

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-079-08-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 6A1 was superseded by DAA-0048-2013-0008-0003, DAA-0048-2013-0008-0011, DAA-0048-2013-0008-0012, DAA-0048-2013-0008-0013, and DAA-0048-2013-0008-0014

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-079-08-5	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5/2/08	
1 FROM (Agency or establishment) Department of Interior		<b>NOTIFICATION TO AGENCY</b>  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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 7/28/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Chomera</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 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,			
<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>Servicewide 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<b>6. Interpretation and Education Records</b>  Records documenting interpretive and educational programs for park visitors, developed by park, regional, and headquarters staff.  See attached schedule.	NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules
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**NATIONAL PARK SERVICE (NPS)  
RECORDS SCHEDULE  
INTERPRETATION AND EDUCATION (ITEM 6)**

This schedule covers all records regardless of media (media neutral).

**INTERPRETATION AND EDUCATION (ITEM 6)**

**Description**

**Function:** Interpretive and educational programs for park visitors developed by park, regional, and headquarters staff

**Activities Related to Interpretation and Education** include programs that typically foster the development of a citizen stewardship ethic and promote recreational safety; and instill an understanding, appreciation, and enjoyment of the significance of parks and their resources. These programs open dialogues about park resources, history, and mission with local communities and visitors. Examples of interpretive and educational programs include.

- interpretive and informational visitor talks,
- celebrations,
- guided tours and hikes,
- audio-visual presentations,
- web-based presentations,
- curriculum-based educational programs, and
- exhibits

**Records Related to Interpretation and Education** include, but are not limited to:

- studies,
- plans,
- reports,
- correspondence,
- classroom curricula,
- research,
- lesson plans,
- text of speeches,
- brochures and other publications,
- photographic negatives, prints and slides, motion pictures,
- exhibit scripts and other documentation,
- wayside documentation, and
- copies of radio and television programs involving park staff.

<b>Retention Plan</b>	<b>Disposition Instructions</b>
<p><b>Permanent Records Criteria:</b> Records that document the planning, development, and the management of interpretive and educational activities which meet one or more of the following criteria are Permanent.</p> <ul style="list-style-type: none"> <li>• policy and procedure for interpretation and education,</li> <li>▪ producing unique informational products such as maps, brochures, etc.,</li> </ul>	

Retention Plan	Disposition Instructions
<ul style="list-style-type: none"> <li>• creation of unique video, audio recordings, etc ,</li> <li>• documentary photographs and films, both electronic and digital, of natural and cultural resources,</li> <li>• development of exhibit scripts and lesson plans for large-scale educational or interpretive installations,</li> <li>• essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects,</li> <li>• “first of kind” or establishes precedents,</li> <li>• involves tribal lands,</li> <li>• produces major contributions to scientific or historic knowledge,</li> <li>• subject of widespread media attention or Congressional scrutiny,</li> <li>• high-level (park superintendent and above) NPS personnel, and significant visitors, and historic ceremonies, dedications, and events,</li> <li>• special park uses, bearing on the unique responsibilities, programs and activities relating to the mission of NPS and its custodianship of national parks and historic sites</li> </ul>	
<p><b>A. 1. Permanent:</b> Records that document planning and development of Interpretation and Education policies, programs, and activities, and related documents that meet the criteria above</p>	
<p><b>A. 2. Permanent:</b> Work products including but not limited to publications, presentations, exhibit scripts, audio-visual materials, studies, lesson plans, curricula, brochures and wayside documentation (only one record copy needs to be retained permanently).</p>	
	<p><b>Transfer Instructions for A. 1. and A. 2.</b>  <b>Transfer</b> 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. Transfer all other permanent records to NARA 15 years after close.</p> <p><b>Transfer</b> all other permanent records to offsite storage 5 years after cutoff</p> <p><b>Transfer</b> all other permanent records to NARA 15 years after cutoff</p>
<p><b>B. Temporary:</b> Drafts, proof sheets and other non-record instances of exhibit scripts, curricula, speeches,</p>	<p><b>Transfer</b> records to offsite storage 5 years after cutoff</p>

<b>Retention Plan</b>	<b>Disposition Instructions</b>
lesson plans, brochures, publications, audio-visual materials, studies, wayside documentation, catalog information on library material, art collections and similar items maintained for interpretive purposes, documents re designing and building exhibits and related documents	<b>Destroy/Delete</b> records 15 years after cutoff
<b>C. Temporary:</b> All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category	<b>C. Transfer</b> records to offsite storage 1 year after cutoff or hold in office for full retention. <b>Destroy/Delete</b> records 3 years after cutoff

**NATIONAL PARK SERVICE  
INTERPRETATION AND EDUCATION (ITEM 6) CROSSWALK**

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
6. A. 1. Records that document planning and development of Interpretation and Education policies, programs, and activities and related documents that meet the permanent criteria.	Permanent	A98	Conservation and Preservation of Areas	Permanent	
		K18	Interpretive Activities	Permanent	
		K1815	[Interpretive] Services	Permanent	
		K1817	Interpretive Planning (data, needs, programs, etc )	Permanent	
		K2621	[Interpretive] Annual Reports and related correspondence	Permanent	
		K2623	[Interpretive] Situation Reports and related correspondence	Permanent	
		K30	Photography that has been created or adapted for purposes of interpretation or education	Permanent	
		K3015	Production and Acquisition of Motion Pictures for purposes of interpretation or education	Permanent	
		K3019	Production and Acquisition of Still Pictures and Slides for purposes of interpretation or education	Permanent	
		6. A. 2. Work products including but not limited to publications, presentations, exhibit scripts, audio-visual materials, studies, lesson plans, curricula, brochures and wayside documentation	Permanent		None listed [Reserved]

New Big Bucket Schedule		NPS-19 (Current Schedule)			Comments
Item No. & Title	Retention	Item No.	Title	Retention	
6. B. Drafts, proof sheets and other non-record instances of exhibit scripts, curricula, speeches, lesson plans, brochures, publications, audio-visual materials, studies, wayside documentation, catalog information on library material, art collections and similar items maintained for interpretive purposes, documents re designing and building exhibits and related documents	Temporary, 15 years				
			None Listed [Reserved]		
6. C. All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	Temporary, 3 years				
		K22	Libraries and Library Services	2 years	
		K2615	[Interpretive] Monthly Reports and related correspondence	3 years	
		K2617	[Interpretive] Quarterly Reports and related correspondence	3 years	
		K2619	[Interpretive] Semi-Annual Reports and related correspondence	3 years	

**NATIONAL PARK SERVICE  
INTERPRETATION AND EDUCATION (ITEM 6)  
E-SYSTEMS CROSSWALK**

N1-79-08-5 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
6. A. 1. Records that document planning and development of Interpretation and Education policies, programs, and activities and related documents that meet the permanent criteria.	Permanent		None listed [Reserved]		
6. A. 2. Work products including but not limited to publications, presentations, exhibit scripts, audio-visual materials, studies, lesson plans, curricula, brochures and wayside documentation.	Permanent		None listed [Reserved]		
6. B. Drafts, proof sheets and other non-record instances of exhibit scripts, curricula, speeches, lesson plans, brochures, publications, audio-visual materials, studies, curricula, wayside documentation; catalog information on library material, art collections and similar items maintained for	Temporary, 15 years	EASN	<b>Early American Sites Network</b> EASN is a website presently under development. It is also a consortium of 83 participating National Parks and 140 NPS sites. The website will contain substantial textual and graphic interpretive information regarding the exploration and colonization of the present-day United States, including Alaska, Hawaii, and the Pacific. The information is mainly being developed from secondary sources and exists elsewhere – EASN is not considered a	Under development	System Owner Ed Wood Supt Arkansas Post National Memorial <a href="mailto:Ed_Wood@nps.gov">Ed_Wood@nps.gov</a> 870-548-2207



N1-79-08-5 (New Big Bucket Schedule)		E-System-Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
interpretive purposes, documents re designing and building exhibits and related documents			repository for "record copies" Templates for formatting and displaying content have been developed, and there are hundreds of pages of HTML-encoded text awaiting insertion into the templates Much of the content is intended to be accessible by the public		
		MIDS	<b>HFC Media Inventory Database</b> This database reports on the content and condition of NPS interpretive media audiovisual programs, exhibits, historic furnishings, interpretive plans, publications (Form 10-80), and wayside exhibits HFC is the office of origin for all films/motion pictures Many MIDS records include PDF for each interpretive media product. Database provides managers with a tool to track & update their own interpretive media products, provides access to text context of interpretive media products	Operational	<a href="http://www.nps.gov/hfc/products/mids.htm">http://www.nps.gov/hfc/products/mids.htm</a>
		HFCART	<b>HFC Commissioned Art Database</b> This database tracks information about original art (paintings, etchings, watercolors, drawings, etc ) made for NPS publications, exhibits or AV media This is an OperationalOnline database of over 10,000 images for NPS use only	Operational	<a href="http://www.hfc.nps.gov/hfc-insite/cfm/art-default.cfm">http://www.hfc.nps.gov/hfc-insite/cfm/art-default.cfm</a>

N1-79-08-5 (New Big Bucket Schedule)		E-System Description			Comments
Item No./Description	Retention	Acronym	System Name & Description	Status	
		N/A	<p><b>HFC Project Tracking</b>                      This is a project status system that maintains data regarding interpretive media projects requested by various NPS units and being developed by Harpers Ferry Center. Projects include movies, brochures, maps, reprints, etc. Data maintained by the system include name of client, date of request, client contact information, description of project, funding, request for estimate, or NPS account to be charged. The system does not have the capability to produce reports. It is a web-based system, running on MS Sequel with a Cold Fusion server as middleware. It was launched in 2002 and still in active use, but is intended to be integrated with a larger system.</p>	Operational	<p>(formerly known as HFC Project Workflow)                      System Owner Don Kodak                      Director, Harpers Ferry WV  <a href="mailto:Don_Kodak@nps.gov">Don_Kodak@nps.gov</a>                      304-535-6104                      System Manager Steve Pittleman                      Assoc Mgr, Info Mgt, Harpers Ferry Center  <a href="mailto:Steve_Pittleman@nps.gov">Steve_Pittleman@nps.gov</a>                      304-535-2915</p>
		HPLP	<p><b>Historic Preservation Learning Portal</b>                      This system provides access to Internet sites that provide information on conservation and preservation topics, users type a question in plain language into a search text box, and retrieve a list of URLs that link to web resources relating to the question. The system uses a concept matching program called <b>Autonomy</b> to retrieve information. The system does not collect or store data and cannot generate reports based on user activity.</p>	Operational	<p>System Owner Constance Ramirez, Director, Federal Preservation Institute, Washington, DC 202-354-6967  <a href="mailto:Constance_Ramirez@nps.gov">Constance_Ramirez@nps.gov</a></p>
		N/A	<p><b>NPS Voyager</b>                      The NPS Voyager system provides searchable catalog information about holdings of libraries at NPS facilities and sites to NPS staff and to the general</p>	Operational	<p>System Owner Amalin Ferguson, NPS Library Program Manager 510-758-3875  <a href="mailto:Amalin_Ferguson@nps.gov">Amalin_Ferguson@nps.gov</a></p>

N1-79-08-5 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
			<p>public The system is maintained by the NPS Library Program, which is the national coordination point for libraries throughout the agency Users enter search terms into query fields and retrieve catalog records of publications that match search criteria Some entries are linked to additional digital resources such as tables of contents, contributor biographical information, and viewable portions of the publication via Google Books Other linked digital resources include pdfs and digital versions of entire works via links to the Internet Archive</p> <p>Catalog data are either imported from other online or done manually Some original cataloging records are created System outputs are printable search result sets in various formats and at varying levels of detail, depending on need of the user The system uses proprietary software <b>Voyager Integrated Library System (ILS)</b>.</p>		<p>System Administrator Richard Aroksaar 202-220-4252  <a href="mailto:Richard_Aroksaar@nps.gov">Richard_Aroksaar@nps.gov</a></p>
6. C. All other routine,	Temporary, 3 years.				

N1-79-08-5 (New Big Bucket Schedule)		E-System Description			Comments
Item No. /Description	Retention	Acronym	System Name & Description	Status	
housekeeping, and supporting documentation not addressed elsewhere in this category.		SIR	<b>Servicewide Interpretive Report</b> This system provides a servicewide quantitative overview of how Operation of the National Park Service (ONPS) funds and certain other funding sources are used to provide a national program of interpretation and education. Data are entered by Park staff and include identification codes and names for park or unit, fiscal year, expenditures, FTE, and statistics regarding services provided, total work years, visitor contacts, park-produced publications and other quantifiable elements or actions.	Under Development	System Owner Corky Mayo, Program Manager, Washington DC, 202-513-7137 Additional contact Carl Chitwood, National Information Systems Center, 202-354-1430 <a href="mailto:Carl_Chitwood@nps.gov">Carl_Chitwood@nps.gov</a>