

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-079-08-4	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 05-2-2008	
1 FROM (Agency or establishment) Department of Interior		<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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 5/28/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>5. Commercial Visitor Services Records</b>  Records documenting the management of services for park visitors  See attached schedule.	NC1-79-77-1, N1-79-86-1, N1-79-96-1, N1-79-97-1, and all other preceding schedules.	
115-109	PREVIOUS EDITION NOT USABLE	<b>STANDARD FORM SF 115 (REV 3-91)</b> Prescribed by NARA 36 CFR 1228	

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

**COMMERCIAL VISITOR SERVICES**

**Description**

**Function:** Management of services for park visitors.

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

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

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

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

<b>Retention Plan</b>	<b>Disposition Instructions</b>
<p><b>Permanent Records Criteria:</b> Records that document an activity which meets one or more of the following criteria are Permanent:</p> <ul style="list-style-type: none"> <li>• strategic planning for commercial visitor services,</li> <li>• Washington Office (WASO) policies,</li> <li>• leases administered under 36 CFR Part 18 that require WASO or the Director's approval, and concession contracts that require WASO approval, and/or are "first of kind" or establishes precedents, or are subject of widespread media attention or</li> </ul>	

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

<b>Retention Plan</b>	<b>Disposition Instructions</b>
program direction documents, and similar records that do not meet the criteria for permanent records listed above.	
<b>D. Temporary:</b> All other routine, housekeeping, and supporting documentation not addressed elsewhere in this category.	<b>D. Destroy/Delete</b> records 3 years after closure.