Schedule Number: NC1-079-77-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records.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

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Item 2 is superseded by NC1-079-78-01, item 2.

Item 11 is superseded by NC1-079-78-02, item 11.

Item 71 is superseded by NC1-079-78-02, item 71.

Items K3415 and K3417 are superseded by N1-079-08-008, item 9A2.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1 79 77 1
DATE RECEIVED 15 JUN 1977
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
7-27-77 Date — James B. Rhoads, Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2. MAJOR SUBDIVISION
National Park Service

3. MINOR SUBDIVISION
Chief, Branch of Paperwork Management

4. NAME OF PERSON WITH WHOM TO CONFER: Lenora DeRossi, Records Officer

5. TEL. EXT.: 343-4577

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 39 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6/14/77	William J. Savannah	Chief, Branch of Paperwork Management

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This comprehensive records disposition schedule supersedes all previously approved records schedules of the National Park Service. Any record series created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Record Service. Records covered by the General Records Schedules of the General Services Administration are disposable without further authorization. Records are arranged in accordance with the provisions of the Park Service Filing System (alpha-numeric). The term WASO indicates offices not only in their Headquarters, Washington, D.C. but those under/direct supervision, i.e. Denver Service Center and two Training Centers. Job number is indicated in column 9 only when the item comes from a subsequent revision of the basic authority Job No. II-NNA-1134, approved 5/28/54. Copy to agency 7/29/77 by D. Rooney 120 items		

115-107

copies sent to NNV, NNF, NNR, NNS, NNB/NNBR 8/8/77 by R. Butler

Copies sent to all FRC's with numbered memo 8/28/77

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

Request for Records Disposition Authority—Continuation	JOB NO.	PAGE OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	GENERAL RECORDS		
1.	Correspondence and subject files (EXCEPT those portions covered by the provisions of General Records Schedules or provisions of other items in this schedule).	II-NNA-1134, 1.	
	Arranged by NPS file classification, thereunder alphabetically by area. The correspondence and subject files of the National Park Service document the policies, procedures, activities, and special problems of the Bureau and its field offices. At the WASO office and regional levels, as well as in area offices, records are maintained in central files with certain exceptions.	1/1	
	These files, both central files and files maintained in operating units, may contain records of continuing value as well as records of temporary value. Disposal of most of the records of temporary value is accomplished by application of General Records Schedules and disposal authorizations contained elsewhere in this schedule.		
	This item permits disposal of remaining correspondence and subject files as follows:		
	a. WASO: PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old.		10pt.
	b. Region: (1) Records not duplicated in WASO. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old.		90pt.
	(2) Records duplicated in WASO. Destroy when 1 year old.		
	c. Area: Destroy when 3 yrs. old.		
	Note: Record copies are maintained at Regional level.		
	~~d. other corresp.~~		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	Records Pertaining to Internal Administrative Operation	3	
	Correspondence and memoranda not covered by General Records Schedules, but relating to matters of internal operation, such as travel and personnel. Policies are documented in the files retained under Item 1. Essentially, these files relate to temporary needs and routine non-programming responsibilities.	1/3	superseded by Item 2a, NC1-79-78-1
	All levels: Destroy when 2 years old.		
3.	Public Relations Administrative Files	4	
	Correspondence and memoranda, covering such matters as arrangements for specific meetings and conferences, visits to parks or other installations, library services, articles lost in the park areas, and similar public relations activities.	1/4	
	All levels: Destroy when 2 years old.		
4.	Workload Controls	5	
	Correspondence and memoranda, covering backlogs and delays in work, late reporting, work flow controls, and similar procedural details.	1/5	
	All levels: Destroy when 1 year old.		
5.	Reference Files	6	
	These are non-record copies of published materials; extra copies of reproduced directives, circular letters, and administrative issuances of which official copies are retained as records; extra copies of documents maintained for purposes of reference, such as information copies of reports; day or reading file copies of outgoing correspondence; tickler, follow-up, advice, or suspense copies of correspondence; identical duplicate copies of documents maintained in the same file; work papers, such as preliminary drafts of correspondence and memorands, shorthand notes and notebooks that have been transcribed; and temporary papers or forms used to control or facilitate internal work in progress.	1/6	
	All levels: Destroy when 3 years old or when no longer needed for reference, whichever is sooner.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ADMINISTRATIVE FILES		
6.	Records of Committees, Boards, Associations, and other Bodies on Park Service Matters. (A16-18-20-24) Arranged alphabetically by Committee name. Record sets of minutes, resolutions, recommendations, and agendas of meetings of groups in which the Park Service has membership or takes part. These groups include international, inter-agency, departmental, field, and other organizations interested in National Park matters, among them the Advisory Board on National Parks, Historic Sites, Buildings and Monuments. These record copies, usually maintained by the Secretary of the group, are of continuing value. Extra copies working papers and drafts held by members or interested persons for their information may be treated as non-record and destroyed at their convenience. Level of Origin: PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old.	7 2/1	1/2 in.
7.	Narrative Reports (A26) Arranged alphabetically by region or area. Annual or as required substantive reports of regional directors, superintendents and managers, dealing with overall management, status of programs and operation of the areas. (Record set of reports received and maintained at WASO). a. WASO: PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. b. Region and area: Destroy when 3 yrs. old.		1 pt.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	Annual Statistical Compilation on Visitor Use of National Parks and Monuments. (A26)	10	
	Arranged alphabetically by area. Report reflects total visits, number of hours or days in park, method of domicile, number of vehicles and other pertinent data required for measuring the impact on the park caused by the public.	2/4	
	a. WASO: PERMANENT. Transfer to FARC. Offer to NARS when 30 yrs. old.		½ in.
	b. Region and area: Destroy when 2 years old.		
9.	Non-recurring Reports and Supporting Papers. (A26)	11	
	Arranged alphabetically by area and thereunder by name of report. As required reports responding to particular situations or requests from Congress Department and Service concerning routine operational and procedural matters. (See item 21 for major investigations)	2/5	
	All levels. Destroy when 3 yrs. old.		
10.	Monthly Summaries of National Cemetery Interments and Available Grave Sites. (A58)	12	
	Copies of reports from NPS areas to the Office of the Quartermaster General prepared in accordance with Department of the Army regulations.		
	All levels. Destroy when 1 year old.	2/6	
11.	Monthly Reports of National Cemetery Interments and Grave Site Reservations. (A58)	13	
	Arranged numerically by reservation number thereunder by name of decedent. These duplicate copies maintained in the areas are the only complete official Service record of the individual interments and reservations. The reports are made directly to the Department of the Army by Service officials in charge of field areas where interments and reservations occur.	2/7	
	Area. Destroy upon discontinuance of facility.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	Memorandums of Agreement Files (A44) 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. a. WASO. Destroy 5 yrs. after expiration or cancellation. b. Region or Area: Destroy 2 yrs. after expiration or cancellation.	14 2/8	
13.	Visits by International and other distinguished persons (A60) Memoranda from the Field Reporting Information About Visits of important Persons to the National Park and Monuments. a. WASO. Destroy when 5 yrs. old. b. Region and area. Destroy when 1 year old.	15 2/9	
14.	Special Events in the National Park System. (A82) Arranged alphabetically by area thereunder by name of event. Correspondence including reports, photographs, programs, and newspaper accounts and pictures concerning dedications of national parks and monuments and celebrations in the National Park System by State, local, patriotic, and civic organizations. a. WASO. PERMANENT. Transfer to FARC. Offer to NARS when 30 yrs. old. b. Region. Destroy when 6 yrs. old.	16 2/10	½ pt.
15.	Speeches. Arranged alphabetically by area thereunder by surname of speaker. Record copies of speeches by Director, WASO or the Field Directorate, NPS on subjects dealing with Service programs. a. WASO. PERMANENT. Transfer to FARC.when 6 yrs. old. Offer to NARS when 30 yrs. old. b. Area. Destroy when 5 yrs. old.	17 2/11	½ in.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16.	Travel Economic Studies	18	
	Studies performed by Service personnel or contractor to determine projected needs of the related area.	2/12	
	a. Record copies at originating level. Transfer to FARC when 6 yrs. old. Destroy when 15 yrs. old.		
	b. All other copies: Destroy when 2 yrs. old.		
17.	Administrative Permit Case Files	19	
	Approved and unapproved permit files include correspondence concerning permits and collaborator appointments for archaeological and paleontological explorations, excavations, collection of museum and other specimens, and filming of motion pictures in the national parks. Requests that are either denied or withdrawn rapidly lose value. Note. This item does not include concession and land use permits (See items 39 and 79).	2/13	
	Approved permits:		
	a. WASO. Transfer to FARC when 6 yrs. old. Destroy when 15 yrs. old.		
	b. Region and area. Destroy 1 year after expiration of permit.		
	Unsuccessful requests for permits:	20	
	c. All levels. Destroy when 1 year old.	2/14	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	Delegations of Authority (A96) Correspondence relating to delegations of authority by Director, NPS, 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. All levels: Destroy 5 yrs. after expiration.	22 2/16	
19.	Organizational Records. (A64) These case files arranged alphabetically by area, region or WASO office, include goals of the Service, standards, and management objectives relating to the organization and function of the National Park Service. Organizational charts, functional statements and directories are also included. a. WASO. PERMANENT. Transfer to FARC.when 6 yrs. old. Offer to NARS when 30 years old. b. Region or area. Destroy when superseded or obsolete.	23 2/17	1/H.
20.	Administrative Issuances. (A56) Arranged by NPS Directives in numerical sequence. Record copies of guidelines, directives, operating manuals, special memoranda, and related correspondence, concerning the issuance system. WASO: PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old.	24 2/18	1/H.
21.	Inspections, Surveys, and Investigation Files (A54) Arranged alphabetically by area investigated. Records concerning appraisals, inspections, management surveys studies and investigations of the National Park System, by the Congress, Interior Department, Service headquarters or field offices, and others.	25 2/19	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Record copies at originating level. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. b. All other copies: Destroy when 2 yrs. old.		½ in.
22.	Records of Major Catastrophes. (A76) Arranged alphabetically by area, and thereunder by catastrophe. Records pertaining to major floods, storms, and fires and damage caused thereby, deaths to visitors, and permanent damage to historical or natural sites in parks. a. WASO. Record copy PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. b. Region and area: Non-record. Destroy when 5 yrs. old.	26 2/20	½ in.
23.	Records of Minor Catastrophes (A76) Records relating to minor floods, storms, and fires, and damage caused thereby; of accidents and injuries to visitors; and of vandalism in the parks. Does not include catastrophes resulting in death or permanent damage to historical or natural sites in parks. NOTE: Records used in settling claims or for fiscal or procurement purposes are covered by the appropriate General Records Schedules, not by this item. For disposition of health and injury records concerning Service personnel, apply General Records Schedule 1. All levels. Destroy after 2 yrs. old.	27 2/21	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
24.	Conservation and Preservation of Areas for Public Enjoyment Correspondence concerning special environmental education programs i.e. NEED, NESA; and special work programs, i.e. Job Corps, Youth Conservation, Youth Opportunity Corps to provide conservation and preservation of areas. a. WASO. Transfer to FARC when 6 yrs.old. Destroy when 15 yrs. old. b. Region and area. Destroy when 3 yrs. old.	30 2/24	
25.	Equal Employment Opportunity Affirmative Action Plan. Records include basic Servicewide Plan and the field area's implementation of this plan. All levels. Destroy when superseded or rescinded		
26.	Labor-Management Agreements Correspondence and agreements with Park Service and Labor, negotiated or amended annually. a. WASO. Transfer to FARC when 6 yrs. old. Destroy when 15 yrs. old. b. Region and area. Destroy 2 yrs. after expiration.		
27.	Labor-Management Arbitration Case Files WASO. Destroy 5 yrs. after case is resolved.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CONCESSIONS RECORDS		
	Records pertaining to the development, supervision, and improvement of facilities and services furnished by concessioners to the public.		
	See items 1-5 for disposition instructions for correspondence and subject files, administrative files, and reference files located in the WASO office, the Regions, and the Areas.		
28.	Tourists' Accommodations Files. (C14)	31	
	Correspondence and reports, concerning the capacity and type of accommodations and facilities for tourists available in the national parks.	3/1	
	All levels. Destroy when 2 yrs. old.		
29.	Concessioners' Advertising Practices Files. (C18)	32	
	Correspondence concerning advertising practices by concessioners under National Park Service regulations.	3/2	
	All levels. Destroy when 2 yrs. old.		
30.	Concession Financial and Statistical Report Files (C26)	33	
	Annual financial reports of concessioners, and subconcessioners interim statistical reports, including data on all operations conducted under the concession contract or permit.	3/3	
	a. WASO. Destroy when 3 yrs. old. or when no longer needed for contractual purposes, whichever is earlier.		
	b. Region and area. Destroy when 5 yrs.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
31.	Concessioner Audit Case Files. (C30) Correspondence and final reports at all levels concerning administrative audits and fiscal examinations of National Park concessioners. All levels. Destroy after Service audit or when 4 yrs. old, whichever is earlier.	34 3/4	
32.	Concession Application Files (C3815) Correspondence concerning applications, and responses to the public relative to availability and manner of acquiring concessions. a. WASO. Destroy when 5 yrs. old. b. Region and area. Destroy when 2 years old.	35 3/5	
33.	Prospectus Files (C3817) These files are created during the development of the prospectus upon which a concession is advertised and the contract is based. The final prospectus becomes a part of the contract. All levels. Destroy 1 year after prospectus is incorporated into contract.		
34.	Concessioners Insurance Requirements Files (C3819) Correspondence concerning Service requirements for carrying insurance by concessioners against losses by fire, public liability, employee liability, and other hazards. All levels. Destroy when 5 yrs. old.	36 3/6	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
35.	Concession Permit and Contract Files (C3823) Case files containing correspondence between Service and concessioner including copies of contracts, modifications and concession permits. a. WASO. Destroy 6 yrs. after expiration, if not renewed. b. Region and area. Destroy 6 yrs. after expiration of permit or contract. c. If litigation is threatened or pending, retain until litigation is finally settled. Then destroy 6 yrs. after settlement.	37 3/7	
36.	Concessioners' Labor Relations Case and Area Files (C42) Correspondence, memoranda, and reports, concerning complaints, investigations, reports on labor conditions, applications of concessioners for exemption from Service labor standards and actions thereon by the Director; copies of concessioners' labor agreements, and other papers relating to the application of labor regulations governing concessioners' employees. a. WASO. Destroy 6 yrs. after case is resolved. b. Region and area. Destroy 3 yrs. after case is resolved.	38 3/8	
37.	Merchandising Files (C46) Correspondence, concerning control of merchandising of various types of goods by concessioners. a. WASO. Destroy when 4 years old. b. Region and area. Destroy when 2 years old.	39 3/9	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
38.	Rate Files (C50) Correspondence and memoranda, and related papers 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 from concessioners; area tabulations of comparative rates of concessioners and others charged in nearby towns; copies of pricing charts required by price control agencies, recommendations by superintendents and regional directors, and approvals by the Director. All levels. Destroy 5 yrs. after rates are superseded.	40 3/10	
39.	Concessioners' Tax Files. (C54) Tabular analyses of annual taxes paid by all concessioners by class of taxes. All levels. Destroy after 5 yrs.	41 3/11	
40.	Buildings and Other Tourist Facilities Files (C58) Arranged by area, thereunder by concession name. Correspondence on development and use of buildings and facilities in particular areas; reports on concession development plans with photographs and area maps; progress reports on projects; complaints and recommendations. a. WASO. Record copy. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. b. Region and area. (Non-record ~~copys~~ copies) Destroy 6 yrs. after termination of facility.	42 3/12	½ in.
41.	Sanitation and Health Files (C62) Records concerning supervision of sanitation and health control connected with the operations of National Park concessions, consisting of correspondence, chiefly between WASO regional directors and area superintendents; and copies of U.S. PUblic Health Service inspection reports on eating and drinking establishments. All levels. Destroy when 3 yrs. old or when no longer needed for reference, whichever is sooner.	43 3/13	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DEVELOPMENT RECORDS		
	Records pertaining to the planning and programming of the development of the use of the national park areas and of their operation and maintenance, including the preparation and revisions of master plans for development and operation, programs for the construction and maintenance of physical improvements, roads and trails systems, grounds, buildings and other structures, utilities and services.		
	See items 1-5 for disposition instructions for correspondence and general subject files, administrative files, and reference files.		
42.	Major Planning Documents (D18)	44	
	Arranged by area and thereunder chronologically. Case files include area master plans, general management plans and other planning documents such as outlines for planning requirements, statements for management, task directives and development concept plans for each area.	4/1	
	a. WASO. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 years old.		2pt.
	b. Region and area. Destroy superseded portions as revisions are approved.		
43.	Work Status Control Files (D22)	~~46~~ 45	
	Consists of statistical and narrative work status data and correspondence concerning minor procedural details, work backlogs and delays.	4/2	
	All levels. Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
44.	Construction Funds and Progress Control (D22) Files concerning construction proposals, priority lists and changes, authorizations to proceed, reallocations of funds, status of obligations and expenditures and program adjustments. a. WASO. Destroy when 6 yrs. old. b. Region and Park. Destroy when 3 yrs. old. NOTE: The records maintained by field finance offices are not covered by this item. Finance offices will retain their copies for fiscal accounting purposes, and for internal NPS and GAO audits, Records will be transferred to Federal Records Centers in accordance with Title 8, GAO Manual and NPS procedures.	49 4/6	
45.	Weekly Field Reports (Construction projects) (D26) Reports are submitted weekly by Project Supervisors on field assignments and are used in preparation of construction completion reports. a. All levels. Destroy 1 year after completion of project. b. If litigation is threatened or pending retain until litigation is settled. Then destroy 1 year after settlement.	4/2	
46.	Development Completion Reports (D26) Completion reports on rehabilitation jobs and construction projects (exclusive of major road projects) from all areas consist of expenditure data taken from the allotment ledger records, and a narrative statement describing the job or project and the work accomplished, together with commencement and completion dates, names of contractors and subcontractors, and similar data. a. WASO. Transfer to FARC when 6 yrs. old. Destroy when 15 yrs. old. b. Region and area. Destroy when 6 yrs. old.	47 4/4	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
47.	Other Development Reports. (D26) Narrative reports on planning and construction activities (excluding construction progress reportable elsewhere in items 45 and 46), progress reports covering uncompleted construction projects and reports on status of master plans for each area, snow removal reports prepared by areas. All levels. Destroy when 2 yrs. old.	48 4/5	
48.	Project Construction Files. (D34,D46,D50) These files are created in connection with the supervision or performance of construction and reconstruction projects, including roads and trails, and additions, alteractions, betterments, relocations and extensions of a minor nature to existing roads, trails, buildings, utilities, grounds developments and other physical facilities. This item does not apply to Historical and Archeological Projects which are covered in next item. All levels. Destroy 5 yrs. after completion of project.	49 4/6	
49.	Maintenance and Rehabilitation Files (D24, H30) Arranged by area, project and thereunder chronologically. These files are created in connection with the supervision or performance of 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. Historical and Archeological Features a. WASO and Region. PERMANENT. Transfer to FARC. Offer to NARS when 30 yrs. old. b. Area. Destroy when no longer needed for maintenance purposes. Continued next page	51 4/8	½ pt.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
49. cont.	Other Physical Facilities c. All levels. Destroy when physical facility is no longer operational.		
50.	Museum Record Files (D6223 and H2217) Cards arranged by catalog number, thereunder alphabetically by name of item. The museum records of the Service are of enduring value and are maintained separately from the file system. These include papers concerning the acquisition of museum properties, accession records, and catalogue records. a. All levels. Maintain with properties to which they relate. Correspondence and related museum records concerning loans for museum use. b. All levels. Destroy 3 years after discharge of loan.	52 4/9	
51.	Records of Exhibits for Other Agencies (D6231) Correspondence concerning exhibits prepared by the Service for other agencies. All levels. Destroy 3 years after termination of exhibit.	53 4/10	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52.	Signs, Markers, and Memorial Files (D66) Correspondence on the erection of signs, markers, monuments, tablets, plaques, or other memorials in the National Parks and other areas. a. WASO. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 years old. b. Region and area. Destroy when 5 yrs. old.	54 4/11	½ in

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	FORESTRY RECORDS		
	Records documenting the forestry functions of the National Park Service and pertaining to the prevention and control of forest fires; fire damage; forestry and range conservation; forest pests and weeds control; and forest products.		
	See items 1-5 for disposition instructions for correspondence and subject files, administrative files, and reference files located in WASO, Regions and the Areas.		
53.	Narrative and Statistical Forestry Reports. (Y26)	55	
	Arranged by type of report and thereunder chronologically. Report of reforestation, fire breaks, selective cutting and planting. These reports are of enduring value for administrative use and scientific research.	5/1, 5/5, 5/6, 5/7	
	a. WASO. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 years old.		½ in.
	b. Region. Transfer to FARC when 6 years old. Destroy when 15 years.		
	c. Area. Destroy when no longer needed for research in field.		
54.	Area Reports on Individual Fires. (Y2623)	5/4	
	Arranged by area of fire and thereunder chronologically. There reports are used for various long-time studies at the area level.		
	a. Region. PERMANENT. Transfter to FARC. Offer to NARS when 30 yrs. old.		½ in.
	b. Area. Destroy when no longer needed for reference.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
55.	Conservation Management Projects. (Y18, N54) Arranged by project and thereunder chronologically. These files are created in connection with the supervision or performance of projects affecting soil or moisture conservation. a. WASO. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 years old. b. Region and area. Destroy 5 yrs. after completion of project.		1 in.
55A.	Records Relating to Pest Control. Arranged by project number, thereunder chronologically. annotated DOI 10-21A forms containing details of projects involving the use of pesticide products in the national parks. (See item 93 for ADP records) a. Record copy (includes date of completion of project), 1973-78. WASO. Permanent. Offer to NARS in 1980. b. All other copies, 1973-78 WASO. Destroy when no longer needed. c. All copies, record and non-record, after 1978. WASO. Destroy when no longer needed.		6 in. total accumulation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	HISTORY RECORDS		
	Records documenting historical and archeological research activities of the Service on existing and proposed areas; matters relating to the development, preservation, and use of historic and archeologic areas, sites, and buildings.		
	See items 1-5 for disposition instructions for correspondence and subject files, administrative files, and reference files.		
56.	Log of Significant Events (H14)	NN168-128, 6	
	Log of simple and concise data in chronological order, which include 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.	6/8	
	Area. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 years old.		1/H.
57.	Administrative History of Areas and Service (H1417)		
	Arranged alphabetically by area . A chronological collection of data used to document the history of the Service, Region, or specific area, including establishment, organization policies relocation or termination of facility.		
	NOTE: Original material from which the data is extracted is disposed in accordance with other items in this schedule.		
	WASO. Destroy when no longer needed for reference		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
58.	Historical and Archeological Studies. (H18, H22, H30) Files maintained at all levels containing NPS studies of river basins, historical and archeological monographs, research projects, biographical studies and accounts. a. WASO. Record Copy PERMANENT. Transfer to FARC. Offer to NARS when 30 years old. b. Region-area. Non-record copy. Destroy when 6 years old or no longer needed for research.	64 6/1	1 pt.
59.	Manuscript of Historical Publications. (K38) Manuscript copies and proof sheets of publications. a. All levels. Return to author or destroy 5 years after publication.	65 6/2	
60.	External Historical and Archeological Research Programs Arranged alphabetically by State, thereunder by name of program. Correspondence created in the administration of such programs as the National Survey of Historic Sites and Buildings, National Register of Historic Places and Technical Preservation Service. a. WASO. PERMANENT. Transfer to FARC when 6 years old. Offer to NARS when 30 years old. b. Region and Area. Destroy upon approval and publication in National Register.		2 pt.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	Grants-in-Aid to States (H36) 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 this office 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. WASO: Transfer to FARC one year after conclusion of grant. Destroy 15 years after transfer. Region: Destroy one year after conclusion of grant.		
61a.	Historic American Buildings Survey and the Historic American Engineering Record. Arranged by project name. These records include drawings, photographs and written data and are required to be deposited with the Library of Congress by agreement dated 1/10/69 between NPS, American Society of Civil Engineers and Library of Congress. These are Federal records and would : ordinarily be sent to NARS, however, per agreement between the Librarian of Congress and the Archivist of the United States, these records will be on permanent loan to the Library of Congress. WASO: PERMANENT. Transfer to Library of Congress upon completion of survey.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	INFORMATION AND INTERPRETATION RECORDS		
	Records pertaining to the informational, editorial, public relations and Interpretive activities.		
	See General Records Schedules 13 and 14 for disposition instructions for printing and related records; see items 1-5 this schedule for correspondence and subject files, administrative files, and reference files.		
62.	Narrative and Statistical Reports for Interpretive Services,	71	
	Periodic reports reflecting interpretive programs, number attending and reactions of visitors to program.	7/1	
	a. WASO. Destroy when 6 years old.		
	b. Region and Area. Destroy after 2 years old.		
63.	Reports on Publications and Related Correspondence (K26)	72	
	As required reports covering status of new publications printed for free distribution, including costs, quantity printed and stock on hand.	7/2	
	All levels. Destroy when one year old.		
64.	Still pictures, motion pictures, sound and video recordings (K30 and K3417) Arranged by title, subject and year	73	
	Those produced by or attributed to NPS regardless of funding. Also included are those produced cooperatively with other agencies or private organizations.	7/3	
	This item includes general descriptive information and disposition instructions for each audiovisual medium which are applicable agency-wide as well as specific descriptive information and disposition instructions for audiovisual records produced, received, and/or maintained by the Office of Assistant Director for Interpretation, Division of AV Arts, Interpretive Design Center, Harpers Ferry, West Virginia and the NPS Photo Library, Media Information Division Washington, D.C.. These facilities will transfer essential record elements (e.g. original negatives, prints, etc.) to NARS in accord with general instructions unless otherwise specified below. These offices are included in WASO disposition.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	1. Still pictures--the 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.		
	a. WASO. PERMANENT. Break file every 5 years and offer to NARS 5 years after break or when no longer needed for administrative use.		½ pt.
	EXCEPT: NPS Photo Library. PERMANENT. Break file every 5 years and offer to NARS 10 years after break or when no longer needed for administrative use.		1½ pt.
	b. REGION or Area: (1) If not duplicated in WASO. PERMANENT. Break file every 5 years and offer to NARS 5 years after break or when no longer needed for administrative use.		½ pt.
	(2) If duplicated in WASO. Destroy when obsolete.		
	2. Other still pictorial records such as posters, original artwork, slide sets, and filmstrips--the original and a reference print of each item.		
	All levels: PERMANENT. Offer to NARS when 10 years old or when no longer needed for administrative use.		2 pt.
	3. Motion pictures--the original negative or color original plus optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture.		
	WASO. PERMANENT. Break file every 5 years and offer to NARS 15 years after file break.		5 pt.
	4. Other motion picture footage.		
	WASO. PERMANENT. Offer to NARS when no longer needed for administrative use.		10 pt.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	5. Acquired motion pictures. All levels. PERMANENT. After review and evaluation by Visual Production Branch, transfer to NPS Reference Services, H.F. Offer to NARS 5 years after transfer.		1/10 ft.
	6. Video recordings - the original or the earliest generation of each recording or a kinescope of the recording. WASO. PERMANENT. Offer to NARS when no longer needed for administrative use or when 10 years old.		1/10 ft.
	7. Sound recordings- the master tape, matrix or stamper, and one disc pressing for each conventional mass produced multiple copy disc recording and the original tape for each magnetic audio tape recording. WASO. PERMANENT. Offer to NARS when no longer needed for administrative use or when 10 years old.		1/2 ft.
	8. Finding aids and production documentation- existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above audiovisual records as well as production case files which include copies of production contracts, and scripts. WASO. PERMANENT. Offer to NARS when no longer needed for administrative use or when 10 years old.		1/2 ft.
	9. Oral history tapes maintained by NPS Reference Services, Harpers Ferry. PERMANENT. Break file every 5 years and upon completion of transcript offer to NARS along with transcript.		1 ft.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
65.	Press Releases (K3415)	74	
	Arranged chronologically. Press releases are initiated at all levels. Those initiated by region and area will be maintained at regional level.	7/7	
	a. WASO. Record copies. PERMANENT. Transfer to FARC when 6 yrs. old. OFFER TO NARS when 30 yrs. old.		2 ft.
	b. Region. Record copies. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old		2 ft.
	c. All other copies. Destroy when 3 yrs. old.		
66.	Publications (K38)	75	
	Arranged chronologically. Substantive publications describing the history, overall administration and general policies of major Service programs.	7/5	
	a. Record copy. WASO. PERMANENT. Offer to NARS when 6 yrs. old.		2 ft.
	b. All other copies. Destroy when no longer needed for reference.		
	All other publications, including those relative to routine operational procedures, brochures, public information handouts, and similar publications. Destroy when no longer needed for reference.		
67.	Special articles on National Park Service. (K54)	77	
	Arranged by name of author and thereunder chronologically. Record copies of articles by NPS personnel in magazines, newspapers, and other publications relating to the history and activities of the Service, region, or area.	7/7	
	a. WASO. PERMANENT. Transfer to FARC. Offer to NARS when 30 yrs. old.		½ ft.
	b. Region and Area. Destroy when 3 yrs. old or not needed for reference.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	LANDS AND RECREATIONAL PLANNING RECORDS		
	Records relating to such matters as the acquisition and disposal of lands, boundaries, holdings, encroachments, land use, recreational activities, and other special uses, wilderness areas, research reserves, water rights, proposed areas, foreign and international parks and historic sites, State parks, and river basin activities.		
	See items 1-5 for disposition instructions for correspondence and subject files, administrative files, and reference files located in the WASO office, the Region, and the Areas.		
68.	Land Title Case Files (L14)	78	
	Arranged alphabetically by area, thereunder by name of tract. These include original records of land acquisition and disposal such as certificates or abstracts of title, authentications by the Secretary of the Interior and the Attorney General of the United States attesting to the validity of the title, and other documents concerning land purchase and boundary changes of the individual units of property.	8/1	
	a. WASO. PERMANENT. Transfer to FARC quarterly. Offer to NARS when 30 years old.		10 ft.
	b. Region. Transfer to WASO upon completion of action.		
69.	Land Use Records	79	
	Arranged alphabetically by area, thereunder by subject Correspondence and reports regarding use of NPS lands including proposals for and changes in boundaries; encroachments on park lands arising from such activities as water projects, logging, mining, oil and gas drilling and road construction; and establishment and use of international parks and historic sites on American boundaries.	8/2	--
	a. WASO. PERMANENT. Transfer to FARC when 6 yrs. old Offer to NARS when 30 years old.		1 ft.
	b. Region and Area. Destroy when 10 years old or when no longer needed for reference whichever is earlier.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
70.	Special Land Use permits (L30) Arranged alphabetically by area, thereunder by name of permittee. These files relate to the granting or denial of permits, usually for one or more years, for such park area special land uses as agriculture, grazing, mining, roads and road rights-of-way, water and transmission lines. a. WASO. Destroy 6 years after expiration of permit. b. Region and Area. Destroy one year after expiration of permit. c. Rejected requests for permits: Destroy when 2 yrs. old	80 8/3	
71.	Proposed Areas (L58) Arranged alphabetically by state, thereunder by name of area. Correspondence and studies of proposed natural, archeological or historical areas which have been recommended for inclusion in the National Park System. The Park Service either approves or rejects these proposals. a. Approved proposals: WASO. PERMANENT. Transfer to FARC when 6 years old. Offer to NARS when 30 yrs. old. b. Rejected proposals. WASO. Transfer to FARC when 6 yrs. old. Destroy when 15 yrs. old.	82 8/5	½ ft.
72.	Public Land Withdrawal Files (L~~32~~) 1417 Arranged alphabetically by area, thereunder numerically by deed number. These files contain congressional approval to expand park boundary, and copies of withdrawals of lands from public domain for use by the National Park Service. Withdrawals are published in the Federal Register. a. WASO. PERMANENT. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. b. Region and Area. Destroy 2 yrs. after completion of action.	83 8/6	½ ft.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	Use of Sites in Park Areas (L38, L46) Arranged by area, specific use and thereunder chronologically. Requests for sites in parks to be used as Aircraft Landing. Navigation and Communications facilities. These files do not contain special use permits. a. WASO. Transfer to FARC when 6 yrs. old. Destroy when 15 years old. b. Region and Area. Destroy 2 years after termination of use of site or after refusal or withdrawal of request.	84 8/7	
74.	Wilderness Areas Files (L48) Arranged alphabetically by name of area. Files consist of wilderness proposals submitted by Federal agencies, public hearings, transcripts and final recommendations to Congress. a. WASO. PERMANENT. Record Copies. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. b. Region. PERMANENT. Record Copies. Transfer to FARC when 6 yrs. old. Offer to NARS when 30 yrs. old. c. Area. Destroy when 6 yrs. old.	NN-172,13, 1 8/13	1pt. 4pt.
75.	Files on Geographic Place Names (L50) Arranged alphabetically by name and thereunder chronologically Correspondence regarding possible change of area name or change of classification of area; i.e. natural, historical recreational. All levels. Destroy one year after decision by the Board of Geographic Names.	85 8/8	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
76.	Water Rights Case Files (L54)	86	
	Arranged alphabetically by area, thereunder by docket number. 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.	8/9	
	a. Region. PERMANENT. Offer to NARS after water rights are terminated.		½ pt.
	b. Area. Destroy after water rights are terminated.		
77.	Records relating to the National Environmental Policy Act of 1969		
	Arranged alphabetically by area, thereunder chronologically.		
	a. Correspondence establishing Service policy and implementing the above act.		
	(1) WASO. PERMANENT. Transfer to FARC when 6 yrs. old Offer to NARS when 30 years old.		1 pt.
	(2) Region and Area. Destroy when obsolete or when 6 yrs. old whichever is earlier.		
	b. Environmental Impact Statements and related correspondence created by NPS.		
	(1) WASO. Record copy. Transfer to FARC. Destroy when 15 yrs. old.		
	(2) Region and Area. Destroy 5 yrs. after final action.		
	c. Environmental Impact Statements and Studies concerning other agencies.		
	(1) All levels. Destroy 6 months after final action.		
	Note: Council on Environmental Quality is Office of Record for all Environmental Impact Statements.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Laws and Legal Records		
	Records of Legal matters affecting the Service.		
	See items 1 - 5 for disposition instructions for correspondence and subject files, administrative files, and reference files located in WASO, regions and areas.		
78.	Legal Decisions Files (W18)	90	
	These files consist of correspondence with and decisions of the Attorney General, the Comptroller General, the Solicitor of the Department of the Interior and Regional Solicitors, and the Chief Counsel of the Service relating to legal problems arising in administration of the National Park Service. The regional files are restricted to decisions concerning or of interest to the areas under their administration. The area files contain only copies of these papers.	9/1	
	a. WASO. Transfer to FARC when 6 years old. Destroy when 15 years old.		
	b. Region. Transfer to FARC when 6 years old. Destroy when 15 years old.		
	c. Area. Destroy when superseded or when 3 years old, whichever is earlier.		
79.	Final Opinions and Orders File (W22)	91	
	Non-record copies of approved collection, concession and special use permits maintained at level of final approval. This file is created for public inspection during regular business hours in accordance with the Administrative Procedures Act as amended by the Freedom of Information Act. Record copies found in items 39 and 79.	9/2	
	a. All levels. Destroy 3 years after expiration of permit.		
80.	Reports of Legal Violations (W26)	92	
	As required reports providing documentation of legal and law enforcement activities, i.e. visitor and vehicle violations, vandalism, theft, arson, poaching, etc.	9/3	
	a. All levels. Destroy when 2 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
81.	Executive Orders and Proclamations Files (W28) a. All levels. Destroy when obsolete, superseded or no longer needed for reference.	94 9/5	
82.	Rules and Regulations (W42, W46) Regulations are initiated by the Service, printed in Federal Register for comment, after comment, approved regulation printed again in Register and ultimately included in the Code of Federal Regulations. These are written whenever necessary to regulate a specific activity. a. All levels. Destroy when 2 years old or when published in CFR, whichever is earlier.	95 9/6	
83.	Legislative History Files (W38) Correspondence files on both proposed and enacted legislation concerning the Service and interpretations of laws. a. WASO. Destroy when no longer needed for reference. b. Region. Destroy when obsolete or when 6 years old, whichever is earlier.	96 9/7	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Natural and Social Science Records		
	Programs of study and research, concerning protection, preservation and management of resources; technical advice provided for animal and plant life (except forestry matters); insects; predatory control; wildlife management; geological features, including paleontology, seismology, volcanology, glaciers, rocks and minerals, thermal features, water; and weather, relations with natural history cooperating associations; and sociological research.		
	See items 1 - 5 for disposition instructions for correspondence and subject files, administrative files and reference files located in WASO, Regions and Areas.		
84.	Scientific Research Reports Arranged alphabetically by area, thereunder by name of report. Records include both published and unpublished scientific studies on conservation, wildlife, geological, paleontological and socio-economic research.	97	
	Natural and Social Science Research Reports are prepared and submitted by investigators upon the completion of a research project or a distinct phase of the study. The final report includes various features, i.e. title, author(s), date, abstract, contents, introduction, narrative, discussion of scientific findings and conclusions with respect to the objective and purposes, literature cited (or bibliography), appendix and illustrations.	10|1a	
	a. Record copies of final reports and essential documentation.		
	WASO. PERMANENT. Transfer to FARC when 6 years old. Offer to NARS when 30 years old.		1 Pt.
	b. All other copies at all levels.		
	Destroy when no longer needed for reference.		
	c. Working papers, drafts, and similar materials.	10|2	
	Destroy upon completion of final report.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
85.	Narrative and Statistical Reports of Natural and Social Scientists (N26) As required reports concerning status of research projects, conservation efforts and special reports on overall scientific activities. a. WASO. Transfer to FARC when 6 years old. Destroy when 15 years old. b. Region and Area: Destroy when 5 years old or no longer needed for reference whichever is earlier.	99 10/3	
86.	Area Wildlife Reports (N26) Arranged alphabetically by subject, thereunder chronologically. As required reports concerning identification of species of wildlife, physical condition, reduction of wildlife, etc. a. WASO. PERMANENT. Transfer to FARC when 6 years old. Offer to NARS when 30 years old. b. Region and Area. Destroy when 5 years old or no longer needed for reference whichever is earlier.	102 10/6	1 pt.
87.	Charters and Bylaws of Cooperating Associations (A42) Records are maintained by the Executive Secretary of the Association. These records may be found at all levels of the Service. a. WASO. Destroy 15 years after expiration of charter. b. Region and area. Destroy 3 years after expiration of charter.	103 10/7	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
88.	Correspondence concerning Cooperating Associations (A42) Park Service correspondence with Associations approving and recommending activities to be pursued by organization. a. All levels. Destroy when 5 years old.	104 10/8	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Computer Sensible Systems, NPS		
89.	Visitor Use Statistics Provides statistics of visitor use of NPS sites, parks and facilities. Used by Service for purposes of planning, maintenance requirements, visitor protection, interpretation, and facilities preservation. WASO. Destroy when no longer needed or system is declared obsolete.		
90.	Sequoia Tree Inventory A running inventory of giant sequoia trees in Sequoia-Kings Canyon National Park reflecting current size, location and condition of each tree in park. Permits analysis of diseases oftrees, effectiveness of treatment methods and re-propagation techniques. WASO. Destroy when no longer needed or system is declared obsolete.		
91.	Sites contained in National Register of Historic Places, Historic American Building Survey, Historic American Engineering Records, National Historic Landmarks Complete description of sites to assist management in administration; to provide easy accession and rapid updating of information. WASO. Destroy when no longer needed or system is declared obsolete.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
92.	Land Acquisition (Interface between Master Deed Listing and Management Information System) Provides a schedule for the acquisition of tracts of land, detailed information regarding each tract of federally owned land under the administration of National Park Service, and provides automatic transfer of data from the Management Information System to the Master Deed Listing. WASO. Destroy when no longer needed or system is declared obsolete.		
93.	Pesticide Control System arranged by project number, thereunder chronologically. Maintains a permanent record of each pesticide product being used, i.e. target pests, active ingredients, quantity and frequency of usage and effectiveness of pesticide. (See item 55A for paper records). a. 1973-77. WASO. Destroy when no longer needed. b. 1978 and after. WASO. Permanent. Transfer to NARS in annual segments along with code book and record layout.		
94.	Chaco Canyon Archeological Project arranged numerically by county code, thereunder by site number. Inventory control of data collected from archeological site surveys and excavations of Chaco Canyon National Monument providing base for the interpretive program in this key southwestern archeological area. Office of origin. Permanent. Transfer to NARS along with code book and record layout upon completion of inventory.		

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