

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of the Interior

2 MAJOR SUBDIVISION
U S Geological Survey

3 MINOR SUBDIVISION
Geographic Information Office

4 NAME OF PERSON WITH WHOM TO CONFER
Carol Wippich

5 TELEPHONE
(703) 648 - 7109

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-57-02-04

DATE RECEIVED
8/29/2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
12-23-02

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 _____ page(s) 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,

is not required, is attached, or has been requested

DATE
8/27/2002

SIGNATURE OF AGENCY REPRESENTATIVE
Ch. Lindley

TITLE
Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
See Attached			

Final version incorporating all approved changes, etc

800. Acquisition, Supply, and Grant Records.

801. Acquisition Files.

801-01. Acquisition Files.

Contract, purchase order, Blanket Purchase Agreements, task and delivery orders, including interagency agreements acquiring goods or services from other Federal agencies. Files include the record (General Accounting Office (GAO) review) copy of the award and requisitions, correspondence, tax exemption certificates and related papers, and papers pertaining to solicitation, offer, award, administration, receipt, inspection and payment, and related records as described in the Federal Acquisition Regulations (FAR) 4.801-4.803. This schedule does not cover interagency agreements under which the USGS receives money to perform services for others. NOTE: Obligation copies of awards are not covered in this section but are covered under Item 703-01, Accountable Officers' Files.

801-01a. Official Contract Files. Procurement or purchase organization copy of requisitions, solicitations, bids, proposals, quotations, awards, and related papers necessary for GAO or internal audit purposes.

- Follow retention periods set forth in the FAR, 48 CFR 4.805(b).

~~801-01b. Procurement Reference Copies. Other copies of records described in this section used for administrative or reference purposes, including copies used by the requiring office (such as Contracting Officer Representative files) but not including obligation and payment records covered in Chapter 700.~~

- ~~➤ Destroy upon termination or completion.~~

~~Authority: GRS 3, Item 3c~~

801-01c. Electronic data submitted to the Federal Procurement Data System (FPDS). Refer to FAR 4.805(b)(9).

- Destroy or delete when 5 years old.

Authority: GRS 3, Item 3d

801-01d. Procurement Desktop (PD). This automated acquisition system contains acquisition data and document copies which support acquisition operations in larger USGS acquisition offices. Apart from FPDS data (Item 801-01c), the data contained in PD consist only of the same information as is contained in all or portions of the disposable paper records in the official file (Item 801-01a), which it duplicates. This electronic record also serves as the disaster recovery copy.

- Destroy after close of the fiscal year in which final payment is made or contract file is closed, whichever is later.

801-01e. Charge Card Purchase Records. Documents supporting purchases made by charge card (including convenience checks). Purchase records include

cardholder logs, initiating requests, vendor quotes, order forms (such as fax, e-mail, and e-catalogue order form printouts). NOTE: Related documents that are required to support payment of charge card purchases (including original sales receipts, packing slip, or other records itemizing and describing item purchased, certified monthly statements, convenience check duplicates, and registers) are not covered here but are classed under Item 703-01a. Records associated with payment for passenger or freight transportation are covered under Item 304-01a. If charge card purchase records include or are filed together with payment or transportation records, apply the longest retention period.

- When filed separately from payment or transportation records, destroy 3 years from final payment or when no longer of any value to the Government, whichever is later.

801-02. ~~Contracts Appeals Case Files.~~

~~Contract appeals case files arising under the Contracts Dispute Act.~~

- ~~➤ Destroy 1 year after final action on decision.~~

~~Authority: GRS 3, Item 15b~~

801-03. Contingent Fee Violations Files.

Evidence of violation of the Covenant Against Contingent Fees and related documents, including the record of actions taken. (See FAR 3.406).

- Destroy when no longer needed for enforcement purposes or with the related contract file, whichever is later.

801-04. Contractor's Payroll Files.

~~Contractor's payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.~~

- ~~➤ Destroy 3 years after date of completion unless contract performance is the subject of enforcement action on such date.~~

~~Authority: GRS 3, Item 11~~

801-05. Performance of Commercial Activities Files.

Documentation created in the analysis and evaluation of commercial activities.

Included are cost studies, performance work statements, and related records as required by the Office of Management and Budget Circular A-76.

- Cut-off at the end of the fiscal year. Retire to the Federal Records Center (FRC) 5 years after cut-off. Destroy 10 years after cut-off.

Authority: GRS 3, Item 11

801-06. Unsolicited Proposals.

Records of unsolicited proposals and their disposition and copies of unsuccessful proposals and related correspondence. Successful unsolicited proposals are retained with the award file and are covered under Item 801-01a or Item 803-01, as applicable.

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- Destroy one year from notification of non-acceptance or when no longer of any value to the Government, whichever is later.
Authority: NC1-57-84-5, items 2a and b
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802. Supply Management Files.

802-01. Supply Management Files.

Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).

802-01a. Copies received from other units for internal purposes or for transmission to staff agencies.

- Destroy when 2 years old.
Authority: GRS 3, Item 4a

802-01b. Copies in other reporting units and related working documents.

- Destroy when 1 year old.
Authority: GRS 3, Item 4b
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803. Grant Files.

803-01. Grant and Cooperative Agreement Case Files.

Proposals or applications; requisitions; award documents; project reports; studies; assurances; correspondence; other records relating to receipt, review, award, evaluation, status, and monitoring of grants and cooperative agreements; and project budget. Official record copy may be in paper or electronic format (including imaged records). The same retention requirements apply regardless of format.

803-01a. Grant and Cooperative Agreement awards including the successful application.

- Cut-off at the end of the fiscal year when grant or agreement is completed or closed. Destroy 6 years after case is closed.
Authority: NC1-57-81-2, Item 26

803-01b. Unsuccessful Grant Applications. Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.

- Destroy 3 years after rejected or withdrawn.
Authority: GRS 3, Item 13
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803-01c. Program Announcement Files. Program announcement, related notices and clearances, record of applications received, evaluation or peer review process, and funding and declination decision.

➤ Destroy when last funded grant/cooperative agreement is completed or after 5 years, whichever is longer.

803-02. Grant Administrative Files.

Correspondence and/or subject files, in paper or electronic format, relating to routine operations and daily activities in administration of the grant program. Excludes program announcement and individual award case files

➤ Destroy when 2 years old.

Authority: GRS 3, Item 14

804. Acquisition Management and Administration Files.

804-01. General Acquisition Management Files.

Files containing records of acquisition function management activities, including oversight reviews, initiatives, organization data, and other related general records.

➤ Destroy when 4 years old unless needed for future reference, then destroy when no longer needed.

804-02. General Acquisition Correspondence Files.

Correspondence files of operating procurement and acquisition units concerning internal operation and administration matters not covered elsewhere in this schedule

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

804-03. Contracting Officer Files.

Applications for appointment of contracting officer(s), certificates of appointment as contracting officer(s) (warrants), renewals, and related correspondence.

➤ Destroy all documents relating to an individual employee 1 year after separation or transfer.

Authority: N1-57-87-2, Item 802-08

804-04. Small and Disadvantaged Business Utilization Files.

Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.

➤ Destroy when 3 years old.

Authority: GRS 3, Item 17

805. Electronic Mail and Word Processing System Copies.

805-01. Electronic copies of records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the

records covered by the other items in this chapter. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. (This excludes electronic data and document copies retained in the PD automated procurement system (see 801-01d)).

805-01a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

➤ Destroy/delete within 180 days after the recordkeeping copy has been produced.

805-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

➤ Destroy/delete when dissemination, revision, or updating is completed.

900. Emergency Planning, Safety, Security, and Environmental Records.

901. Classified Information Records.

901-01. Classified Documents Administrative Correspondence Files.

Correspondence files pertaining to the administration of security classification and declassification, control, and accounting for classified documents. Included are records that document policy, programs, and procedures for the classification/declassification program, including information recorded by personnel who are trained to identify, classify, or declassify documents for sensitive and classified information.

901-01a. Records that document the policy, standards, and procedures for the administration of USGS's classification and declassification program.

901-01a(1). Program and policy guides, classification manuals, and documents used as guides in determining classification, including USGS action and information papers concerning classification policy.

☼ *Permanent*. Cut-off when superseded. Transfer to the National Archives and Records Administration (NARA) in 5-year blocks. Transfer when most recent record is 25 years old.

901-01a(2). Records documenting the development of classification policy, including policy studies.

➤ Cut-off when superseded. Destroy 50 years after cut-off.

901-01b. Records documenting classification and declassification review actions taken on the basis of established policy, directives, regulations, and guides.

901-01b(1) Review actions which deviate from established policy and set a precedent for future action, reflect unusual sensitivity, are of historical interest, or are the subject of litigation.

901-01b(1)(a). Record Copy

☼ *Permanent*. Cut-off at the end of the fiscal year. Transfer to NARA in 5-year blocks 25 years after cut-off of most recent records.

901-01b(1)(b). All other offices.

➤ Cut-off at the end of the fiscal year. Destroy when obsolete, superseded, or no longer needed for reference.

901-01b(2). Review actions that do not deviate from established policy or set a precedent for future action, do not reflect unusual sensitivity, are not of particular historical interest, and are not the subject of litigation.

➤ Cut-off at the end of the fiscal year. Destroy 6 years after cut-off.

901-01b(3). Logbooks and correspondence which record notes, comments, actions taken, decisions made, or other information which documents the review process.

- Cut-off at the end of the fiscal year. Destroy 6 years after cut-off.

901-01b(4). Declassification records including change notices, review notices, correspondence, or similar documents including documents that give authority to void, cancel, and remove markings from records.

- Cut-off at the end of the fiscal year. Destroy 10 years after cut-off.

~~901-01c. Correspondence files pertaining to the administration of security classification, control and accounting for classified documents, and control of sensitive documents and not covered elsewhere in this schedule.~~

- ~~➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.~~

~~Authority: GRS 18, Item 1~~

901-02. Classified Documents Report Files.

Reports and correspondence regarding classification reviews of individual documents submitted for review.

- Cut-off at the end of the fiscal year. Destroy 4 years after cut-off.

901-03. Document Receipt Files.

Records documenting the receipt and issuance of classified documents.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

Authority: GRS 18, Item 2

901-04. Destruction Certificates Files.

Certificates relating to the destruction of classified documents.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

Authority: GRS 18, Item 3

901-05. Classified Document Inventory Files.

Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to top secret material covered elsewhere in this schedule.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

Authority: GRS 18, Item 4

901-06. Top Secret Accounting and Control Files.

901-06a. Registers maintained at control points to indicate accountability over top secret documents, reflecting the receipt, dispatch, or destruction of the documents.

- Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.

Authority: GRS 18, Item 5a

901-06b. Forms accompanying documents to ensure continuing control and showing names of persons handling the documents, intra-office routing, and comparable data.

- Destroy when related document is downgraded, transferred, or destroyed.

Authority: GRS 18, Item 5b

901-07. Access Request Files.

Requests and authorizations for individuals to have access to classified files.

- Place in inactive file when the authorization expires. Destroy 2 years after authorization expires.

Authority: GRS 18, Item 6

901-08. Security Container Records.

901-08a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

- Destroy when superseded by a new form or list or upon turn-in of containers.

Authority: GRS 18, Item 7a

901-08b. Forms placed on safes, cabinets, or vaults containing classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows and activating alarms. Included are such forms as SF-701, Activity Security Checklist and SF-702, Security Container Check Sheet.

- Destroy 3 months following the last entry on the form (See Note).

Authority: GRS 18, Item 7b

NOTE: Forms involved in investigations will be retained until completion of the investigation.

902. Protection Program Administrative Records.

Records relating to measures taken for the protection of USGS-owned, contractor-operated facilities from unauthorized entry, sabotage, or loss.

902-01. Security and Protective Services Administrative Correspondence Files.

Correspondence files relating to administration and operation of the facilities security and protective services programs such as, but not limited to, Departmental or contracting officer guidance, project management records, and program feedback.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

NOTE: This item does not cover records documenting policies and procedures accumulated in offices having USGS-wide responsibilities for security and protective services program.

902-02. Technical Surveillance Countermeasures Files.

902-02a. Threat Files. Files contain reports of known or suspected technical and non-technical security information, methodology, technologies used, suspected individual(s) or groups, reports of actions directed against U.S. Government and commercial interest and/or personnel.

- Cut-off at the end of the fiscal year. Destroy when superseded or obsolete.

902-02b. Hazard and Penetration Files. Files provide general and specific design information on known or suspected surveillance devices, electronic anomalies, methodology, and historical technical data. These files are used for technical surveillance threat reference.

- Review every 2 years. Destroy when no longer needed.

902-03. Security Alarm and Access Control System Files.

902-03a. System Manufacturers Documentation. Files include manufacturer's operations and technical manuals for the equipment installed as part of the Security Alarm System. These records include information on individual components for both the security alarm systems and the electronic access control systems.

- Destroy when current system is upgraded or replaced.

902-03b. Systems Operations Files. Files include on-site configuration files for systems operations. Includes information on individual components, systems operations, and how the systems are currently installed for both the security alarm systems and the electronic access control system.

- Destroy when current system is upgraded or replaced.

902-03c. Open Storage Approval Records. Files contain on-site records of areas approved for the open storage of classified information. Includes information concerning the motion detection and alarm devices within specific areas.

- Destroy when superseded.

902-03d. Activity Journals. These records include all of the user activity and alarm activity for all portions of the alarm and access control system. User activity includes operations of Day/Night mode access of alarmed rooms and access/exit through card reader controlled doors or access points. Alarm activity includes alarm devices, line supervision, and administrative alarms as they occur. Files consist of system activity journals containing the on-site records for alarm system activity.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

902-03e. Maintenance Records. These records contain all activity concerning preventive and corrective maintenance performed on the alarm system and the sub-components. Files consist of maintenance requests, test reports, schedules, notification letters, and maintenance activity journals containing the on-site records for alarm system maintenance activity.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

902-04. Master Safeguards and Security Agreements and Security Plans.

Records establish the baseline safeguards and security protection strategy and programs for a facility and are an agreement between the cognizant program office and other headquarters and field elements as to the acceptable level of risk to a facility and any measures employed to mitigate unacceptable risk. The Master Safeguards and Security Agreement, Site Safeguards and Security Plan, or Site Security Plan also provides a historical perspective on facility operations and configuration. In addition, Master Safeguards and Security Agreement, Site Safeguards and Security Plan, or Site Security Plan provides short and long-term planning profiles for safeguards and security operations at a facility.

- Destroy 10 years after termination of the facility as a security interest.

902-05. Physical Security Files.

Detailed security measures for the physical protection and location of equipment and facilities vital to safety. The files include physical security plans, drawings of the physical protection system, alarm system details, and safeguards procedures.

902-05a. Facilities subject to licensing (Nuclear Regulatory Commission or Environmental Protection Agency).

902-05a(1). If license is granted:

- Retain until the termination of the license. At termination of license, apply the disposition cited in Item 902-05b below.

902-05a(2). If license is not granted:

- Retain until the determination is made not to license the facility, then apply the disposition cited in Item 902-05b below.

902-05b. Facilities not subject to licensing.

- Destroy when superseded or obsolete, or 5 years after facility closes, whichever is soonest.

902-06. Foreign Ownership, Control, or Influence Files.

902-06a. Unsuccessful bidder files containing their representations as to their ownership and any foreign control or influence and other information pertaining to foreign ownership, control, or influence and whether anything that has been provided by the unsuccessful bidder or otherwise gathered may pose an undue risk to national security.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

902-06b. Successful bidder (contractor) files containing original and subsequent representations as to their ownership and any foreign control or influence, and other information pertaining to foreign ownership, control, or influence and whether anything that has been provided by the contractor or otherwise gathered may pose an undue risk to national security. Files relating to contract eligibility determinations when foreign

ownership, control, or influence issues are present.

- Cut-off 5 years after determination date. Destroy 5 years after cut-off.

902-07. Facilities Survey and Inspection Files (Government-owned Facilities).

Reports of surveys, inspections, and self-assessments of USGS-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents and to safeguard information and facilities against sabotage and unauthorized entry.

- Cut-off at the end of the fiscal year. Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.

Authority: GRS 18, Item 9

902-08. Facilities Survey and Inspection Files (Privately-owned Facilities).

Reports of surveys, inspections, and self-assessment reports, facility information, and correspondence of privately-owned facilities assigned security cognizance by Government agencies and related papers.

- Cut-off at the end of the fiscal year. Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

Authority: GRS 18, Item 10

902-09. Investigative Files.

Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Not included here are records related to misuse of Government property (see Item 902-10 below) or incidents of security concern (see Item 902-11 below).

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

Authority: GRS 18, Item 11

902-10. Misuse of Government Property.

Records, correspondence, and related working papers which document the misuse and abuse of government property, equipment, vehicles, or systems while in the custody of government or contractor employees. Records may include information on infractions of Federal, State, or local laws or ordinances, and penalties levied against government or contractor employees.

902-10a. Records maintained by USGS elements.

- Cut-off at the end of the fiscal year. Destroy 5 years after cut-off.

902-10b. Records maintained by USGS contractors.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

902-11. Incident of Security Concern Inquiry and Investigation Files.

Records not covered elsewhere in this schedule that pertain to inquiries or investigations into incidents of security concern (e.g., suspected infractions and violations; loss, compromise, or unauthorized disclosure of classified information; unaccounted-for classified matter), and to the corrective measures recommended and/or taken.

➤ Cut-off upon termination of inquiry or investigation and case is closed. Destroy 5 years after cut-off.

902-12. Property Pass Files.

Property pass files authorizing removal of property or materials.

- Destroy 3 months after expiration or revocation.
Authority: GRS 18, Item 12

902-13. Key Accountability Files.

Files relating to accountability for keys issued.

902-13a. For areas under maximum security.

- Destroy 3 years after key was turned in.
Authority: GRS 18, Item 16a

902-13b. For other areas.

- Destroy 6 months after key was turned in.
Authority: GRS 18, Item 16b

902-14. Guard and Security Police Officer Assignment Files.

Files relating to guard and security police officer assignments and strength.

902-14a. Ledger records.

- Destroy 3 years after final entry.
Authority: GRS 18, Item 13a

902-14b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.
Authority: GRS 18, Item 13b

902-15. Guard and Security Service Control Files.

902-15a. Control center key or code records, emergency call cards, and building record and employee identification cards.

- Destroy when superseded or obsolete.
Authority: GRS 18, Item 19a

902-15b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.

- Destroy when 1 year old.
Authority: GRS 18, Item 19b
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902-15c. Automatic machine patrol charts and registers of patrol and alarm services.

- Destroy when 1 year old.

Authority: GRS 18, Item 19c

902-15d. Arms distribution sheets, charge records, and receipts.

- Destroy 3 months after return of arms.

Authority: GRS 18, Item 19d

902-16. Police Functions Files.

Files relating to the exercise of police functions

902-16a. Ledger records of arrests, cars ticketed, and outside police contacts.

- Destroy 3 years after final entry.

Authority: GRS 18, Item 14a

902-16b. Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

Authority: GRS 18, Item 14b

902-16c. Reports on contact of outside police with building occupants.

- Cut-off at the end of the fiscal year. Destroy 1 year after cut-off.

Authority: GRS 18, Item 14c

902-17. Trespass Investigative Files.

Case files documenting the unlawful and/or unwarranted entrance, use, destruction, and possession of the USGS facilities, lands, or resources. Contains the initial report of unauthorized use, trespass investigation report, notice of trespass, location maps, other land status and location data, damage assessment, notice to remove structures, notice of impoundment, trespass bond, record of interviews and phone conversations, field notes, sketch maps, measurements, bills/invoices, reimbursable project log, related photos, correspondence, and other documents. Exclude record copies of financial documents related to collection of compensation.

- Cut-off at the end of the fiscal year in which case is settled or abandoned.

Transfer to the Federal Records Center (FRC) 1 year after cut-off. FRC destroys 51 years after cut-off.

902-18. Visitor Control Files.

Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

902-18a. For areas under maximum security.

- Destroy 5 years after final entry or 5 years after date of document, as appropriate.

Authority: GRS 18, Item 17a

902-18b. For other areas.

- Destroy 2 years after final entry or 2 years after date of document, as appropriate.
Authority: GRS 18, Item 17b
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902-19. Visitor Access Approval Files.

Correspondence and forms created to document that visitors are authorized access to classified and/or unclassified sensitive information and/or security controlled areas. Files contain data for each visit to a USGS facility, consisting of access approvals together with related correspondence.

902-19a. Files retained by sites (incoming visitor control) with potential for exposure to hazardous materials.

- Cut-off at the end of the fiscal year. Destroy 75 years after cut-off.

902-19b. Files retained by sites (incoming visitor control) without potential for exposure to hazardous materials.

- Cut-off at the end of the fiscal year. Destroy 5 years after cut-off.

902-19c. Files retained by requesting office (outgoing visitor control).

- Cut-off at the end of the fiscal year. Destroy 5 years after cut-off.

902-19d. Duplicate copies used to notify other on-site offices of the intended visit.

- Cut-off at the end of the fiscal year. Destroy 1 year after cut-off.
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902-20. Facilities Check Files.

Files relating to periodic guard force facility checks.

902-20a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by Item 903-07 of this schedule).

- Destroy when 1 year old.
Authority: GRS 18, Item 18a

902-20b. Reports of routine after-hours security checks which either do not reflect security violations or for which the information contained therein is documented in the files referenced in Item 902-11.

- Destroy when 1 month old.
Authority: GRS 18, Item 18b

902-21. Logs and Registers.

Security logs and registers not covered elsewhere in this schedule.

902-21a. Central guard office master logs.

- Destroy 2 years after final entry.
Authority: GRS 18, Item 20a
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902-21b. Individual security post logs of occurrences entered in master logs.

- Destroy 1 year after final entry.

Authority: GRS 18, Item 20b

902-22. Credentials Files.

Identification credentials and related papers.

902-22a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, visitor passes, and other identification credentials.

- Destroy credentials 3 months after return to issuing office

Authority: GRS 11, Item 4a

902-22b. Receipts, indexes, listings, and accountable records.

- Destroy after all listed credentials are accounted for.

Authority: GRS 11, Item 4b

903. Personnel Security Records.

Records accumulating from investigations of personnel conducted under statutory, Presidential, or Departmental directive requirements.

903-01. Security Clearance and Access Authorization Administrative Subject Files.

Files maintained by individual security offices for purposes of managing operations of personnel security. Files include, but are not limited to, forms, lists, and correspondence documenting the type of clearance/access authorization and date it was granted and subsequent actions were taken; briefing and debriefing statements; and lists of individuals granted access authorizations by assigned numbers.

903-01a. Correspondence granting access authorizations not maintained in official personnel files.

- Cut-off at the end of the fiscal year. Destroy 10 years after cut-off.

903-01b. Briefing and debriefing statements including related correspondence.

- Cut-off at the end of the fiscal year. Destroy 5 years after cut-off.

903-01c. Termination statements, cards, or correspondence not maintained in official personnel files.

- Cut-off at the end of the fiscal year. Destroy 10 years after cut-off.

903-01d. Lists identifying employees by assigned number used for indexing or references.

- Cut-off at the end of the fiscal year. Destroy when related records are destroyed or when no longer needed for reference, whichever is later.

903-01e. Reports related to personnel security issues.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

903-01f. Outgoing transfer record tracking files for personnel security files sent to other USGS facilities.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

903-02. Security Clearance and Access Authorization Administrative Policy Subject Files.

Files, which document the official policy, standards, and procedures for the administration of the USGS personnel access authorization program.

903-02a. Program and policy guides, access authorization manuals, and documents used as guides in administering the security program. Includes USGS correspondence concerning access authorization policy.

- Cut-off at the end of the fiscal year. Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

903-02b. Files documenting the development of access authorization policy, includes policy studies.

- Cut-off when superseded. Destroy 20 years after cut-off.

903-02c. Procedures implementing USGS access authorization policy and guides.

- Cut-off at the end of the fiscal year. Destroy 10 years after cut-off.

903-03. Administration and Operation Files.

Correspondence, reports, and other records relating to administration and operation of the personnel access authorization program, not covered elsewhere in this schedule.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

903-04. Background Investigations for Access Authorizations.

Background files including records of investigations for USGS and contractor employees and consultants, subcontractors and their employees and consultants who require an access authorization. The files are used to determine the eligibility of granting access authorizations and may include the following letters and completed forms for each individual being considered: drug screen consent, credit reports, authorization for release of information, request to process, negative drug screen results, letters generated from personnel security requesting information on applicants, police, driving, academic, previous employment, military, and personal references, subcontractor employment application, security acknowledgement, medical records including employee assistance program, and employment eligibility verification.

903-04a. For those access authorizations granted.

- Cut-off at the end of the fiscal year. Destroy 5 years after access authorization has been terminated.

903-04b. For those access authorizations not granted.

- Cut-off at the end of the fiscal year. Destroy 5 years after date of background investigation.

NOTE: For legal purposes, if an individual is not granted the access authorization, it is necessary to retain the background files to permit reconstruction or validation of actions taken in the event of appeal or legal action.

903-05. Security Clearance and Access Authorization Case Records.

Personnel security and administrative review files created under Executive Order, Code of Federal Regulations, Department of the Interior and agency directive requirements and procedures, and related indices maintained by bureau personnel security offices at USGS headquarters and field offices.

903-05a. Personnel Security Files documenting the processing of individuals for USGS access authorizations (security clearances), regardless of whether access authorizations are granted. These files may include copies of items such as pre-employment investigations; requests and justifications for access authorizations; security forms; reports of background investigation(s); personnel security interview transcripts and/or summaries (including audio cassettes); case evaluation sheets; security incident/infraction report forms; correspondence with the individuals, the individuals' employers, and other agencies; security badge information; medical evaluations; security termination statements; and other material relevant to the access authorization process.

- Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after the contract relationship expires, whichever is applicable.

Authority: GRS 18, Item 22a

903-05b. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determination.

- Destroy in accordance with the investigating agency instructions.

Authority: GRS 18, Item 22b

903-06. Security Clearance and Access Authorization Status Files.

Lists or rosters showing the current access authorization status of individuals.

- Destroy when superseded or obsolete.

Authority: GRS 18, Item 23

903-07. Security Violations Files.

Copies of Report of Security Incident/Infraction, or similar forms or reports that are placed in Personnel Security Files are handled in accordance with Item 903-05 above. Other documentation relating to infractions or violations is handled in accordance with Item 902-11 above.

903-08. Classified Information Non-Disclosure Agreements.

Copies of non-disclosure agreements, such as SF-312, Classified Information Non-Disclosure Agreement, signed by personnel with access to information that is

classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files, but may be filed on the right side of the individual's Official Personnel Folder (OPF).

903-08a. If maintained separately from the individual's OPF.

- Destroy when 70 years old.

Authority: GRS 18, Item 25a

903-08b. If maintained in the individual's OPF.

- Apply the disposition for the OPF.

Authority: GRS 18, Item 25b

904. Safety Management Records.

904-01. Safety Files.

904-01a. Correspondence of a general nature pertaining to safety subjects relating to the causes, investigations, and prevention of accidents.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

904-01b. Safety issues, complaints, and inquiries received by USGS personnel. Included in the file are responses to all inquiries and noted follow-on steps, if any, to correct any noted deficiencies.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

904-01c. Safety awards. Files, including recommendations, approved nominations, memoranda, correspondence, reports and any related materials pertaining to agency safety awards such as the safe driving award.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

904-02. Safety Reports.

Periodic reports concerning safety activities of the USGS, including annual program plans, minutes of monthly safety meetings, accident data analysis, safety and health program assessments, and any similar or related reports.

- Cut-off at the end of each fiscal year. Destroy 5 years after cut-off.

904-03. Safety Procedures and Programs.

Documents pertaining to safety programs and procedures for such things as the protection of individuals, elimination of hazardous working conditions, public safety awareness programs, and inspections of safety measures.

- Cut-off at the end of the fiscal year. Destroy 5 years after cut-off.

904-04. Safety Policies.

Material that serves to establish policy or precedents pertinent to future and continuing actions for safety activities. These may not be included in the USGS master set of directives.

➤ Cut-off at the end of the fiscal year. Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

904-05. Accident Files.

~~904-05a. Motor Vehicle Accident Files.~~

~~Records relating to motor vehicle accidents, maintained by transportation offices, including SF-91, Operator's Report of Motor Vehicle Accident, SF-91A, Investigation Report of Motor Vehicle Accident, and SF-94, Statement of Witness.~~

~~➤ Destroy 6 years after case is closed.~~

~~Authority: GRS 10, Item 5~~

904-05b. Aircraft Accident Files. Office of Aircraft Services accident forms and related documents.

904-05b(1). Aircraft accident alerts, safety alerts, and initial and preliminary reports.

➤ Cut-off at the end of the fiscal year. Destroy 1 year after cut-off.

904-05b(2). Aircraft hazard and incident-malfunction reports and related documents.

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

904-05b(3). Aircraft final accident reports and forms.

➤ Cut-off at the end of the fiscal year. Destroy 7 years after cut-off.

904-05c. Watercraft Accident Files.

904-05c(1). Watercraft accident alerts, safety alerts, and initial and preliminary reports.

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

904-05c(2). Watercraft hazard and incident-malfunction reports and related documents.

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

904-05c(3). Watercraft Final Accident Reports and Forms.

➤ Cut-off at the end of the fiscal year. Destroy 7 years after cut-off.

904-05d. Statistical Reports.

Reports such as trend or accident analysis reports relating to motor vehicles, aircraft, or watercrafts.

- Cut-off at the end of the fiscal year. Destroy 5 years after cut-off or when superseded, obsolete, or no longer needed.

904-05e. Contractor Employee Accidents.

Material pertaining to accidents, injuries, and fatalities of contractor employees.

- Cut-off at the end of the fiscal year. Destroy 6 years after date of incident or 3 years after the Release of Settlement of any claim, whichever is earlier.

904-05f. Public Accidents.

Accidents, injuries, fatalities, and disabilities involving the public.

- Cut-off at the end of the fiscal year. Destroy 6 years after date of incident or 3 years after the Release of Settlement of any claim, whichever is earlier.

904-05g. Other Accidents.

Accidents, injuries, fatalities, and disabilities not covered elsewhere in this schedule.

- Cut-off at the end of the fiscal year. Destroy 6 years after date of incident or 3 years after the Release of Settlement of any claim, whichever is earlier.

904-06. Records that Demonstrate the Capability for Safe Operations.

Records include the activities involved in the planning, design, manufacture, construction, installation, test, and operation of equipment, structures, plants, and systems, any of which are or will be engaged in, or part of, operations. Included are records of initial siting and geological aspects.

904-06a. Records of Individuals. Authorizing documents, training certificates, procedures, and other records of a similar or a related nature that demonstrate that individuals have the capability for engaging in, performing in, or otherwise conducting safe operations. Operations may involve the design, construction, installation, test, handling, manufacture, use, packaging, shipping, control, operation, and disposition of items. Items may either be used, or planned for use, in relation to, or with, other items. Items include machinery, equipment, structures, plants, materials, spent fuel, waste, and systems.

- Cut-off at the end of the fiscal year. Destroy when 10 years old.

904-06b. Records of Items. Authorizing documents, procedures, and other records that demonstrate that control systems, materials control systems, and items that will be used in operations have the capability for safe use. Items as used here include sites, facilities, structures, plants, materials, spent fuel, waste, machinery, equipment, and systems, or discrete parts thereof.

- Cut-off at the end of the fiscal year. Destroy when 10 years old.

904-07. Records that Verify the Performance of Safe Operations.

Records that verify that an activity was performed in accordance with applicable requirements for safe operations, but need not be retained for the working life of the individual or for the life of the item, or discrete part thereof. Items as used here

include sites, facilities, structures, plants, materials, machinery, equipment, and systems.

➤ Comply with the requirements for recording in Department of the Interior orders and schedules and their items. In the absence of these requirements, apply the following: Cut-off at the end of the fiscal year. Destroy 5 years after the date of completion of the task.

904-08. Safe Work Permits.

Safe work permits are used to designate the approval for employees to work on a potentially hazardous job or in a potentially hazardous area. They contain the job description, job hazard analyses, instructions to workers, the protective clothing and equipment, if required. They include the name of the workers, approval signatures of responsible supervision, and the date(s) the work is done.

➤ Cut-off at the end of the fiscal year. Destroy 75 years after the date of the permit.

904-09. Safety Training Files.

Correspondence, records, and documents pertaining to participation and information relating to bureau safety training and specialized program training, (i.e., watercraft, firearms, diving, radiation, aviation) excluding hazardous waste training (see Item 904-10c).

904-09a. Safety Training Reference Files. Correspondence of a general nature relating to safety training.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off or when no longer needed, whichever is later.

904-09b. Security Personnel Training Records. Records of Federal and contractor security personnel pertaining to firearms training, qualification, and requalification. See Section 413, for other security personnel training records.

➤ For Federal employees, cut-off at the end of the fiscal year. Destroy one year after termination of the individual as a Federal employee. For contractor employees, cut-off annually. Destroy one year after termination of the individual as a member of the protective force.

904-10. Hazardous Waste Management Files.

904-10a. Documentation related to the treatment, storage, or disposal of hazardous material. Also, include materials that deal with superfund sites, regulating disposal sites, underground storage tanks, waste oil, requests for waivers and deviations, or preparation of hazardous materials for disposal and manifest tracking of hazardous waste. Includes, but not limited to, documents relating to toxic materials regulated by the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) or the Toxic Substances Control Act (TOSCA). Toxic materials include polychlorinated biphenyl (PCB's), asbestos, and other substances identified as toxic and not regulated by the Resource Conservation and Recovery Act (RCRA) or the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). Include Hazardous Waste Manifest Site Assessment

reports.

➤ Cut-off at the end of the fiscal year or when volume warrants. Transfer to FRC 25 years after cut-off. FRC destroy 75 years after cut-off.

904-10b. Chemical Files. Documentation related to chemical inventories and reports.

➤ Cut-off at the end of the fiscal year. Destroy when 10 years old.

904-10c. Hazardous Waste Management Training. Correspondence, files, records, and any other materials relating to bureau hazardous waste management training.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off or when no longer needed, whichever is later.

905. Emergency Planning Files.

Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions. Records are vital if they are essential to the continued functioning of an organization during and after an emergency. Vital records and information can be protected at any point in the life cycle – from creation to destruction. Four methods for protecting vital records are: 1) routine distribution of vital information to various locations for use and reference; 2) reproducing records and information specifically for vital records protection; 3) store in fire-resistant media; and 4) store or safeguard vital records at an off-site facility (far enough away to not be affected by a disaster in the immediate area of the office concerned). Records should be updated annually and reviewed for practicality and effectiveness without imposing severe financial burdens.

905-01. Emergency Planning Files.

~~905-01a. Emergency Planning Administrative Correspondence Files.~~

~~Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.~~

~~➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.~~

~~Authority: GRS 18, Item 26~~

905-01b. Emergency Planning Program Correspondence Files. Records that document the policy, program, standards, and procedures pertaining to the administration of the emergency planning program.

905-01b(1) Program and policy guides, information papers, operational manuals, and documents used as guides for determining appropriate agency action. Unless issued as a USGS directive, a record copy of Departmental emergency plans.

➤ Cut-off at the end of the fiscal year. Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

905-01b(2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting bureauwide results of tests conducted under emergency plans.

➤ Cut-off at the end of the fiscal year. Destroy 25 years after cut-off or when superseded, canceled, or obsolete, whichever is soonest.

905-01b(3) Files documenting the development of policy, including policy studies.

➤ Cut-off when superseded. Destroy 10 years after cut-off.

905-01b(4) Procedures and activities implementing USGS policy and guides.

➤ Cut-off at end of the fiscal year. Destroy 6 years after cut-off.

~~905-01c. Emergency Planning Case Files. Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents. Exclude bureauwide policies and directives filed in Item 905-01b(1) above. Examples include, but not limited to, USGS evacuation or disaster recovery plans.~~

~~➤ Cut-off at the end of the fiscal year. Destroy 3 years after issuance of a new plan or directive.~~

~~Authority: GRS 18, Item 27~~

~~905-01d. Emergency Operations Test Files. Files accumulating from tests conducted under USGS emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports excluding consolidated and comprehensive reports. See Item 905-01b(2) above.~~

~~➤ Cut-off at the end of the fiscal year. Destroy when 3 years old.~~

~~Authority: GRS 18, Item 28~~

906. Environmental Compliance and Management Records.

906-01. Environmental Compliance and Management Policies.

Material that serves to establish policy or precedents pertinent to future and continuing actions for environmental compliance and management activities.

➤ Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

906-02. Environmental Compliance and Management Subject Files.

Correspondence of a general nature pertaining to environmental compliance and management topics not covered elsewhere in this schedule.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

906-03. Environmental Compliance and Management Reports.

Correspondence and related documents pertaining to environmental compliance and management reports. Includes, but is not limited to, reports created by USGS as a

joint venture or in cooperation with other government agencies and reports created by outside agencies regarding USGS. Includes preliminary, final, or summary reports.
➤ Cut-off at the end of the fiscal year. Destroy 5 years after cut-off or when no longer needed for reference.

906-04. Environmental Analysis, Management Studies, and Endangered Species Act.

Material relating to habitat management and preservation; the creation, restoration, and protection of wetlands; biological surveys; vegetation and plants; pollution efforts; natural resources; food plot development; controlled burns (other than for weed control); and Endangered Species Act documentation. Includes documentation relating to the application of specific management techniques; studies related to USGS environmental activities; reports, either internal or under contract with other government agencies or private contractors, regarding USGS's environmental management, compliance, and program planning activities; and documents relating to Section 7 of the Endangered Species Act including consultation, studies, and activities with other government agencies.

- Cut-off when study, report, activity is completed. Transfer to FRC 20 years after cut-off. Destroy 75 years after cut-off.

NOTE: A review of the files by the USGS Environmental Program Manager must be conducted and, prior to destruction, concurrence obtained by the USGS Safety, Health, and Environmental Program Manager to ensure there exists no outstanding liability issues.

906-05. Environmental Assessment and Evaluation Methodology.

Assessment and evaluation techniques for fish and wildlife, wetland, range, cultural resources, and other environmental resources. Include documentation regarding methodologies but not for applications of those techniques to particular studies or projects, including habitat evaluation procedures, instream flow methodologies, wetland evaluation techniques, animal and plant census techniques, and methods to quantify, assess, and evaluate environmental resources.

- Cut-off at the end of the fiscal year or when volume warrants. Destroy 10 years after cut-off.

907. National Environmental Policy Act (NEPA) Records.

Documenting USGS compliance activities that are required by the NEPA of 1969.

907-01. Environmental Impact Statement (EIS) Files.

Records relating to the creation and/or review of Federal EIS's (or Environmental Assessments), including data collection, analysis, manuscripts, comments, and other related material used to compose EIS's or to review EIS's. Arranged by agency and/or project.

907-01a. Draft EIS's, created in the bureau, with documentation and back-up materials.

- Move to 907-01b when final EIS is created. If final EIS is not completed within 10 years of the date of the draft EIS, then cut-off at the end of the calendar year following the 10 year deadline. Destroy 5 years after cut-off.

Authority: N1-57-01-3, Item 1

907-01b. Final EIS's, created in the bureau, with documentation and back-up materials.

- Cut-off at the end of the calendar year after EIS completed. If volume warrants, transfer to FRC 5 years after cut-off. Destroy 10 years after cut-off.

Authority: N1-57-83-3, Item 38a

907-01c. Bureau comments of EIS's created by other agencies. If space is limited, then retention of the documentation, with the bureau comments, is not required. All EIS's, usually draft as well as final form and related documents, issued by Federal agencies since 1969, are held at the Transportation Library, Northwestern University Library, 1935 Sheridan Road, Evanston, Illinois 60208-2300, phone (847) 491-8600. EIS's can be searched online at (www.library.northwestern.edu/transportation/) or copies can be obtained through their loan service.

- Cut-off at the end of the calendar year after EIS final comments are completed. Transfer to FRC 2 years after cut-off or if volume warrants, transfer to FRC earlier, with approval of FRC. Destroy 10 years after cut-off.

Authority: N1-57-83-3, Item 38b

907-01d. EIS's created in other agencies and no bureau review is required.

- Destroy when reference need expires.

Authority: N1-57-01-3, Item 4

907-01e. Environmental Statement Policy Memorandums.

Copies of Office of Environmental Policy and Compliance policy memorandums.

- Destroy when canceled, superseded, or obsolete.

Authority: N1-57-01-3, Item 5

907-01f. EIS Related Reports.

Miscellaneous reports pertaining to EIS's and the data collected in the EIS database.

- Cut-off at the end of the calendar year. Destroy when 3 years old or when no longer needed, whichever is sooner.

Authority: N1-57-01-3, Item 6

907-01g. General EIS Files.

General correspondence and other records relating to EIS's, not otherwise covered in this schedule.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

Authority: N1-57-01-3, Item 7

908. Resources and Compliance Records.

908-01. Cultural Resources.

Material pertaining to USGS history, cultural resources, artifacts, historical archaeology, and archaeological activities. Studies, inventories, reports, evaluations, and surveys that identify and analyze the protection and maintenance of cultural sites and structures. Cultural resource management plans, program reviews, and curation documentation. Permits for archaeological and paleontological site investigations and excavations.

☼ *Permanent.* Cut-off at the end of the fiscal year or when volume warrants. Transfer to FRC 10 years after cut-off. Transfer to NARA 30 years after cut-off.

908-02. Wildlife Resources.

Materials relating to wildlife resources including documentation for general programs and objectives, resource status and detailed project designs, surveys, investigations, and studies, including construction of special facilities and animal escape devices.

➤ Cut-off at the end of the fiscal year or when volume warrants. Destroy when incorporated in a final report or 10 years after cut-off, whichever is later.

908-03. Fish Resources.

Materials relating to the planning, design, construction, operation, and maintenance of special facilities to protect or enhance fisheries and to accommodate fish migration, including fish screen, fish ladders, and hatcheries. Includes studies, surveys, and investigations.

➤ Cut-off at the end of the fiscal year or when volume warrants. Destroy when incorporated in a final report or 10 years after cut-off, whichever is later.

908-04. Mineral Resources.

Material pertaining to conservation, development, or exploitation of coal, gas, and other mineral resources. Include the use of water in exploiting and extending use and the environmental effects of that use. Includes strip mining and pollution effects by mineral exploitation on air and water and oil spills. Include oil spill prevention, control, and countermeasures (SPCC). Also, include any studies of affected USGS lands and any documentation and related material regarding such activities.

☼ *Permanent.* Cut-off at the end of the fiscal year or when volume warrants. Transfer to FRC 10 years after cut-off. Transfer to NARA 30 years after cut-off.

908-05. Clean Water Act.

State permits and related documentation, that defines the requirements imposed on the USGS programs for compliance with the Clean Water Act.

➤ Cut-off when permit expires.. Destroy 5 years after permit expires.

908-06. Clean Air Act.

Reports and documentation, such as permits and compliance orders, relating to requirements imposed on USGS programs for compliance with the Clean Air Act.

➤ Cut-off at the end of the fiscal year or when volume warrants. Destroy 10 years after cut-off

908-07. Pest Management Program.

Material pertaining to the development, planning, and implementation of pest management and pesticide use programs. Includes, but not limited to, inventories, studies, investigations, integrated pest management plans, program reviews, program technical correspondence, guidelines, procedures, monitoring activities, and pesticide use.

☼ *Permanent.* Cut-off at the end of the fiscal year or when volume warrants. Transfer to FRC 10 years after cut-off. Transfer to NARA 30 years after cut-off.

908-08. Environmental Commitment.

Materials pertaining to agency compliance with National, State, and local statutes and regulations which require Federal action concerning soil and moisture conservation, erosion control and revegetation, range rehabilitation, seeding techniques, brush control, terracing, cover crops, construction site rehabilitation, and operational methods of irrigation which are compatible with local conditions. Includes, but not limited to, studies, plans, proposals, designs, copies of agreements and contracts, compliance reviews, technical correspondence, guidelines, procedures, and monitoring activities.

➤ Cut-off at the end of the fiscal year or when volume warrants. Destroy when no longer needed.

908-09. Protective Clothing Reviews and Approvals.

Correspondence and files relating to protective clothing, gloves, boots, suits, and other related components to be used to prevent employee exposure.

➤ Cut-off at the end of the fiscal year. Destroy 10 years after cut-off.

908-10. Fire Management Files.

908-10a. Fire Report Masters. Record copies of fire reports and related information documenting the history of individual fires. Includes report forms, project fire packages, photos, maps, monitoring data, fiscal documents, daily logs, situation analyses, and other information showing fire location, causes, methods of suppression, costs, weather conditions, etc.

☼ *Permanent.* Cut-off at the end of each fiscal year. Transfer to FRC 10 years after cut-off. Transfer to NARA in 10-year blocks when most recent records are 10 years old.

908-10b. Fire Report Reference Copies. Fire report duplicates maintained by field offices for administrative and reference purposes

➤ Cut-off at the end of the fiscal year. Destroy 10 years after cut-off.

908-10c. Fire Logs Maintained at fire control panels and checked at least daily
➤ Cut-off at the end of each fiscal year. Destroy 3 years after cut-off.

908-10d. Fire Board of Review Reports and Supporting Documentation. Files that document investigations by the USGS or another agency of how a fire was managed. If the review is of a USGS fire, a copy of the report may be filed with the official USGS fire report (Item 908-10a).

➤ Cut-off at the end of the fiscal year. If litigation involved, cut-off at the end of the fiscal year in which the final decision is reached and all appeal rights are exhausted. Destroy 7 years after cut-off.

908-10e. Fire Alarms. Files and relating documentation that document fire alarms, of which there was no fire or major investigation, such as accidental alarms and testing of the alarm system.

➤ Cut-off at the end of the year. Destroy when 5 years old or when no longer needed, whichever is later.

908-10f. Fire Experience and Qualifications Files. Files that document the qualifications of USGS personnel to perform jobs, associated with the fire management program.

➤ Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.

909. Electronic Mail and Word Processing System Copies.

909-01. Electronic Copies of Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this chapter. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

909-01a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

➤ Destroy/delete within 180 days after the recordkeeping copy has been produced.

909-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

➤ Destroy/delete when dissemination, revision, or updating is completed.

1000. Property Management.

1001. Personal Property Management Program.

1001-01. General Personal Property Management Files.

General correspondence and other records relating to personal property management topics not otherwise covered in this schedule.

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

1001-02. Personal Property Management Policies and Procedures Files.

Policies and procedures pertinent to future and continuing actions for personal property management activities.

- Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

1001-03. Personal Property Management Reports.

Miscellaneous reports pertaining to personal property management.

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

1001-04. Personal Property Classification.

Correspondence and documentation relating to identification numbers or other nomenclatures that are assigned and affixed to controlled personal property.

Includes, but not limited to, manufacture codes, Federal Supply Classification Identification, and vehicle license plate records.

- Cut-off at the end of the fiscal year. Destroy when superseded, revoked, or 3 years after cut-off, whichever is later.

1001-05. Personal Property Accountability Files.

~~1001-05a. Official personal property custodian files and supporting documentation establishing accountability and responsibility for all property items in USGS custodians' care.~~

- ~~➤ Retain until the custodian leaves the bureau, at which time the file is destroyed since all personal property in the custodian's possession will have been transferred to another individual.~~

~~Authority: NC1-57-87-1, Item 10a~~

1001-05b. Fixed Assets Subsystem. Fixed Assets Subsystem (FAS) of the Federal Financial System (FFS) is the official property system of the bureau. The FAS consists of electronic tables, which support the bureau's general ledger capitalized asset account in the FFS, as well as accountability information about all capitalized accountable and non-capitalized accountable property which the USGS is required to track. The accountability data in the FAS is supported by paper records in the official file (Item 1001-05).

1001-05b (1). Inputs. Electronic inputs consist of each property item's

description location, Custodial Property Officer (CPO), serial number, and cost.

- Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of the master file, whichever is later. Authority: GRS 20, Item 3b

1001-05b (2). Master File. Data pertaining to all active accountable property presently owned or leased by the USGS, with history of changes to such records from 1987 to the present. The keys are Fixed Asset Type, Fixed Asset Number, and Fixed Asset Betterment Number, although some FAS tables are keyed differently.

- Delete individual record upon receipt of approved property disposition documentation; records are maintained in the history table indefinitely for audit purposes. Authority: GRS 20, Item 3b

1001-05b (3). Outputs. Property Receipt and Accountability Report (form RFA-65) is produced on demand and sent to CPO for verification of information, signature, and equipment serial number.

1001-05b (3)(a). Electronic copy.

- Temporary. Database back-ups are done twice nightly (before and after processing) and are deleted after 5 working days. Electronic copy only exists while user is reviewing an on-line query. Deleted upon system exit.

Authority: GRS 20, Item 8b

~~1001-05b (3)(b). Recordkeeping Copy (paper).~~

- ~~➤ Keep in accountability files until the CPO leaves the bureau~~

~~Authority: NC1-57-87-1, Item 10a~~

1001-05b (4). System Documentation. Consists of Fixed Assets Subsystem Requirements Analysis, user guide, and other system documentation.

- Cut-off when system is replaced. Destroy 6 years 3 months after cut-off.

1001-05c. Property Management Interface System (PMIS). This system duplicates the accountable property records in the FAS and allows bureau CPO's to update and track the building, room number, and Cognizant Employee (CE) for each item of property under the CPO's control. Also allows CPO's to track non-accountable property, which is not tracked in the FAS.

1001-05c(1). Inputs. Electronic inputs consist of building, room number, and CE for accountable property; the official accountable property item records are established in the FAS and then downloaded electronically to the PMIS in batch mode. Non-accountable property inputs consist of item description, serial number, cost, and other information the CPO thinks is pertinent.

- Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of the master file, whichever is later. Authority: GRS 20, Item 3b

1001-05c(2). Master File. Consists of two databases: one database contains accountable property records and the other contains non-accountable property records. There is no interface between the non-accountable database and any others.

- Accountable records are modified to show change in status when item is disposed of and deleted in the FAS. Authority: GRS 20, Item 3b

1001-05c(3). Outputs. Provides CPO's and other managers with on-line queries and reports that show what items a CPO or CE is responsible for; these reports are needed to conduct the required annual inventory of accountable property. Also consists of various other ad hoc queries and reports that can be modified as needed for unusual data calls. Some reports include a signature line that can be signed by the responsible employee.

1001-05c(3)(a). Electronic Copy.

- Temporary. Electronic copy only exists while user is reviewing an on-line query. Deleted upon system exit. Authority: GRS 20, Item 3b

~~1001-05c(3)(b). Recordkeeping Copy (paper).~~

- ~~➤ For reports submitted by the CPO to the Property Management Branch, maintain in accountability files until CPO separates from the bureau. Destroy upon separation.~~

~~Authority: NC1-57-87-1, Item 10a~~

1001-05c(4). System Documentation. Consists of PMIS User Guide.

- Cut-off when system is replaced. Destroy 6 years 3 months after cut-off.

1001-06. Personal Property Loan Activities.

Material accumulated as a result of property loans. Includes, but not limited to, loan agreements and any associated documentation.

- Cut-off when property is returned. Destroy 2 years after property is returned.

1001-07. Personal Property Disposal Case Files.

Case files maintained on donations, Reports of Survey, unserviceable property, cannibalization, and excess personal property. Include all related correspondence with file.

~~1001-07a. Record Copy.~~

- ~~➤ Move to inactive file upon disposal. Destroy 7 years after disposal.~~

~~Authority: NC1-57-81-4, Item 23~~

1001-07b. All other copies.

- Move to inactive file upon disposal. Destroy 1 year after disposal.

1001-08. Bureau Board of Survey Files.

Actions taken by the Bureau Board of Survey for items that are lost, stolen, or damaged beyond repair. Includes, but not limited to, findings, recommendations, and appeals.

- Destroy 6 years after case is closed.
-

1002. Motor Vehicle, Aircraft, and Watercraft Management Files.

1002-01. General Motor Vehicle, Aircraft, and Watercraft Management Files.

General correspondence and other records relating to motor vehicle, aircraft, and watercraft management topics not otherwise covered in this schedule

- Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

1002-02. Motor Vehicle, Aircraft, and Watercraft Management Policies and Procedures Files.

Policies and procedures pertinent to future and continuing actions for motor vehicle, aircraft, and watercraft management activities.

- Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

1002-03. Motor Vehicle, Aircraft, and Watercraft Management Reports.

Miscellaneous reports pertaining to motor vehicle, aircraft, and watercraft management. (Excludes accident files, see Item 904-05).

- Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

1002-04. Motor Vehicle, Aircraft, and Watercraft Alleged Misuse Files.

Documents created in reviewing reports of alleged or observed misuse of motor vehicles, aircraft, watercraft, or their facilities. They include such things as copies of allegations, correspondence, supporting data, investigative reports, recommendations, reports of actions taken, and any related records.

- Cut-off when all recommendations or actions have been implemented or taken. Destroy 3 years after cut-off.

1002-05. Motor Vehicle, Aircraft, and Watercraft Operation and Maintenance Files.

1002-05a. Motor Vehicle, Aircraft, and Watercraft History and Use Files.

Case files, documenting information on motor vehicle, aircraft, or watercraft operations from acquisition to disposal. Includes, but not limited to, gas and oil consumption, use requests and schedules, approval(s) and justifications if necessary, cost files, hazard analysis, registration documentation, manuals, maintenance records, inspections, and other related use documentation. Includes summary reports of use and activity. (Excludes accident files, see Item 904-05).

- Cut-off when vehicle is removed from the fleet. Destroy 4 years after motor vehicle, aircraft, or watercraft disposal.

1002-05b. Motor Vehicle, Aircraft, and Watercraft Release and Transfer Files. Material relating to transfer, sale, donation, or exchange of motor vehicles, aircraft, or watercrafts.

➤ Cut-off at the end of the fiscal year. Destroy 7 years after motor vehicle, aircraft, or watercraft disposal.

1002-05c. Motor Vehicle, Aircraft, and Watercraft Operator Files. Records relating to individual employee operations of Government-owned motor vehicles, aircraft, or watercraft including driver tests, authorization to use, road test examiner files, watercraft use training, pilot training, and related correspondence.

➤ Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government-owned motor vehicle, aircraft, or watercraft, whichever is sooner.

1003. Energy Conservation Management Files.

1003-01. General Energy Conservation Management Files.

General correspondence and other records relating to energy conservation management topics not otherwise covered in this schedule.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

1003-02. Energy Conservation Management Policies and Procedures.

Policies and procedures pertinent to future and continuing actions for energy conservation management activities.

➤ Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

1003-03. Energy Conservation Management Reports.

Miscellaneous reports pertaining to energy conservation management

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

1004. Museum Management Files.

Includes records of museum property, artifacts, artwork, archeological, and historical collections, and all aspects of museum management. NOTE: These files may also contain photographs of the collections.

1004-01. General Museum Management Files.

General correspondence and other records relating to museum management topics not otherwise covered in this schedule.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

1004-02. Museum Management Policies and Procedures.

Policies and procedures pertinent to future and continuing actions for museum management activities.

➤ Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

1004-03. Museum Management Reports.

Miscellaneous reports pertaining to museum management.

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

1004-04. Museum Accountability Files.

Administrative accountability records documenting accessioning, cataloguing, loans, conservation, preservation and includes inventories of museum property, artifacts, artwork, archeological and historical collections and renderings.

➤ Maintain records with museum property, artifacts, artwork, or collection until transferred or deaccessioned. If transferred, include records with transfer. If deaccessioned, place records in inactive file. Cut-off inactive file annually. Destroy inactive file 5 years after cut-off.

1004-05. Museum Preservation Maintenance Files.

Planning, preparation, maintenance, rehabilitation, and preservation of museum objects on exhibit.

➤ Place in inactive file upon termination of assignment or when plans are superseded or obsolete. Cut-off at the end of the fiscal year. Destroy inactive files 5 years after property is deaccessioned.

1004-06. Loan and Exhibits Correspondence.

Correspondence relating to objects on outgoing loan for study, exhibit, and conservation.

➤ Cut-off at the end of the fiscal year. Destroy correspondence 2 years after loan is returned.

NOTE: Retain history of records related to loan in museum accountability files (Item 1004-04).

1005. Real Property Management Program.

1005-01. General Real Property Management Files.

General correspondence and other records relating to bureau real property management, including space and facility management.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

1005-02. Real Property Management Policies and Procedures.

Policies and procedures pertinent to bureau real property management, including space and facility management.

➤ Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

1005-03. Real Property Reports.

Miscellaneous reports relating to bureau real property management, including space and facility management.

➤ Cut-off at the end of the fiscal year. Destroy when 2 years old.

1005-04. Bureau-Owned Real Property.

Miscellaneous documents relating to bureau-owned real property, including condition assessment results, deeds, purchases, exchanges, donations, surveys of real property, records on valuations, capital improvements, and renovation/construction specifications. (Excludes records relating to property acquired prior to January 1, 1921.) (See Section 907 for filing of Environmental Impact Statements required by the National Environmental Policy Act of 1969.)

~~1005-04a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.~~

~~➤ Dispose of 10 years after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens.~~

~~Authority: GRS 3, Item 1a~~

~~1005-04b. Abstract or certificate of title.~~

~~➤ Transfer to purchaser after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens.~~

~~Authority: GRS 3, Item 1b~~

1005-04c. Copies of real property and related work papers held in subordinate reporting units.

➤ Cut-off at the end of the fiscal year. Destroy when superseded, obsolete, or no longer needed.

~~1005-04d. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the government because of disagreement between the transferred documents and the physical condition of the~~

property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately upon the discontinuance of its use for historical purposes.

➤ Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

Authority: GRS 4, Item 4

1005-04e. Excess Real Property Files.

Reports of excess real property.

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

Authority: GRS 4, Item 2

1005-05. Real Property Maintenance Records.

Miscellaneous documents relating to real property and deferred maintenance.

1005-05a. General Real Property Maintenance Files.

General correspondence and other records relating to bureau real property maintenance and deferred maintenance activities.

➤ Cut-off at the end of the fiscal year. Destroy 2 years after cut-off.

1005-05b. Real Property Maintenance Policies and Procedures.

Policies and procedures pertinent to bureau real property maintenance and deferred maintenance activities.

➤ Place in inactive file when canceled, superseded, or revoked. Destroy when no longer needed for reference purposes.

1005-05c. Real Property Maintenance Reports.

Miscellaneous reports and assessments relating to USGS real property maintenance and deferred maintenance activities.

➤ Cut-off at the end of the fiscal year. Destroy when 3 years old.

1005-05d. Real Property Maintenance Plans and Projects.

Miscellaneous bureau real property maintenance and deferred maintenance plans and projects. Includes drawings, schematics, and other related records.

➤ Retain 5-year deferred maintenance plans for project tracking through full cycle until completed. Destroy other files when 10 years old or when plans are canceled, superseded, or obsolete.

1005-05e. Building and Equipment Service Records.

Requests for building and equipment maintenance services, excluding fiscal copies.

➤ Destroy 3 months after work is performed or requisition is canceled. If manufacturer's or contractor's warranty is acquired, retain purchase or required documents until expired.

Authority: GRS 11, Item 5

1005-06. Building Operations Plans.

Miscellaneous bureau building plan files, workspace layouts, monthly General Services Administration (GSA) rent bills, surveys, and related agency records used in space planning.

➤ Destroy 2 years after space is vacated, or when lease is canceled or when plans are superseded or obsolete, whichever is later.

1005-07. GSA and Bureau-Leased Space Files.

Correspondence relating to bureau space holdings and requirements.

1005-07a. Requests to GSA, including SF-81, Request for Space, and related documents, occupancy agreements (OAs), GSA and USGS leases, and supplemental lease agreements (SLAs).

➤ Destroy 2 years after space is vacated, or when lease is canceled or when plans are superseded or obsolete, whichever is later.

1005-07b. Copies in subordinate units and related work papers.

➤ Cut-off at the end of the fiscal year. Destroy when superseded, obsolete, or no longer needed.

1005-08. Federal Real Property Management (FRPM) System.

A system used to process the monthly GSA rent bill, maintain the databases of GSA-provided space and bureau-owned and -leased real property, and produce the Annual Report of Real Property Owned by or Leased to the United States, GSA Form 1166. The system allows bureau real property and space management staff to maintain an up-to-date inventory of GSA-provided space and USGS-owned and -leased real property and to run monthly and ad hoc reports of GSA space and USGS real property.

1005-08a. Inputs. Owned and leased real property data, consisting of each installation, including location, original Government acquisition information such as date and cost, and inventory data including square feet and predominant use of buildings and structures is manually inputted. Electronic file of monthly GSA rent bill is imported.

➤ Input information is retained with the official real property management file until the property is disposed of, and then deleted. Electronic files of GSA data are retained until no longer needed.

1005-08b. Master File. The system includes an inventory of GSA-provided and USGS-owned and -leased space. There is a monthly interface between the Federal Financial System (FFS) and this database to process the monthly GSA Rent Bill.

➤ Records are maintained, in an electronic file, until no longer needed.

1005-08c. Outputs. FRPM provides real property and space management

staffs with on-line queries and batch reports of GSA-provided and USGS-owned and -leased space.

1005-08c(1). Electronic Copy.

➤ Delete after recordkeeping copy is produced or no longer needed for operational purposes, whichever is later.

1005-08c(2). Recordkeeping Copy (paper).

➤ Cut-off at the end of the fiscal year. Retire records to storage facility 1 year after real property installation is disposed of by excessing, donating, etc. Destroy 3 years after disposal.

1005-08c(3). GSA Rent Bill Summaries (paper).

➤ Cut-off at the end of the fiscal year. Destroy 3 years after cut-off

1005-08d. System Documentation. Consists of FRPM user guide and data dictionary.

➤ Cut-off when system is replaced. Destroy 1 year after cut-off.

1006. Electronic Mail and Word Processing System Copies.

1006-01. Electronic copies of records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this chapter. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1006-01a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

➤ Destroy/delete within 180 days after the recordkeeping copy has been produced.

1006-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

➤ Destroy/delete when dissemination, revision, or updating is completed