

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-079-08-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **03/20/2024**

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 4A remains active for records that document the design, construction, repair, restoration, or rehabilitation of buildings, roads, and other long-term structures on NPS land as well as records related to the planning, review, and approval of line-item, rehab/repair, and transportation construction projects that require the Director's approval are still retained as part of item 4A

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 4A was superseded in part by

DAA-0048-2013-0008-0003

DAA-0048-2013-0008-0011

DAA-0048-2013-0008-0012

DAA-0048-2013-0008-0013

DAA-0048-2013-0008-0014

for records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-3	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 05-2-2008	
1. FROM (Agency or establishment) Department of Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	
2. MAJOR SUBDIVISION National Park Service			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michael Grimes	5. TELEPHONE 202-354-1908	DATE 5/11/09 ARCHIVIST OF THE UNITED STATES Michael J. Kutz	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 pages are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, [X] is not required; [] is attached; or [] has been requested.			
DATE 4-22-08	SIGNATURE OF AGENCY REPRESENTATIVE Michael A. Grimes	TITLE Servicewide Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

1	4. Park Facilities and Maintenance Records Records documenting the planning, design, construction, rehabilitation, restoration, and maintenance of non-historic NPS facilities, utilities, and infrastructure. See attached schedule.	NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules. GRS 11, 15, 17	
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**NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
PARK FACILITIES AND MAINTENANCE (ITEM 4)**

PARK FACILITIES AND MAINTENANCE

Description

Function: Planning, design, construction, rehabilitation, restoration, and maintenance of non-historic NPS facilities, utilities, and infrastructure.

NOTE: If the construction, restoration, or rehabilitation is performed on an historic structure maintained as a cultural or natural resource, assign records to Item 1, *Resource Management and Lands*.

Activities Related to Non-historic Park Facilities and Maintenance include directing the construction of new and repair, rehabilitation, and maintenance of existing NPS facilities. These structures include, but are not limited to: buildings; transportation systems such as roads, trails, tunnels and bridges; dams; reservoirs; and other structures. Tasks are completed through contract management, surveying, civil engineering studies, and related activities.

Records Related to Non-historic Park Facilities and Maintenance include, but are not limited to:

- correspondence,
- plans,
- specifications,
- maps,
- studies,
- technical reports,
- architectural and engineering drawings,
- photographs,
- operation and maintenance guides,
- construction contracts,
- completion reports, and
- project agreements.

Also included are records containing sensitive, proprietary, or confidential information, including, but not limited to: certified payrolls (listing social security numbers of contractors and subcontractors), banking information for companies submitting bids, and any proprietary information about corporate practices, costs, and procedures submitted during the bidding process.

Retention Plan	Disposition Instructions
<p>Permanent Records Criteria: Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> • involves the design and construction of buildings and other long-term structures on park land excluding non-permanent, non-historic structures such as benches, railings, visitor centers, employee housing, visitor kiosks, amphitheaters, entrance 	

Retention Plan	Disposition Instructions
<p>checking stations, comfort stations, cabins, trailer courts/villages, campgrounds, fish hatcheries, ranger stations, administrative offices/buildings, parking lots, schools, maintenance facilities, utility plans, power plants, wastewater treatment plants, tunnels, landfills, guardrails, retaining walls, culverts, etc. (covered under Item 4. B. 1.),</p> <ul style="list-style-type: none"> • projects that significantly enhance the visitor experience, such as a transportation system, or that have an impact upon the economic vitality of the surrounding community, such as the construction of a dam, • “first of a kind” or establishes precedents, • subject of widespread media attention or Congressional scrutiny. <p>NOTE: Routine maintenance is covered in sub-item 4. C. below.</p> <p>NOTE: Maps, drawings, specifications, and reports that were distributed to the public in any way, including as part of a contract solicitation, should be scanned by the Technical Information Center before they are transferred to NARA or destroyed.</p> <p>NOTE: Permanent files may contain redacted copies of documentation containing personally identifiable information; however, the original documentation containing such information is covered under sub-item 4. C.</p>	
<p>A. Permanent: Records that document the design, construction, repair, restoration, or rehabilitation of buildings, roads, and other long-term structures on NPS land that meet the criteria listed above. Also records related to the planning, review, and approval of line-item, rehab/repair, and transportation construction projects that require the Director’s approval. Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities are included.</p> <p>Current Volume: 500 cubic feet Annual Accumulation: 50 cubic feet Date Span: 1957-C Estimated date of first accession: February 2009</p> <p>NOTE: Volumes and dates based on records at the Denver Service Center.</p>	<p>A. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred as specified in 36 CFR 1228.270 or according to standards applicable at the time.</p> <p>Transfer all other permanent records to NARA 15 years after closure.</p>

Retention Plan	Disposition Instructions
<p>B. 1. Temporary: Records documenting the design, construction, restoration, repair, or rehabilitation of non-permanent and non-historic structures such as benches, railings, visitor centers, employee housing, visitor kiosks, amphitheaters, entrance checking stations, comfort stations, cabins, trailer courts/villages, campgrounds, fish hatcheries; ranger stations, administrative offices/buildings, parking lots, schools, maintenance facilities, utility plans, power plants, wastewater treatment plants, tunnels, landfills, guardrails, retaining walls, culverts, etc.</p>	<p>B. 1. Destroy/Delete records 15 years after closure.</p>
<p>B. 2. Temporary. Records and supporting documentation for design and construction contracts that pertain to project budget, review, and approval and that track contractor performance, project milestones, costs, budget, schedules, staffing, resources, and other administrative details, excluding specifications.</p>	<p>B. 2. Destroy/Delete records 15 years after closure.</p>
<p>C. Temporary: Records documenting routine maintenance and services that do not materially change structures, roads, etc. (such as snow removal or mowing) as well as routine contracting records such as progress reports.</p> <p>NOTE: Redacted copies of documentation containing personally identifiable information may be permanent; however, the original documentation containing such information is covered under this sub-item.</p>	<p>C. Destroy/Delete records 7 years after closure.</p>
<p>D. Temporary: All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.</p>	<p>D. Destroy/Delete records 3 years after closure.</p>

**NATIONAL PARK SERVICE
PARK FACILITIES AND MAINTENANCE (ITEM 4) CROSSWALK**

N1-079-08-3 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
4. A. Records that document the design, construction, restoration, or rehabilitation of buildings, roads, and other permanent or long-term structures on NPS land.	Permanent	A7631a	Building Fires, major fires causing permanent damage to historic or natural sites	Permanent	Also listed in 1.A.2.
		D20a	Planning & Design Project Files: Significant Case Files	Permanent	N1-79-97-1, item 1
		D22	Construction Programs	Permanent	Also listed in 1.A. for Resources
		D30	Roads and Trails	Permanent	Also listed in 1.A.3
		D32	Grounds and Shoreline	Permanent	Also listed in 1.A.3
		D3215- D3219	[Grounds and Shoreline] D3215=Campgrounds, playgrounds, tennis courts, picnic areas D3217=Beaches D3219=Erosion and Watershed Control	Permanent	Also listed in 1.A.3.
		D3415a	Buildings (other than Concession & Historical), Construction	15 years	
		D3415b	Buildings (other than Concession & Historical), Maintenance & Rehabilitation	5 years	
		D3423	Buildings (other than Concession & Historical), Individual Building Data File	Permanent	
		D46	Other Structures (fences, benches, guardrails, fountains, etc.)	Permanent	
		D50	Service and Utilities	Permanent	
		D5015-5041a	[Service & Utilities, non-historic properties] Construction D5015=Service, Electricity D5019=Service, Garbage Disposal D5023=Service, Heating & Cooling Systems D5027=Service, Radio & Telephone D5031=Service, Sanitation Matters D5039=Service, Water & Sewer D5041=Gas Systems	15 years	

N1-079-08-3 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		D52	Contracts	Permanent	Also listed in 1.A.3.
		S7415a	[Property Accountability] Real Property Plant Account Cards/Ledgers pertaining to structures	Permanent	Pertains to structures. Obsolete. Data now electronic. [FMSS]
4. B. Records documenting construction of non-permanent and non-historic structures (such as benches or railings), contractor performance, and other supporting documentation.	Temporary, 15 years	A78	School Facilities	15 years	
		A80	Space for Administrative Use [non-historic properties]	15 years	
		A8027a	Office and Storage Space, correspondence	15 years	
		A8027b	Office and Storage Space, allocation, etc.	2 years	
		A8815a	Transportation Studies, Visitor Use	15 years HQ	HQ
		A8817a	Transportation Studies, New Systems	15 years HQ	HQ
		D20b	Planning & Design Project Files: Routine Case Files	20 years	(N1-79-97-1, item 2)
		D2615-D2619	[Non-historic Properties] D2615=Reports (Maintenance), Monthly D2617=Reports (Maintenance), Quarterly D2615=Reports (Maintenance), Semi-Annual	3 years	Also listed in 1.B.
		D2623	[Non-historic Properties] D2615=Reports (Maintenance), Situation Completion Reports	15 years HQ, 6 years/WNLN field	Also listed in 1.B.
		D30a&b	Roads and Trails [non-historic properties] a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	Also listed in 1.B.
D3215-D3219a&b	[Grounds and Shoreline, non-historic properties] D3215=Campgrounds, playgrounds, tennis courts, picnic areas D3217=Beaches D3219=Erosion and Watershed Control a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	Also listed in 1.B.		
D46a&b	Other Structures, (fences, benches, guardrails, etc.) [non-historic structures] a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	Also listed under 1.B. and 4.A.		

N1-079-08-3 (New Big Bucket Schedule)		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
		D5015-5041b	[Service & Utilities, non-historic properties] Maintenance and Rehabilitation D5015=Service, Electricity D5019=Service, Garbage Disposal D5023=Service, Heating & Cooling Systems D5027=Service, Radio & Telephone D5031=Service, Sanitation Matters D5039=Service, Water & Sewer D5041=Gas Systems	5 years	
		D5217	Construction Contracts a. more than \$10,000 b. less than \$10,000	a. 6 years, 3 months b. 3 years	Also listed in 1.B.
4. C. Records documenting routine maintenance and services that do not materially change structures, roads, etc. (such as snow removal or mowing), and all other routine, housekeeping, and supporting documentation.	Temporary, 7 years	A7631b	Building Fires, minor fires causing damage to visitor property such as cars, trailers, etc.	2 years	
		A8015	Alterations, Maintenance Improvement	2 years	
		A8815b	Transportation Studies, Visitor Use	6 years field	
		A8817b	Transportation Studies, New Systems	6 years field	
		D2215	Development/Study Package Proposals and Estimates [non-historic properties]	6 years	Construction Programs
		D2217	Line Item Programs [non-historic properties]	6 years	Construction Programs
		D2219	Lump Sum and Similar Programs [non-historic properties]	6 years HQ, 3 years field	Construction Programs
		D2621	[Maintenance] Reports, Annual	3 years	
		D24	Maintenance and Rehabilitation Program [non-historic properties]	WNLN	Also listed under 1.B.
		S7415b	Real Property [work papers used in accumulating accounting data]	2 years	Pertains to temporary structures
S7417a	Disposal of Real Property [Excess Property Reports]	3 years	Pertains to temporary structures		
S7417b	Disposal of Real Property [Property Disposal Case Files]	3 years	Pertains to temporary structures		