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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.

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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.

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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 A7615 Health and Safety Records	N	Includes inspections by Safety Officer, documented safety programs, Search and Rescue and scuba diving.	TEMPORARY : Destroy when 15 years old.
A7619 Records of Safety Committees and Meetings	N	Includes recommendations and related correspondence. a. Record copy. b. Nonrecord copies.	a. TEMPORARY : Destroy when 15 years old. b. TEMPORARY : Destroy when 3 years old.

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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>	<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>
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>	<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>
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			

