

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-079-08-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/24/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 other items remain 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 5A2 was superseded by DAA-0048-2013-0008-0003, DAA-0048-2013-0008-0011, DAA-0048-2013-0008-0012, DAA-0048-2013-0008-0013, and DAA-0048-2013-0008-0014

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-079-08-4	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 5/28/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 4-22-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael A. Grimes</i>	TITLE <i>Serviceable Records Officer</i>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	5. Commercial Visitor Services Records Records documenting the management of services for park visitors. See attached schedule	NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules	
115-109	PREVIOUS EDITION NOT USABLE	STANDARD FORM SF 115 (REV 3-91) Prescribed by NARA 36 CFR 1228	

**NATIONAL PARK SERVICE (NPS)
RECORDS SCHEDULE
COMMERCIAL VISITOR SERVICES (ITEM 5)**

COMMERCIAL VISITOR SERVICES

Description

Function: Management of services for park visitors.

Activities Related to Commercial Visitor Services include management of lodging, food and beverage, transportation, recreation, marina, retail shops, and other services operated by concessioners on behalf of NPS. In addition, this category includes concession contracts, commercial use authorizations, and 36 CFR Part 18 leases.

Records Related to Commercial Visitor Services include, but are not limited to:

- reports,
- business audits,
- environmental audit reports,
- applications,
- concession contracts,
- 36 CFR Part 18 leases,
- correspondence,
- commercial use authorizations,
- prospectuses,
- bids,
- proposals,
- appraisals,
- operating and maintenance plans,
- rate evaluations,
- leaseholder surrender interest appraisals, and
- condition assessments of real property improvements.

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"> • strategic planning for commercial visitor services, • Washington Office (WASO) policies, • leases administered under 36 CFR Part 18 that require WASO or the Director's approval, and concession contracts that require WASO approval, and/or are "first of kind" or establishes precedents, or are subject of widespread media attention or 	

Retention Plan	Disposition Instructions
<p>Congressional scrutiny.</p> <ul style="list-style-type: none"> concession contracts including condition assessments of real property, that include provisions for construction and rehabilitation of long-term structures and facilities, excluding non-permanent, non-historic structures such as visitor lodging, maintenance facilities, retail shops, restaurants, food service facilities, marinas, stables, barns, banks, ski facilities, campgrounds, laundry facilities, swimming pools, etc. (covered under Item 5. B.). <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: As of the date of this schedule (March 2009) 36 CFR Part 18 leases with a term over ten years require the Director's approval and those that replace a concession contract or CUA require WASO approval; concession contracts with an annual gross revenue over \$3 million dollars require WASO approval. These requirements may change over time.</p>	
<p>A. 1. Permanent: Records that document management of individual commercial service contracts and 36 CFR Part 18 leases that meet the criteria listed above.</p>	<p>A. 1 and 2: 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>
<p>A. 2. Permanent: Records that document policy, procedures, and other related activities and that meet the criteria listed above.</p>	
<p>Current Volume: 20 cubic feet Annual Accumulation: 2 cubic feet Date Span: 1970-C Estimated date of first accession: 2011/12 depending on contract expiration</p> <p>NOTE: Volumes and dates based on records at the Denver Program Office.</p>	
<p>B. Temporary: Records that document substantive decisions, actions, and activities relating to concessions, fees, licensing, labor, performance, and other commercial activities. Includes environmental audit reports, LSI appraisals, commercial use authorizations files, and concession contract and lease files that do not meet the permanent criteria listed above.</p>	<p>B. Destroy/Delete records 15 years after closure.</p>
<p>C. Temporary: Financial audits, contracts and associated records, routine leases (e.g. for office space),</p>	<p>C. Destroy/Delete records 7 years after closure.</p>

Retention Plan	Disposition Instructions
<p>program direction documents, and similar records that do not meet the criteria for permanent records listed above.</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
COMMERCIAL VISITOR SERVICES (ITEM 5) CROSSWALK**

N1-079-08-4 (New Big Bucket Schedule)		N1-079-86-1 (NPS-19, Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
5. A. 1 Records that document management of individual commercial service contracts & that meet permanent criteria.	Permanent				
		C3823	Concessioner [Contract] Case Files	Permanent	Also in 5B & 5C
		C58	Building and Other Facilities [non-historic properties]	Permanent	Also in 1.A 3
		New Item	36 CFR Part 18 Leases		Also in 5B
5. A. 2. Records that document policy, procedures, & that meet permanent criteria			None listed [Reserved]		
5. B. Records that document substantive decisions, actions, and activities relating to concessions, fees, licensing, labor, performance, and other commercial activities that do not meet the criteria for permanent records	Temporary, 15 years				
		C30	Audits and Fiscal Examinations	Destroy after audit or 4 years	
		C34	Concessioner's Organizations, Meetings, Recommendations, and related correspondence	15 years	
		C3821	Standard language	15 years	
		C3823	Concessioner [Contract] Case Files	15 years	Also listed in 5 A 1
		C3825	Franchise Fees	15 years	
		C3827	Commercial Use License	15 years	
		C62	Concessions Review Program	15 years	
		C6215	Operational Performance	15 years	
		C6217	Contract Permit	15 years	
		C40	Possessory Interest	15 years	
		C42	Employment and Labor	15 years	
		C50	Rates	5 years after superseded	
				New item	Commercial Use Authorizations
		New item	Environmental Audit Reports		
		New item	LSI Appraisals		
		New Item	36 CFR Part 18 Leases		Also listed in 5 A 1.
5. C. Financial audits,	Temporary, 7 years				

N1-079-08-4 (New Big Bucket Schedule)		N1-079-86-1 (NPS-19, Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
contracts & associated records, routine leases (e.g. for office space), program direction documents, and similar records that do not meet the criteria for permanent records.		C3815	Applications	5 years HQ, 2 years field	
		C3819	Insurance	5 years	
		C 3823	Contracts & Permits ("blanket" A&E contracts)	6 years	
		C54	Taxes	5 years	
5. D. All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	Temporary, 3 years	C14	Accommodations, Capacity and Type	2 years	
		C18	Advertising	2 years	
		C2615	Concession Reports, Monthly	3 years	
		C2617	Concession Reports, Quarterly	3 years	
		C2625	Concession Reports, Semi-Annual	3 years	
		C2627	Concession Reports, Annual	3 years	
		C2629	Concession Reports, Situation	3 years or WNLN	
		C32	Lump Sum Fund, Concessioner	2 years after FY	
		C3817	Prospectus	WNLN	
		C46	Merchandising	2 years	

**NATIONAL PARK SERVICE
COMMERCIAL VISITOR SERVICES (ITEM 5)
E-SYSTEMS CROSSWALK**

N1-79-08-4 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
5. A.1. Records that document management of commercial service contracts	Permanent		None listed [Reserved]		
5. A. 2. Records that document policy, procedures, audits, and other related activities and that meet the criteria listed above	Permanent		None listed [Reserved]		
5. B. Records that document substantive decisions, actions, and activities relating to concessions, fees, licensing, labor, performance, and other commercial activities that do not meet the criteria for permanent records.	Temporary, 15 years				
		CMS	Concessions Management System Manage concession contracts	Planning Phase	
5. C. Financial audits, contracts & associated records, routine leases (e.g. for office space), program direction documents, and similar records that do not meet the criteria for permanent records.	Temporary, 7 years				
			NPS Concessions Serves as a public website, to coordinate all facets of concessions management and communication with the public on concessions matters.	Operational	
5. D. All other routine, housekeeping, and	Temporary, 3 years				
			None listed [Reserved]		

N1-79-08-4 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
supporting documentation not addressed elsewhere in this category.					