TEMPORARY: WASO: destroy when 2 years old; field: destroy when 3 years old.
P1821 Inspections	N	Includes CSC and Service Inspection reports and audits.	TEMPORARY: Destroy when superseded or obsolete.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
P22 Applications and Inquiries for Employment P2215 PERMANENT Positions P2217 TEMPORARY Positions	N	Applications, including Optional Form (OF) 612, resumes and any other application, with related records.	TEMPORARY: Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier. (GRS 1, item 15.)
P26 Personnel Reports P2615 Monthly P2617 Quarterly P2619 Semi-Annual P2621 Annual P2623 Situation	N	Including Recording & Reporting Information on Training Related to CSRA and Supervisory Training Report. Including Federal Law Enforcement Training Center Projections.	TEMPORARY: Destroy when 3 years old.
P30 Appointment Requirements and Procedures Files.	N		TEMPORARY: Destroy when 5 years old.
P32 Position Classification Files	N	a. Case File. Correspondence relating to development of standards for classification of positions unique to the NPS. b. Review File. Records documenting OPM approval or disapproval. c. Standards (CSC). Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency. d. Position descriptions. Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, with related documents.	a. TEMPORARY: Destroy 5 years after position is abolished or description is superseded. (GRS 1, item 7a[2]a.) b. TEMPORARY: Destroy when 2 years old. (GRS 1, item 7a[2]b.) c. TEMPORARY: Destroy when superseded or obsolete. (GRS 1, item 7a[1].) d. TEMPORARY: Destroy 2 years after position is abolished or description is superseded. (GRS 1, item 7b.)
P34 Compensation Files P3415 Personal Injury	N	Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	TEMPORARY: Cut off upon termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. (GRS 1, item 31.)
P34 Compensation Files P3419 For Overtime P3421 For Hazard Pay P3423 For Duty at Remote Work Sites	N		TEMPORARY: Destroy when 3 years old.
P36 Standards of Conduct Files	N	Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.	TEMPORARY: Destroy when 3 years old or superseded or obsolete, whichever is later. (GRS 25, item 1.)
P38 Performance Ratings Program and Procedures Files	N		TEMPORARY: Destroy when 3 years old.
P40 Employee Welfare and Activities Files P4015 Welfare	N	a. Miscellaneous correspondence. b. Federal Employees Health and Life Insurance.	TEMPORARY: Destroy when 6 months old. (GRS 1, item 17.)
P4019 Employee Relations	N	a. Correspondence. b. Counseling files. Reports of interviews, analyses and related records.	a. TEMPORARY: Destroy when 3 years old. b. TEMPORARY: Destroy 3 years after termination of counseling. (GRS 1, item 26.)

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
P4021 Labor-Management Relations Labor-Management Agreements.	N	a. Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups. Maintained by office negotiating the agreement. b. Arbitration Cases Files. Correspondence, forms and background papers relating to labor arbitration cases.	a. TEMPORARY: Destroy 5 years after the expiration of the agreement. (GRS 1, item 28a[1].) b. TEMPORARY: Destroy 5 years after final resolution of the case. (GRS 1, item 28b.)
P42 Equal Employment Opportunity Files P4215 Affirmative Action Plans	N	a. Servicewide Plan. b. Field Office Plans.	a. TEMPORARY: Destroy 5 years from date of plan. (GRS 1, item 25h[1].) b. TEMPORARY: Destroy 5 years from date of plan or when administrative purposes have been served, whichever is sooner. (GRS 1, item 25h[2].)
P4217 Discrimination Complaints	N	a. Official Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, as well as other records as described in 29 CFR 1613.222. b. Copies of complaint case files. c. Preliminary and background documents.	a. TEMPORARY: Destroy 4 years after resolution of case. (GRS 1, item 25a.) b. TEMPORARY: Destroy 1 year after resolution of case. (GRS 1, item 25b.) c. TEMPORARY: Destroy when 2 years old. (GRS 1, item 25c.)
P4219 Special Equal Employment Opportunity Programs	N	Records documenting programs such as Cooperative Education, Upward Mobility, Spanish Speaking, Federal Women and others. Note: Individual files may be established for each program.	TEMPORARY: Destroy 5 years after program ends.
P44 Incentive Awards Programs Files P4415 Procedures and Reports	N	Reports and documentation of procedures pertaining to the operation of the Incentive Awards Program.	TEMPORARY: Destroy when 3 years old. (GRS 1, item 13.)
P4417 Merit awards	N	Case files, including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and noncash awards.	TEMPORARY: Destroy 2 years after approval or disapproval. (GRS 1, item 12a[1].)
P4419 Awards for Suggestions	N		TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.)
P48 Examinations Files	N	a. Correspondence. b. Forms and correspondence.	a. TEMPORARY: Destroy when 3 years old. b. TEMPORARY: Destroy when 6 years old.
P52 Records of Hours and Tours of Duty	N	Documentation, including correspondence, reports and other records, relating to hours and tours of duty.	TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.)
P56 Records Relating to the Identification of Employees	N	a. Credentials. Includes cards, badges, parking permits, photographs, agency permits to operate motor vehicles, property, dining room, visitor's passes and other identification credentials. b. Receipts, indices, listings, and accountable records.	a. TEMPORARY: Destroy 3 months after return to issuing office. (GRS 11, item 4a.) b. TEMPORARY: Destroy after all listed credentials are accounted for. (GRS 11, item 4b.)

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
P60 Leave Records P6015 Annual P6019 Jury P6023 Military P6027 Sick P6031 Without Pay P6035 Compensatory P6039 Holiday P6043 Special Occasions	N	SF 71 or equivalent, plus any supporting documentation of requests and approvals of leave.	TEMPORARY: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, item 6b.)
P64 Personnel Procedures and Records	N		TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.)
P68 Promotion, Career Development and Placement Files	N	Written promotion guidelines, instructions and merit promotion plans.	TEMPORARY: Destroy when superseded or obsolete.
P72 Recruitment and Certification Records	N	a. Correspondence, including regulatory and procedural material. b. Recruitment for specific positions. c. Certificates of Eligibles.	a. TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.) b. TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.) c. TEMPORARY: Destroy when 2 years old. (GRS 1, item 5.)
P74 Records of Restrictions on Employment P76 Reemployment Files P78 Retirement Files P80 Separation Files	N	Files documenting freezes, ceilings and other restrictions.	TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.)
P82 Personnel Statistical Reports	N	Statistical reports in the operation personnel office and subordinate units relating to personnel.	TEMPORARY: Destroy when 2 years old. (GRS 1, item 16.)
P84 Personnel Status Records	N	Includes documentation concerning veterans' preference, OPM reinstatement, retired annuitants and others.	TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.)
P86 Training Records P8615 In-Service P8617 Interagency Facilities P8619 Non-Government Facilities	N	Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs.	TEMPORARY: Destroy when 5 years old or when superseded or obsolete, whichever is sooner. (GRS 1, item 29b.)
P88 Transfers/Details/Reassignment Files P8815 Within Service P8819 Outside Service	N		TEMPORARY: Destroy when 3 years old. (GRS 1, item 3.)
P90 Records of Wage Board Matters	N	a. Policy correspondence. b. Wage Survey Files. c. Wage Rate Schedules and related correspondence.	a. TEMPORARY: Destroy when 3 years old. b. TEMPORARY: Destroy when no longer needed. c. TEMPORARY: Destroy after completion of second succeeding wage survey. (GRS 1, item 38.)
P92 Uniform Standards Files P94 Volunteer Employment Program Files	N		TEMPORARY: Destroy when no longer needed.
S – SUPPLIES, PROCUREMENT, AND PROPERTY Note: Schedule references are to the General Records Schedule (GRS) 3 - Procurement, Supply, and Grant Records (unless otherwise noted).			

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
S14 Animal Files S18 Historic Building Furniture and Accessories Files* S22 Construction and Maintenance Supplies Files S24 Communications Equipment Files	Y	Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies. a. Procurement or purchase obligation copy, with related papers. Transactions that exceed the simplified acquisition threshold of \$2,000. <i>b. Transactions of less than \$2,000.</i> c. Obligation copy. d. Other copies of records described above, used by other offices for administrative purposes. e. Data submitted to the Federal Procurement Data System (FPDS). (Note: Historic Furnishing Reports should be filed under H30.) (Note: Construction contracts should be filed under D52.)	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.
S26 Property Reports. S2615 Monthly S2617 Quarterly S2619 Semi-Annual S2621 Annual S2623 Situation	N		TEMPORARY: Destroy when 3 years old.
S28 Drafting and Engineering Supplies Files S30 Explosives Supplies Files S32 Firefighting Equipment Files S34 Firearms and Ammunition Files S38 Fuels Supplies Files S46 Library Supplies Files S4615 Library Equipment S4619 Library Publications S50 License Plates and Tags Files S54 Records of Medical Supplies	N	Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies. a. Procurement or purchase obligation copy, with related papers. Transactions that exceed the simplified acquisition threshold of \$2,000. <i>b. Transactions of less than \$2,000.</i> c. Obligation copy. d. Other copies of records described above, used by other offices for administrative purposes. e. Data submitted to the Federal Procurement Data System (FPDS).	a. TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, items 3a(1)a and (2)a.) b. TEMPORARY: Destroy 3 years after final payment. (GRS 3, items 3a(1)b and (2)b.) c. TEMPORARY: Destroy when funds are obligated. (GRS 3, item 3b.) d. TEMPORARY: Destroy upon termination or completion of transaction. (GRS 3, item 3c.) e. TEMPORARY: Destroy or delete when 5 years old. (GRS 3, item 3d.)

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
S58 Motor-Driven Propelled Equipment Records S5815 Aircraft S5819 Automobiles, Trucks, Motorcycles S5823 Boats S5831 Road Construction and Maintenance Equipment S5835 Use of Motor-Driven Propelled Equipment	N	<i>a. Correspondence.</i> Correspondence in the operating unit responsible for maintenance and operation of motor-driven vehicles. <i>b. Motor-driven vehicle operation records.</i> Operating records including those relating to gas and oil consumption, dispatching and scheduling. <i>c. Maintenance records</i> (including those related to service and repair). <i>d. Operator files.</i> Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorizations to use, safe driving awards and related correspondence.	a. TEMPORARY: Destroy when 2 years old. (GRS 10, item 1.) b. TEMPORARY: Destroy when 3 months old. (GRS 10, item 2a.) c. TEMPORARY: Destroy when 1 year old. (GRS 10, item 2b.) d. TEMPORARY: Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner. (GRS 10, item 7.)
S62 Office Supplies Files S6215 Furniture and Accessories S6219 Forms S6223 Machines S6227 Stationery S66 Records of Optical Equipment and Supplies S6615 Binoculars and Telescopes S6619 Microscopes S70 Photographic and Sound Equipment Supplies Files S7015 Cameras and Projectors S7019 Films and Slides	N	Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies. <i>a. Procurement or purchase obligation copy, with related papers.</i> Transactions that exceed the simplified acquisition threshold of \$2,000. <i>b. Transactions of less than \$2,000.</i> C. Obligation copy. d. Other copies of records described above, used by other offices for administrative purposes. e. Data submitted to the Federal Procurement Data System (FPDS).	a. TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, items 3a(1)a and (2)a.) b. TEMPORARY: Destroy 3 years after final payment. (GRS 3, items 3a(1)b and (2)b.) c. TEMPORARY: Destroy when funds are obligated. (GRS 3, item 3b.) d. TEMPORARY: Destroy upon termination or completion of transaction. (GRS 3, item 3c.) e. TEMPORARY: Destroy or delete when 5 years old. (GRS 3, item 3d.)
S72 Procurement Files S7215 Instructions and Procedures	N		PERMANENT: Transfer to the National Archives when 30 years old.
S7217 Construction Contracts (File under D5217.) S7219 Professional Services (Architecture and Engineering) Contracts (File under D5215.) S7221 Research Contracts	Y	Includes archaeological, historical, scientific and thematic studies. NOTE: Studies compiled as a result of contract shall be filed under appropriate subject with a copy of the contract attached.	DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
S7225 Personal Services Contracts S7227 Purchase Orders	N	<p>Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies.</p> <p>a. Procurement or purchase obligation copy, with related papers. Transactions that exceed the simplified acquisition threshold of \$2,000.</p> <p>b. <i>Transactions of less than \$2,000.</i></p> <p>c. Obligation copy.</p> <p>d. Other copies of records described above, used by other offices for administrative purposes.</p> <p>e. Data submitted to the Federal Procurement Data System (FPDS).</p>	<p>a. TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, items 3a(1)a and (2)a.)</p> <p>b. TEMPORARY: Destroy 3 years after final payment. (GRS 3, items 3a(1)b and (2)b.)</p> <p>c. TEMPORARY: Destroy when funds are obligated. (GRS 3, item 3b.)</p> <p>d. TEMPORARY: Destroy upon termination or completion of transaction. (GRS 3, item 3c.)</p> <p>e. TEMPORARY: Destroy or delete when 5 years old. (GRS 3, item 3d.)</p>
S7229 Bidders List S7231 Federal Supply Catalogs, Schedules and Manufacturers Catalogs	N		TEMPORARY: Destroy when superseded or obsolete
S74 Property Accountability Files S7415 Real Property	N	<p>a. Plant account cards and ledgers.</p> <p>b. Working papers used in accumulating data</p>	<p>a. PERMANENT: Transfer to the National Archives when the structure is gone.</p> <p>b. TEMPORARY: Destroy when 2 years old. (GRS 8, item 4.)</p>
S7417 Disposal of Real Property	N	Records include excess property reports and property disposal case files.	TEMPORARY: Destroy when 3 years old.
S7419 Personal Property	N	<p>a. Correspondence.</p> <p>b. Automated Equipment Inventory (Computer Printouts).</p>	<p>a. TEMPORARY: Destroy when 2 years old. (GRS 3, item 2.)</p> <p>b. TEMPORARY: Destroy when superseded or obsolete.</p>
S7421 Disposal of Personal Property	N	<p>a. Correspondence.</p> <p>b. Excess personal property reports.</p> <p>Case files for the sale of surplus property:</p> <p>c. (1) Transactions of more than \$25,000.</p> <p>d. (2) Transactions of \$25,000 or less.</p>	<p>a. TEMPORARY: Destroy when 2 years old. (GRS 4, item 1.)</p> <p>b. TEMPORARY: Destroy when 3 years old. (GRS 4, item 2.)</p> <p>c. TEMPORARY: Destroy 6 years after final payment. (GRS 4, item 3a.)</p> <p>d. TEMPORARY: Destroy 3 years after final payment. (GRS 4, item 3b.)</p>
S7423 Equipment Replacement Program Correspondence	N		TEMPORARY: Destroy when 2 years old. (GRS 3, item 2.)

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
S78 Safety Equipment Files S82 Signs, Markers, Traffic Devices, Flags, and Pennants Files. S84 Stenographic Services Files.	N	Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies. a. Procurement or purchase obligation copy, with related papers. Transactions that exceed the simplified acquisition threshold of \$2,000. <i>b. Transactions of less than \$2,000.</i> c. Obligation copy. d. Other copies of records described above, used by other offices for administrative purposes. e. Data submitted to the Federal Procurement Data System (FPDS).	a. TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, items 3a(1)a and (2)a.) b. TEMPORARY: Destroy 3 years after final payment. (GRS 3, items 3a(1)b and (2)b.) c. TEMPORARY: Destroy when funds are obligated. (GRS 3, item 3b.) d. TEMPORARY: Destroy upon termination or completion of transaction. (GRS 3, item 3c.) e. TEMPORARY: Destroy or delete when 5 years old. (GRS 3, item 3d.)
S90 Shipping Records.	N	Issuing office copies of government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations and supporting documents.	TEMPORARY: Destroy 6 years after period of account. (GRS 9, item 1c.)
S94 Uniforms Records.	N	a. Policy correspondence. b. Specific orders and related correspondence. Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies. b.(1). Procurement or purchase obligation copy, with related papers. Transactions that exceed the simplified acquisition threshold of \$2,000. b.(2). Transactions of less than \$2,000. b.(3). Obligation copy. b.(4). Other copies of records described above, used by other offices for administrative purposes. b.(5). Data submitted to the Federal Procurement Data System (FPDS), Policy correspondence.	a. TEMPORARY: Destroy when 15 years old. b.(1). TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, items 3a(1)a and (2)a.) b.(2). TEMPORARY: Destroy 3 years after final payment. (GRS 3, items 3a(1)b and (2)b.) b.(3). TEMPORARY: Destroy when funds are obligated. (GRS 3, item 3b.) b.(4). TEMPORARY: Destroy upon termination or completion of transaction. (GRS 3, item 3c.) b.(5). TEMPORARY: Destroy or delete when 5 years old. (GRS 3, item 3d.)

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
S98 Records of Weed and Insect Control Products and Animal Repellents.	N	<p>Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for supplies.</p> <p>a. Procurement or purchase obligation copy, with related papers. Transactions that exceed the simplified acquisition threshold of \$2,000.</p> <p>b. <i>Transactions of less than \$2,000.</i></p> <p>c. Obligation copy.</p> <p>d. Other copies of records described above, used by other offices for administrative purposes.</p> <p>e. Data submitted to the Federal Procurement Data System (FPDS).</p>	<p>a. TEMPORARY: Destroy 6 years and 3 months after final payment. (GRS 3, items 3a(1)a and (2)a.)</p> <p>b. TEMPORARY: Destroy 3 years after final payment. (GRS 3, items 3a(1)b and (2)b.)</p> <p>c. TEMPORARY: Destroy when funds are obligated. (GRS 3, item 3b.)</p> <p>d. TEMPORARY: Destroy upon termination or completion of transaction. (GRS 3, item 3c.)</p> <p>e. TEMPORARY: Destroy or delete when 5 years old. (GRS 3, item 3d.)</p>
W – LAWS AND LEGAL MATTERS			
W18 Legal Decision Files W1815 Attorney General W1819 Comptroller General W1823 Solicitor W1827 Chief Counsel	N	Files consisting of correspondence with and decisions of the Attorney General, the Comptroller General, the Solicitor and Regional Solicitors and the Chief Counsel of the NPS concerning legal problems related to the administration of the NPS.	TEMPORARY: Destroy when 15 years old.
W22 Records of Final Opinions and Orders.	N	Copies of approved collection, concession and special use permits maintained for public inspection during regular business hours. Maintained at level of final approval.	TEMPORARY: Destroy 3 years after expiration of permit. NOTE: Record copies of permits are filed under A9015 (Collection), C3823 (Concessions) and L30 (Special Uses).
W24 Case Files for <i>Federal Register</i> Submissions.	N		TEMPORARY: Destroy when 2 years old or when published in the <i>Code of Federal Regulations</i> . NOTE: a copy of published notices should be filed in subject files and under H1415 (<i>Legislative Histories</i>).
W26 Law Enforcement Reports W2615 Monthly W2617 Quarterly W2619 Semi-Annual W2621 Annual W2623 Situation	N	As required reports providing documentation of legal and law enforcement activities, including visitor and vehicle violations, vandalism, theft, arson, poaching and other offenses.	TEMPORARY: Destroy when 3 years old.
W28 Records of Executive Orders and Proclamations	N		TEMPORARY: Destroy when superseded, obsolete or no longer needed for reference.
W30 Jurisdiction Files W32 Civil Litigation/Court Procedures Files W34 Law Enforcement Files	N	Records documenting the management of law enforcement activities.	PERMANENT: Transfer to the National Archives when 30 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
W3415 Violations of Regulations	N	a. Printouts from Incident Reporting System. (1). Monthly Printouts. (2). Annual Prinouts. b. System Inputs (Forms 10-50, 10-343, 10-344).	a.(1). TEMPORARY : Destroy after completion of annual printout or when no longer needed for reference, whichever is sooner. a.(2). TEMPORARY : Destroy when 1 year old or when no longer needed, whichever is sooner. b. TEMPORARY : Destroy 1 year after input.
W3417 Accident/Investigation	N		TEMPORARY : Destroy when 15 years old.
W3419 Commissioners/Magistrates	N		TEMPORARY : Destroy when 6 years old or when no longer needed, whichever is sooner.
W3421 Expungement Orders W3423 State and Local Laws and Regulations W3425 Alcohol and Speed Devices W3427 Drunk Driving	N		TEMPORARY : Destroy when 15 years old.
W38 Legislative History Files W3815 Proposed Legislation W3817 Enacted Legislation	N		NOTE: FILE RECORDS UNDER H1415 (LEGISLATIVE HISTORY).
W42 Special Regulations Case Files W46 General Regulations Case Files	N	Documentation of regulations initiated by the NPS to regulate a specific activity. Include background materials, comments, copies of the <i>Federal Register</i> notices and other records accumulated during the development of the regulations.	TEMPORARY : Destroy when 2 years old or when published in the <i>Code of Federal Regulations</i> , whichever is sooner.
W48 Records of Law Enforcement Procedures and Policies W4815 Beats/Patrol Areas W4817 Prisoner Processing W4819 Court Procedures	N		TEMPORARY : Destroy when 15 years old.
Y – FIRE MANAGEMENT Note: Trees and range should be filed under N14 and N16.			
Y14 – Wildland Fire Management Y1415 Fire Prevention Y1417 Fire Presuppression Y1419 Wildland Fire Y1421 Wildlife Fire Fuels Management	N	Documentation of educational and interpretive activities intended to prevent wildland fires. Records of all planning and other work performed in preparation for the management of fires, including hiring, staffing and other programmatic activities. Documentation of suppression activities and the management of unplanned ignitions. Project files for prescribed fires, including planning, fire research, resources, burn plans and documentation of mechanical fuel reduction. NOTE: Cross reference to N14 or N16 for specific species affects and to the appropriate H file code for effects on cultural resources.	PERMANENT : Transfer to the National Archives when 30 years old.

Code/Code Title	Res. Mgmt (Y/N)	Description	Disposition
Y18 Forestry and Range Conservation and Management Files Y1815 Trees and Forests Y1819 Range Y1823 Reforestation and Rehabilitation	N		NOTE: FILE UNDER N14 OR N16 (AS APPROPRIATE).
Y26 Fire Management Reports Y2615 Monthly Y2617 Quarterly Y2619 Semi-Annual Y2621 Annual Y2623 Situation	N	Includes reports on individual fires.	PERMANENT: Transfer to the National Archives when 30 years old.
Y34 Records of Forest Products	N		NOTE: FILE UNDER N16.
Y42 Fire Statistics Files	Y		DISPOSITION SUSPENDED – DO NOT DESTROY. These records are potentially important for the ongoing management of NPS resources. Submit to archival review by park/Regional Archivist/Historian/Curator.

SAA Museum Archives Section Working Group Example

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