

## Request for Records Disposition Authority

Records Schedule Number DAA-0048-2013-0008  
Schedule Status Approved  
  
Agency or Establishment Department of the Interior  
Record Group / Scheduling Group Records of the Office of the Secretary of the Interior  
Records Schedule applies to Department-wide  
Schedule Subject Department Records Schedule 3 - Policy Records  
Internal agency concurrences will be provided No

Background Information The U. S. Department of the Interior (DOI), Record Group 048, protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities and special commitments to American Indians, Alaska Natives, and affiliated island communities. In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of DOI policies and transactions, through its comprehensive records management program. DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making. These services are being represented in the Departmental Records Schedule (DRS) through the following five mission areas:

1. Provide Natural and Cultural Resource Protection and Experiences
2. Sustainably Manage Energy, Water, and Natural Resources
3. Advance Government-to-Government Relationships with Indian Nations and Honor Commitments to Insular Areas
4. Provide a Scientific Foundation for Decision Making
5. Building a 21st Century Department of the Interior.

Department Organization: DOI is guided by the Office of the Secretary and includes the following Bureaus and Offices:  
# Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and the Office of the Special Trustee for American Indians (OST) – Record Group 075  
# Bureau of Land Management (BLM) – Record Group 049  
# Bureau of Ocean Energy Management (BOEM) – Record Group 589  
# Bureau of Reclamation (BOR) – Record Group 115

- # Bureau of Safety and Environmental Enforcement (BSEE) – Record Group 473
- # Fish and Wildlife Service (FWS) – Record Group 022
- # National Park Services (NPS) – Record Group 079
- # Office of Surface Mining, Reclamation and Enforcement (OSMRE) – Record Group 471
- # US Geological Survey (USGS) – Record Group 057
- # Office of the Secretary (OS) – Record Group 048. This includes:
  - # Office of the Solicitor (SOL)
  - # Office of the Inspector General (OIG)
  - # Office of Hearings and Appeals (OHA)
  - # Interior Business Center (IBC)
- And all other offices under the Office of the Secretary

For a high-level departmental organization chart, visit: <https://www.doi.gov/whoweare/orgchart>

**Methodology:**

DOI selected the Lines of Business applicable to its mission and operations, which were then divided among the categories of policy, mission, legal, and administrative schedules. Each bureau was asked to map their existing records retention schedules to DOI's Lines of Business. The crosswalks showing this work are attached. The schedule for administrative, policy, legal, and each of the five mission areas will be submitted separately. This schedule is for policy and includes the following Lines of Business:

- # Controls and Oversight
- # Judicial and Legislative Affairs
- # Public Affairs
- # Regulatory Development
- # Policy-Related Special Media

This change to a departmental schedule, from individual bureau schedules, moves disposition authority for Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048. All Federal Records Center (FRC), Annual Move, and Direct Offer interactions with the National Archives and Records Administration (NARA) will continue to be broken out according to the assigned Record Group number for the creating agency. The underlying authority for each interaction will be the approved DRS authority established by this schedule.

For records located at off-site storage, this disposal authority will only apply on a "day-forward" basis from date of schedule approval, and does not require retroactive changes to existing accessions at the

FRCs. This disposal authority does apply retroactively to records located on site.

**High-Level Officials:**

Throughout this schedule, the term "High-Level Official" is used to refer to officials whose records are deemed to merit permanent retention based on the nature of the position itself. Officials are identified under this label because of their role in determining bureau/ DOI policy and major decisions regarding the accomplishment of mission objectives. They may also be authorized to represent the bureau, DOI, or the Federal government to external national or international activities and parties.

Officials acting in the role of a High-Level Official are considered to be a High-Level Official for the period of time in which they are acting in that role and their records will be retained accordingly.

The current list of High-Level Officials includes:

- # Secretary of the Interior
- # Deputy Secretary
- # Assistant Secretaries
- # Deputy Assistant Secretaries
- # Principal Deputy Assistant Secretaries
- # Secretary's Chief of Staff
- # Bureau Chiefs of Staff (as designated by each bureau)
- # Deputy Chiefs of Staff
- # Senior Advisors
- # Counselors
- # Solicitor
- # Inspector General
- # Chief Information Officer
- # Special Trustee for American Indians
- # Heads of bureaus and major components of DOI and key supporting staff responsible for independently making major decisions (as described above) during their regular duties.

DOI maintains a current list of all High-Level Officials based on the above criteria, referenced and appended to the Designation of High-Level Officials Standard Operating Policies and Procedures.

**Commissions:**

Throughout this schedule, the term "Commission" is used to refer to all types of boards, councils, committees, commissions, and other groups.

**Schedule 3 - Policy Records**

This schedule establishes the disposition authority for records created to document the overall management of the Department and its Bureaus and Program Offices. Included are regulations, program implementation and management, policy and guidance files from all senior executive offices in the Department, reports and regulatory compliance when an office is representing a Bureau or the Department as a whole, activities of executive commissions or committees, and high-level interaction with the Legislative and Judiciary branches.

Routine management reviews and lower-level program management/administration should remain in Schedule 1 (Administrative). Regulatory compliance, investigations, litigation case files, and audits should use Schedule 4 (Legal, Regulatory Compliance, and Enforcement).

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	11	4	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0048-2013-0008

Sequence Number	
1	<b>Controls and Oversight</b>
1.1	Program Monitoring and Policy Development Disposition Authority Number: DAA-0048-2013-0008-0001
1.2	Departmental Compliance Reporting and Directives Disposition Authority Number: DAA-0048-2013-0008-0002
1.3	Permanent Control and Oversight Files Disposition Authority Number: DAA-0048-2013-0008-0003
1.4	Records of High-Level Officials Disposition Authority Number: DAA-0048-2013-0008-0004
1.5	Executive Commission Records Disposition Authority Number: DAA-0048-2013-0008-0005
2	<b>Judicial and Legislative Activities</b>
2.1	Document Collection and Legislative Input Records Disposition Authority Number: DAA-0048-2013-0008-0006
2.2	Official Legislative and Judicial Representation Disposition Authority Number: DAA-0048-2013-0008-0007
3	<b>Public Affairs</b>
3.1	Public Affairs Records Disposition Authority Number: DAA-0048-2013-0008-0008
4	<b>Regulatory Development</b>
4.1	Regulatory Development and Support Disposition Authority Number: DAA-0048-2013-0008-0009
4.2	Final Regulations Disposition Authority Number: DAA-0048-2013-0008-0010
5	<b>Policy-Related Special Media Records</b>
5.1	Photography and Negatives - Physical Media Disposition Authority Number: DAA-0048-2013-0008-0011
5.2	Photography and Negatives - Digital Images Disposition Authority Number: DAA-0048-2013-0008-0012
5.3	Motion Pictures, Video, and Audio Recordings - Physical Media Disposition Authority Number: DAA-0048-2013-0008-0013
5.4	Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings Disposition Authority Number: DAA-0048-2013-0008-0014
5.5	Posters

Disposition Authority Number: DAA-0048-2013-0008-0015

## Records Schedule Items

Sequence Number	
1	<p><b>Controls and Oversight</b> All DOI activities to ensure that operations and programs within DOI comply with applicable laws and regulations, and prevent waste, fraud, and abuse. This category includes broad program planning and management, compliance reporting and monitoring (but not investigations or adjudication records—see Schedule 4 Legal, Regulatory Compliance, and Enforcement), internal policies and procedures, and the activities of High Level Officials and Executive Commissions. This category also includes all activities devoted to determining strategic direction, identifying and establishing programs, and allocating resources (capital and labor) among those programs and processes. This category does not cover regulations/ rulemaking applicable to external entities (see 0009 and 0010, Regulatory Development), input to the legislative branch and response to congressional inquiries or Departmental response to litigation/judicial concerns (see 0006 and 0007, Judicial and Legislative Activities). For specific litigation case files, see the Schedule 4 Legal, Regulatory Compliance, and Enforcement.</p>
1.1	<p><b>Program Monitoring and Policy Development</b> Disposition Authority Number      DAA-0048-2013-0008-0001</p> <p>These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and justifications; • Directives and policy pertaining to regional concerns or isolated issues that do not warrant long-term retention; • Subject files maintained by Department officials for comment on policy development and support (not to include the records of High-Level Officials) • Input into strategic plans or other long-term planning documents (but not including the final consolidated version of such a document)</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Pending</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority      GRS 16-14f(1) Citation</p>

GRS 16-14f (2)  
NC1-22-78-1, Items 02 MNGT-100, 81 MNGT-250,  
and 82b MNGT-300  
N1-022-05-01, Items 130a2 MNGT-500 and 130b  
MNGT-500  
N1-048-07-04, Item 7101.4  
N1-048-08-22, Item 1201.2  
N1-048-08-24, Item 6252  
N1-048-08-27, Item 6202  
N1-048-10-01, Items 1.1.5, and 6.5.1  
N1-048-10-2, Items 7205.2, 7207.1, and 7210  
N1-048-10-03, Items 2805 and 2806  
N1-048-11-01, items 4.3, 7.3, and 8.1  
N1-057-08-02, Item 504-03  
N1-057-08-06, Item 906-01  
N1-075-05-1, 1239 P5  
N1-473-12-2, Item 2A(2)  
N1-589-12-2, Item 2A(2)

**Disposition Instruction**

**Cutoff Instruction** Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.

**Retention Period** Destroy 5 year(s) after cut-off

**Additional Information**

**GAO Approval** Not Required

1.2

**Departmental Compliance Reporting and Directives**

**Disposition Authority Number** DAA-0048-2013-0008-0002

These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity (e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource allocation records that are accumulated in response to unexpected events, and directives/policies pertaining to non-program (administrative) matters. Specific records include: • Official Departmental reports to monitoring agencies for compliance or statistical analysis, but not including Departmental reports to Congress (see 0003); • Final publication of administrative policies and directives; and • Documents created or maintained for the management of government resources, particularly the budget, in response to

significant events or circumstances (e.g. national emergency, natural disaster, etc.) that warrant a special stipulation of funds, or similar response.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
N1-048-10-01, Items 4.8 and 6.5.2  
N1-048-10-02, 7211  
N1-048-10-03, 2808  
N1-49-85-2, Item 5/1  
N1-49-90-03, 16/1b  
N1-057-08-02, Item 504-02  
N1-057-08-06, Item 1302-02  
N1-79-08-9, Item 10B  
N1-471-89-1, 100-01b

**Disposition Instruction**

Cutoff Instruction Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).

Retention Period Destroy 15 year(s) after cut-off

**Additional Information**

GAO Approval Not Required

**Permanent Control and Oversight Files**

Disposition Authority Number DAA-0048-2013-0008-0003

These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document; # Official Departmental reports to Congress and plans documenting the decisions and initiatives of the entire agency (such as major Bureau and DOI initiatives, agency strategic plans, and budget Green Books submitted to Congress); # Management reports and plans pertaining to program accomplishments, strategic plans, and annual reports to

1.3

the Secretary or Bureau/Office Heads; and # Reports, publications, and similar records documenting the history of bureaus or Department, significant events and historic ceremonies, and other instances of widespread media attention or Congressional scrutiny. This is not intended to be an exhaustive list of documents under this category. Records that fit the above criteria must be proposed for permanent retention in the bureau's records manual, with concurrence from the Departmental Records Officer. For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NC1-022-78-01, Items 50a ADMI-530, 60a MNGT-213, 66a MNGT-300, and 82a1 MNGT-400  
N1-022-05-01, Items 07 MNGT-510 and 130a1 MNGT-500  
N1-048-06-07, Item 7302  
N1-048-08-22, Item 1201.1  
N1-048-08-27, Item 6201  
N1-048-09-10, Items 6204, 6205, 6206, 6207, 6208, and 6209  
N1-048-10-01, Item 10.1  
N1-048-10-02, Items 7205.1 and 7214.1  
N1-048-10-06, Item 3121  
N1-048-11-01, Item 1  
N1-49-85-2, Items 5/2a, 16/22a, and 16/22c  
N1-49-90-3, Items 16/41a(1) and 16/41c(1)  
N1-49-94-2, Items 16/1a and 16/1b(2)  
N1-057-89-1, Item 203-01A  
N1-057-08-02, Item 701-03b  
N1-075-05-01, Items 1200a, 1200b, 1204, 1213, 1214, 1217, 1300b, 1400b, 1500b, 3200b, 3300b, 3400b, 3600b, 3700b, and 4200b  
N1-075-05-04, Item 3500b  
N1-075-05-05, Items 5200b, 5300b, 5400b, and 5500b  
N1-075-06-07, Items 4300b, 4400b, 4500b, 4600b, 4700b, and 4900b  
N1-075-06-09, Item 4800b

N1-075-08-01, Item 6000b  
 N1-075-09-06, Item 6200b  
 N1-79-08-1, Item 1A2  
 N1-79-08-2, Item 2A1  
 N1-79-08-3, Item 4A  
 N1-79-08-4, Item 5A2  
 N1-79-08-5, Item 6A1  
 N1-79-08-6, Item 7A1  
 N1-79-08-7, Item 8A1  
 N1-79-08-8, Item 9A1  
 N1-79-08-9, Item 10A  
 N1-115-94-01, Items IRM-1.00, PIO-1.00, RIM-1.00,  
 and RIM-5.10  
 N1-115-94-02, Items ACM-1.00, FIN-1.00, and  
 PRM-1.00  
 N1-115-94-03, Items ADM-1.00, ADM-2.00,  
 ADM-24.00, PER-1.00, and SAF-1.00  
 N1-115-94-04, Item RES-1.00  
 N1-115-94-05, Item WTR-1.00  
 N1-115-94-06, Item LND-1.00  
 N1-115-94-07, Item ENV-1.00  
 N1-115-94-08, Item PRJ-1.00  
 N1-115-94-09, Item LAW-1.00  
 N1-473-12-02, Item 2A(1)  
 N1-589-12-02, Item 2A(1)

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Textual Records**

Cutoff Instruction

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

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

**From 1985 To 2000**

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	<b>Estimated Current Volume</b>	<b>Annual Accumulation</b>
--	---------------------------------	----------------------------

Electronic/Digital		
Paper	1404 Cubic feet	371 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply

**Electronic Records**

Cutoff Instruction

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

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

**From 1985 To 2000**

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	13.81 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

**Records of High-Level Officials**

Disposition Authority Number

**DAA-0048-2013-0008-0004**

These files contain documents received, generated, and maintained by High-Level Officials to support their role in DOI. Documents include files assembled about a specific case, issue, or subject matter; briefing books and materials; correspondence; talking points; memoranda, itineraries and schedules; travel records; hand-written notes; and all other documents supporting an official's oversight of DOI's activities not covered elsewhere in this schedule. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged in the decision-making process. They include records in response to single issues and groups of closely-related issues maintained by agency officials charged with oversight of these programs or initiatives. This item also covers correspondence, travel files, speeches and other public communications, and notes for the aforementioned individuals as evidence of their activities. This item does not cover regulatory development (0009), or input into legislative or judicial matters (0007). For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation  
N1-048-07-02, 7505  
N1-048-07-02, 7506  
N1-048-07-03, 7507e  
N1-048-08-06, 1101.1  
N1-048-08-27, 6203  
N1-048-10-01, Item 1.1.1  
N1-048-10-01, Item 1.1.2  
N1-048-10-01, Item 1.1.3  
N1-048-10-01, Item 1.1.4  
N1-048-10-01, Item 5.1  
N1-057-89-1, 102-04C  
N1-057-08-01, 102-02  
N1-075-05-1, 1201  
N1-471-89-1, 100-01a

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off upon termination of the official's time in office.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1995 To 2000

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	109 Cubic feet	119 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply      Electronic Records

Cutoff Instruction      Cut off upon termination of the official's time in office.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1995 To 2000

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	36.5 GB	15.2 GB
Paper		

Microform		
Hardcopy or Analog Special Media		

1.5

**Executive Commission Records**

Disposition Authority Number      **DAA-0048-2013-0008-0005**

This item includes records created and maintained by temporary Commissions, boards, councils, and committees fulfilling any of the following criteria: # Internal agency Commissions established by agency authority related to the Department's mission, tasked with reviewing policy, studying reorganizations, recommending new actions, or developing multi-year plans; # Advisory Commissions established under the Federal Advisory Committee Act (FACA). These Commissions are 1. established by statute or reorganization plan, 2. established or utilized by the President, or 3. are established or utilized by one or more agencies/officers of the Federal government. Records under this item should be limited to files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations. This includes: # Original charter, renewal and amended charters, organization charts, functional statements, directive or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components # Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiovisual records or meetings and hearings # Official copy of reports, studies, pamphlets, posters, and other publications produced by or for the Commission as well as news releases, commissioners' speeches, formal photographs, and other significant public affairs files # Correspondence, subject, and other files maintained by key Commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the Commission # Substantive records relating to research studies and other projects, including unpublished documents of sufficient importance to warrant retention # Questionnaires, surveys, and other raw data accumulated in connect with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies # Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing compliance with the act # Documentation of subcommittees, working groups, or other subgroups of advisory Commissions, including records that support their reports and recommendations to the parent Commission. This may include transcripts, reports, correspondence, briefing materials, and related records Other files relating to the day-to-day activities of the Commission that do not contain unique information of historical value should be filed under Schedule 1 Administrative Records (DAA-0048-2013-0001). This includes: # Correspondence, reference and working files of Commission staff

# Routine records including public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc. # Files accumulated by agencies on interagency Commissions other than the secretariat or sponsor This item provides an exception for GRS 6.2.010. For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation GRS 6.2.010  
NC1-022-78-01, Item 77A1 MNGT-540A1  
N1-022-05-01, Items 29A PERM-531 and 30A PERM-532  
N1-048-09-10, Item 6210.1  
N1-048-10-01, Item 8.6  
NC1-049-85-2, Items 16/12a(1) and 16/12b(1)  
N1-075-05-1, Item 1207  
N1-115-94-3, Item ADM-22.10  
N1-115-94-8, Item PRJ-5.10

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off records at the end of the Commission's meeting cycle.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? From 1985 To 2000

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	65 Cubic feet	47 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off records at the end of the Commission's meeting cycle.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	6.9 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

**Judicial and Legislative Activities**

All DOI activities devoted to representation in negotiations, development of legislative proposals and positions on pending legislation, hearing statements presented to congressional committees, responses to congressional inquiries related to hearings and legislation, and other contacts with Congress. All DOI records created or maintained for the drafting and review of legal documents impacting the Department; preparation of formal legal opinions issued by the Solicitor; and coordinating response to court rulings or decisions impacting the Department as a whole. This item does not cover: litigation case files assembled by the Solicitor's Office; bureau input to litigation case files; decisions and adjudications made by the Departmental entities endowed with such power (e.g. EEO, Collaborative Action and Dispute Resolution, Interior Board of Land Appeals, Interior Board of Indian Appeals, and others); routine legal advice for day-to-day mission activities; or assistance or representation by the Department of other entities involved in litigation or adjudication. See Schedule 4 (Legal, Regulatory Compliance, and Enforcement) for these records.

2.1

**Document Collection and Legislative Input Records**

Disposition Authority Number      DAA-0048-2013-0008-0006

Documents created and maintained for response to judicial or legislative issues, including: responses to congressional inquiries or correspondence; litigation holds or preservation notices; document production for active court cases; and similar records not specifically described in other items of this schedule. These records do not constitute the final response to such matters, but instead include all development, drafting, internal agency correspondence, and administration created and received to respond to the issue. Document collection files under this item include interpretation/explanation of litigation holds, records certifying response to a collection, copies of records assembled for response to a collection (but not the original records, which must be returned to the office of origin), and other records developed in administering response to a collection. For the purposes of this item, 'document collection' includes litigation holds, record freezes, preservation holds, document productions, requests for production, and associated terms. Legislative input included under this item includes bureau-specific input into legislation of interest to the Department, informational subject matter files, supporting documentation for confirmation files, confirmation files for withdrawn nominations, White House legislative reports, congressional correspondence files, and other day-to-day management of response to legislative inquiries or correspondence. Official responses maintained by the Office of Congressional and Legislative Affairs are filed as Permanent records (see 0007).

Final Disposition                      Temporary

Item Status                              Pending

Is this item media neutral?            Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?            Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NC1-022-78-01, 58a INFO-750  
N1-022-05-01, 25a2 RPTS-900  
N1-048-10-01, Items 4.1.1, 4.1.2, 4.2.1, and 4.2.2  
N1-048-10-2, Item 7209  
DAA-0048-2012-0003-0001  
N1-473-12-2, Item 2C(2)  
N1-589-12-2, Item 2C(2)

**Disposition Instruction**

Cutoff Instruction

Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later.

Retention Period

Destroy 8 year(s) after cut-off

**Additional Information**

GAO Approval

Not Required

2.2

**Official Legislative and Judicial Representation**

Disposition Authority Number

DAA-0048-2013-0008-0007

Records under this item consist of official representation of the Department on judicial or legislative matters. Included are: • Official documents rendering legal opinion and advice that results in policy for the Department as a whole, generally issued by the Solicitor; • Official records establishing the Department's position and comments to the White House about legislative matters of interest to the Department, including on pending and proposed legislation, executive orders, modifications to existing laws, and similar legislative matters; • Records documenting official legislative proposals authored by the Department, and input and comments into legislative proposals created by other federal agencies; • Testimony to congressional committees; • Complete records documenting the Senate confirmation process for Presidential appointees, including statements, transcripts, and correspondence (does not include files for appointees whose nomination is withdrawn); • Input from the Department on legislative and judicial issues, including input from high-level officials; and • Files relating to high-profile legal action, or judicial proceedings pertaining to that action (includes documentation needed to prepare for hearing before a Governmental body such as a commission, board, or authority; documentation needed to prepare for judicial proceedings; documentation prepared for submittal to a higher body for review; transcripts of original proceedings). This does not include the official litigation case file (see Schedule 4 Legal, Regulatory Compliance, and Enforcement). This is not intended to be an exhaustive list of documents under this category. Records

that seem to fit the above criteria must be proposed for permanent retention in the bureau's records manual, with concurrence from the Departmental Records Officer. Note that correspondence originating with senators, congressmen, the public, or other concerned parties about specific projects or issues under the Department's purview should be filed with the subject it pertains to (typically in Schedule 2 Mission). For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015. NOTE: "High-profile" case files are those fitting any of a number of criteria also shared by "historically significant" files. The case must: involve significant or permanent damage to, or loss of, a cultural or natural resources with great monetary, cultural, scientific, or historical value; encompass "first of kind" events that establish precedents; be subject to widespread media attention or Congressional scrutiny; involve action taking place on or involving American Indian Fiduciary Trust property or resources.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
 N1-022-05-01, 25a1 RPTS-900  
 N1-048-07-02, 7502  
 N1-057-02-03, 602-03  
 N1-057-08-02, 602-05  
 N1-075-05-1, Items 1202, 1203, 1227, and 1230  
 N1-115-94-3, ADM-7.50  
 N1-115-94-9, LAW-3.00  
 N1-471-89-1, Item 100-03  
 N1-473-12-2, Item 2C(1)  
 N1-589-12-2, Item 2C(1)

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off at end of legislative session in which guidance is superseded or issue is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1990 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	450 Cubic feet	76.9 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off at end of legislative session in which guidance is superseded or issue is closed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1990 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	11.8 GB	2.5 GB
Paper		
Microform		

Hardcopy or Analog Special Media		
----------------------------------	--	--

3  
3.1

**Public Affairs**

**Public Affairs Records**

Disposition Authority Number      **DAA-0048-2013-0008-0008**

Records of all DOI activities devoted to the exchange of information between DOI and its stakeholders in support of the DOI mission. These records are created and maintained for the primary purpose of representing DOI to the public, state, local and international governments, tribal nations, the news media and other private groups. Included are public information releases, the record copy of DOI speeches and public appearances by High-Level Officials, and records documenting major DOI events. These records include: News Releases, Speeches, Publications, and other public outreach deemed important to document a complete history of DOI and its relationship with stakeholders. This item DOES NOT include Public Affairs records in special media format (audio/visual recordings, photographs and graphic material, videos and moving pictures, art and posters, audio recordings). See 0011-0015 for records in such formats. Specific records include: # Documentation related to information on secretarial decisions and actions to news media and other entities via new releases and media relations, # Remarks made by High-Level Officials at formal ceremonies and during interviews concerning DOI programs. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups such as college and university students, business associations, and cultural news media commentators. # Records that document the communication of activities promoting the mission of the agency. # Records relating to establishment, organization, membership, and policy regarding international, national, interagency, and internal bodies of a formal nature and continuing importance, and presidential commissions for which DOI provides sponsorship or administrative support. # Promotional records used to document substantive and mission-related activities, and having historical significance after completion of the purpose for which they were created. Historical significance may be created if the records document or illustrate an activity or subject that is a precedent or basis for a significant policy change, is involved in extensive litigation, receives widespread media attention, is widely recognized as unique by specialists or authorities outside the government. For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation  
N1-048-10-01, Item 3.1  
N1-048-10-01, Item 3.2  
N1-048-10-01, Item 3.5  
N1-048-10-01, Item 3.6

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cut off at the end of the fiscal year in which the event occurred or the publication was produced.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	140 Cubic feet	37 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**



the development of the proposed rule. The following types of records ARE NOT covered by this item: • Regulatory development files created by High-Level Officials of the Department warrant permanent retention (see 0010, below); • Development of internal policies and directives (see 0001, above); • Material related to approval of information collections contained in proposed rules (see DAA-0048-2013-0001-0001, Short-term Administration Records); • Records documenting submissions to the Unified Agenda (see DAA-0048-2013-0001-0001, Short-term Administration Records).

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NC1-22-78-1, 11 MNGT-520  
N1-048-10-01, Items 4.5, 4.6.1, and 4.6.2  
N1-048-11-01, Items 8.2, 8.3, 12.1, 14.2, and 14.3  
DAA-0048-2012-0002-0001  
N1-473-12-2, Item 2B (2)  
N1-589-12-2, Item 2B (2)

**Disposition Instruction**

Cutoff Instruction Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published.

Retention Period Destroy 7 year(s) after cut-off

**Additional Information**

GAO Approval Not Required

**Final Regulations**

Disposition Authority Number DAA-0048-2013-0008-0010

This item covers the final version of Departmental rules, regulations, and publications that represent the Department's official policies or procedures, applicable outside of the Department, including Federal Register notices. Records pertaining to regulatory development by a High-Level Official are also filed under this item. Specific records include: • Final analyses required by laws or Executive Orders. Examples of analyses include: Final Regulatory Flexibility Analyses, NEPA-related analyses, economic analyses required by Executive Order 12866

4.2

for significant documents, and similar analyses; • Comments from the public on the proposed rule. For postcard campaigns, form letter campaigns, and similar mass-comment efforts, a single copy of each identical or substantially identical comment is required, accompanied by a record indicating how many copies of the comment were received; • Preamble of the final rule, as sent to the Federal Register for publication, including responses to public comments. The following types of records ARE NOT covered by this item: • Developmental or draft materials unless they are critical to understanding the final version of a regulation (see 0009); • Internal policies and directives (see 0002 and 0003); • Final rule preamble and text (these are published in the Federal Register); • Material related to approval of information collections contained in regulations (see DAA-0048-2013-0001-0001, Short-term Administration Records). For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-048-07-04, Item 7101.1a NC1-049-85-2, Item 16/21a N1-057-89-1, Item 203-08A N1-057-89-1, Item 203-08B N1-075-05-1, Item 1235 N1-075-05-1, Item 1305 N1-473-12-2, Item 2B (1) N1-589-12-2, Item 2B (1)
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	Non-electronic Textual Records
Cutoff Instruction	Cut off at end of fiscal year in which regulation is superseded or obsolete.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut-off
Additional Information	

What will be the date span of the initial transfer of records to the National Archives? **From 1990 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>49 Cubic feet</b>	<b>36 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off at end of fiscal year in which regulation is superseded or obsolete.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1990 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>10 GB</b>	<b>5 GB</b>
<b>Paper</b>		
<b>Microform</b>		



If this item has multiple sections, indicate here records to which this section apply  
**Non-electronic Photographs and Other Graphic Materials**

Cutoff Instruction                      **Cut off at end of fiscal year**

Transfer to the National Archives for Accessioning                      **Transfer to the National Archives 3 year(s) after cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?                      **Unknown  
Initial transfer dates of these records is likely to vary by bureau, as existing procedures are superseded by this schedule.**

How frequently will your agency transfer these records to the National Archives?                      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	23 cubic ft	14 cubic ft

5.2

**Photography and Negatives - Digital Images**

Disposition Authority Number                      **DAA-0048-2013-0008-0012**

Final Disposition                      **Permanent**

Item Status                      **Pending**

Is this item media neutral?                      **No**

Explanation of limitation                      **This item includes still images in digital/electronic form. It does not include any hard copy/printed records.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?                      **Yes**

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

N1-79-08-1, Item 1A2  
N1-79-08-2, Item 2A1  
N1-79-08-3, Item 4A  
N1-79-08-4, Item 5A2  
N1-79-08-5, Item 6A1  
N1-79-08-6, Item 7A1  
N1-79-08-7, Item 8A1  
N1-79-08-8, Item 9A1  
N1-79-08-9, Item 10A

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 3 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Initial transfer dates of these records is likely to vary by bureau, as existing procedures are superseded by this schedule.

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	25 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

5.3

Motion Pictures, Video, and Audio Recordings - Physical Media

Disposition Authority Number **DAA-0048-2013-0008-0013**

**Film, Video, and Audio Cassettes**

Final Disposition **Permanent**

Item Status **Pending**

Is this item media neutral? **No**

Explanation of limitation **Hard copy/analog records of motion pictures and sound recordings; does not include electronic or digital media.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **GRS 6.2.020  
N1-048-10-01, Item 3.3  
N1-79-08-1, Item 1A2  
N1-79-08-2, Item 2A1  
N1-79-08-3, Item 4A  
N1-79-08-4, Item 5A2  
N1-79-08-5, Item 6A1  
N1-79-08-6, Item 7A1  
N1-79-08-7, Item 8A1  
N1-79-08-8, Item 9A1  
N1-79-08-9, Item 10A**

**Disposition Instruction**

Cutoff Instruction **Cut off at end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 3 year(s) after cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Initial transfer dates of these records is likely to vary by bureau, as existing procedures are superseded by this schedule.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		

Microform		
Hardcopy or Analog Special Media	60 cubic ft	14 cubic ft

5.4

**Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings**

Disposition Authority Number      DAA-0048-2013-0008-0014

Final Disposition                      Permanent

Item Status                                Pending

Is this item media neutral?            No

Explanation of limitation              Only covers digital/electronic motion pictures and audio recordings.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

GRS or Superseded Authority Citation      GRS 6.2.020  
N1-048-10-01, Item 3.3  
N1-79-08-1, Item 1A2  
N1-79-08-2, Item 2A1  
N1-79-08-3, Item 4A  
N1-79-08-4, Item 5A2  
N1-79-08-5, Item 6A1  
N1-79-08-6, Item 7A1  
N1-79-08-7, Item 8A1  
N1-79-08-8, Item 9A1  
N1-79-08-9, Item 10A

**Disposition Instruction**

Cutoff Instruction                      Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 3 year(s) after cut-off

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
Initial transfer dates of these records is likely to vary by bureau, as existing procedures are superseded by this schedule.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>258.75 GB</b>	<b>51.75 GB</b>
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

5.5

**Posters**

Disposition Authority Number **DAA-0048-2013-0008-0015**

Final Disposition **Permanent**

Item Status **Pending**

Is this item media neutral? **No**

Explanation of limitation **Posters in hard copy only; records that are not photographs but visually represent critical information, often with textual supporting documents.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Maps and Charts**

Cutoff Instruction **Cut off at end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 3 year(s) after cut-off.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

**Unknown**

Initial transfer dates of these records is likely to vary by bureau, as existing procedures are superseded by this schedule.

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	147 cubic ft	58 cubic ft

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
09/03/2013	Return to Submitter	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
09/17/2013	Certify	Edwin McCeney	Departmental Records Manager	Office of the Secretary - Office of the Chief Information Officer
11/21/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/25/2014	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
03/26/2014	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
05/27/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/23/2014	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
06/24/2014	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
09/30/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/16/2015	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB

10/26/2015	Certify	Edwin McCeney	Departmental Records Manager	Office of the Secretary - Office of the Chief Information Officer
03/07/2016	Submit for Concurrence	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
03/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/10/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

# Department of the Interior – Departmental Records Schedule 3 - Policy

## **Introduction to the DOI Departmental Records Schedule (DRS)**

The U. S. Department of the Interior (DOI), Record Group 048, protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities and special commitments to American Indians, Alaska Natives, and affiliated island communities. In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of DOI policies and transactions, through its comprehensive records management program. DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making. These services are being represented in the Departmental Records Schedule (DRS) through the following five mission areas:

1. Provide Natural and Cultural Resource Protection and Experiences
2. Sustainably Manage Energy, Water, and Natural Resources
3. Advance Government-to-Government Relationships with Indian Nations and Honor Commitments to Insular Areas
4. Provide a Scientific Foundation for Decision Making
5. Building a 21st Century Department of the Interior.

**Department Organization:** DOI is guided by the Office of the Secretary and includes the following Bureaus and Offices:

- Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and the Office of the Special Trustee for American Indians (OST) – Record Group 075
- Bureau of Land Management (BLM) – Record Group 049
- Bureau of Ocean Energy Management (BOEM) – Record Group 589
- Bureau of Reclamation (BOR) – Record Group 115
- Bureau of Safety and Environmental Enforcement (BSEE) – Record Group 473
- Fish and Wildlife Service (FWS) – Record Group 022
- National Park Services (NPS) – Record Group 079
- Office of Surface Mining, Reclamation and Enforcement (OSMRE) – Record Group 471
- US Geological Survey (USGS) – Record Group 057
- Office of the Secretary (OS) – Record Group 048. This includes:
  - Office of the Solicitor (SOL)
  - Office of the Inspector General (OIG)
  - Office of Hearings and Appeals (OHA)
  - Interior Business Center (IBC)

And all other offices under the Office of the Secretary

For a high-level departmental organization chart, visit: <https://www.doi.gov/howweare/orgchart>

### **Methodology:**

DOI selected the Lines of Business applicable to its mission and operations, which were then divided among the categories of policy, mission, legal, and administrative schedules. Each bureau was asked to map their existing records retention schedules to DOI's Lines of Business. The crosswalks showing this work are attached. The schedule for administrative, policy, legal,

## Department of the Interior – Departmental Records Schedule 3 - Policy

and each of the five mission areas will be submitted separately. This schedule is for policy and includes the following Lines of Business:

- Controls and Oversight
- Judicial and Legislative Affairs
- Public Affairs
- Regulatory Development
- Policy-Related Special Media

This change to a departmental schedule, from individual bureau schedules, moves disposition authority for Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048. All Federal Records Center (FRC), Annual Move, and Direct Offer interactions with the National Archives and Records Administration (NARA) will continue to be broken out according to the assigned Record Group number for the creating agency. The underlying authority for each interaction will be the approved DRS authority established by this schedule.

For records located at off-site storage, this disposal authority will only apply on a “day-forward” basis from date of schedule approval, and does not require retroactive changes to existing accessions at the FRCs. This disposal authority does apply retroactively to records located on site.

### **High-Level Officials:**

Throughout this schedule, the term “High-Level Official” is used to refer to officials whose records are deemed to merit permanent retention based on the nature of the position itself. Officials are identified under this label because of their role in determining bureau/DOI policy and major decisions regarding the accomplishment of mission objectives. They may also be authorized to represent the bureau, DOI, or the Federal government to external national or international activities and parties.

Officials acting in the role of a High-Level Official are considered to be a High-Level Official for the period of time in which they are acting in that role and their records will be retained accordingly.

The current list of High-Level Officials includes:

- Secretary of the Interior
- Deputy Secretary
- Assistant Secretaries
- Deputy Assistant Secretaries
- Principal Deputy Assistant Secretaries
- Secretary’s Chief of Staff
- Bureau Chiefs of Staff (as designated by each bureau)
- Deputy Chiefs of Staff
- Senior Advisors
- Counselors
- Solicitor
- Inspector General

## Department of the Interior – Departmental Records Schedule 3 - Policy

- Chief Information Officer
- Special Trustee for American Indians
- Heads of bureaus and major components of DOI and key supporting staff responsible for independently making major decisions (as described above) during their regular duties.

DOI maintains a current list of all High-Level Officials based on the above criteria, referenced and appended to the Designation of High-Level Officials Standard Operating Policies and Procedures.

### **Commissions:**

Throughout this schedule, the term "Commission" is used to refer to all types of boards, councils, committees, commissions, and other groups.

## Department of the Interior – Departmental Records Schedule 3 - Policy

### **Schedule 3 - Policy Records**

This schedule establishes the disposition authority for records created to document the overall management of the Department and its Bureaus and Program Offices. Included are regulations, program implementation and management, policy and guidance files from all senior executive offices in the Department, reports and regulatory compliance when an office is representing a Bureau or the Department as a whole, activities of executive commissions or committees, and high-level interaction with the Legislative and Judiciary branches.

Routine management reviews and lower-level program management/administration should remain in Schedule 1 (Administrative). Regulatory compliance, investigations, litigation case files, and audits should use Schedule 4 (Legal, Regulatory Compliance, and Enforcement).

### **Overview of Schedule 3:**

#### **Controls and Oversight**

- 0001 – Program Monitoring and Policy Development
- 0002 – Departmental Compliance Reporting and Directives
- 0003 – Permanent Control and Oversight Files
- 0004 – Records of High-Level Officials
- 0005 – Executive Commission Records

#### **Judicial and Legislative Activities**

- 0006 – Document Collection and Legislative Input Files
- 0007 – Official Judicial and Legislative Representation

#### **Public Affairs**

- 0008 – Public Affairs Records

#### **Regulatory Development**

- 0009 – Regulatory Development and Support
- 0010 – Final Regulations

#### **Policy-Related Special Media**

- 0011 – Photography and Negatives – Physical Media
- 0012 – Photography and Negatives – Digital Images
- 0013 – Motion Pictures, Video, and Audio Recordings – Physical Media
- 0014 – Motion Pictures, Video, and Audio Recordings – Digital Video and Audio Recordings
- 0015 – Posters

## Department of the Interior – Departmental Records Schedule 3 - Policy

### **3.1 – Controls and Oversight**

All DOI activities to ensure that operations and programs within DOI comply with applicable laws and regulations, and prevent waste, fraud, and abuse. This category includes broad program planning and management, compliance reporting and monitoring (but not investigations or adjudication records—see Schedule 4 Legal, Regulatory Compliance, and Enforcement), internal policies and procedures, and the activities of High Level Officials and Executive Commissions. This category also includes all activities devoted to determining strategic direction, identifying and establishing programs, and allocating resources (capital and labor) among those programs and processes.

This category does not cover regulations/rulemaking applicable to external entities (see 0009 and 0010, Regulatory Development), input to the legislative branch and response to congressional inquiries or Departmental response to litigation/judicial concerns (see 0006 and 0007, Judicial and Legislative Activities). For specific litigation case files, see the Schedule 4 Legal, Regulatory Compliance, and Enforcement.

#### **0001 - Program Monitoring and Policy Development**

These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office.

Specific records include:

- Program evaluation and review files;
- Delegations of authority or succession memoranda;
- Political appointment files that do not require Senate confirmation;
- Budget formulation records for the Departmental budget, including presentations and justifications;
- Directives and policy pertaining to regional concerns or isolated issues that do not warrant long-term retention;
- Subject files maintained by Department officials for comment on policy development and support (not to include the records of High-Level Officials)
- Input into strategic plans or other long-term planning documents (but not including the final consolidated version of such a document)

Disposition: Temporary. Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created. Destroy 5 years after cut-off.

#### **0002 - Departmental Compliance Reporting and Directives**

These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity (e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource

## Department of the Interior – Departmental Records Schedule 3 - Policy

allocation records that are accumulated in response to unexpected events, and directives/policies pertaining to non-program (administrative) matters.

Specific records include:

- Official Departmental reports to monitoring agencies for compliance or statistical analysis, but not including Departmental reports to Congress (see 0003);
- Final publication of administrative policies and directives; and
- Documents created or maintained for the management of government resources, particularly the budget, in response to significant events or circumstances (e.g. national emergency, natural disaster, etc.) that warrant a special stipulation of funds, or similar response.

Disposition: Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off.

### **0003 - Permanent Control and Oversight Files**

These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005).

Some of the records included under this item are:

- Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus;
- Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document;
- Official Departmental reports to Congress and plans documenting the decisions and initiatives of the entire agency (such as major Bureau and DOI initiatives, agency strategic plans, and budget Green Books submitted to Congress);
- Management reports and plans pertaining to program accomplishments, strategic plans, and annual reports to the Secretary or Bureau/Office Heads; and
- Reports, publications, and similar records documenting the history of bureaus or Department, significant events and historic ceremonies, and other instances of widespread media attention or Congressional scrutiny.

This is not intended to be an exhaustive list of documents under this category. Records that fit the above criteria must be proposed for permanent retention in the bureau's records manual, with concurrence from the Departmental Records Officer.

For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Disposition: Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be documented in the bureau's records manual and applied consistently throughout the bureau.

## Department of the Interior – Departmental Records Schedule 3 - Policy

### **0004 - Records of High-Level Officials**

These files contain documents received, generated, and maintained by High-Level Officials to support their role in DOI. Documents include files assembled about a specific case, issue, or subject matter; briefing books and materials; correspondence; talking points; memoranda, itineraries and schedules; travel records; hand-written notes; and all other documents supporting an official's oversight of DOI's activities not covered elsewhere in this schedule.

Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged in the decision-making process. They include records in response to single issues and groups of closely-related issues maintained by agency officials charged with oversight of these programs or initiatives. This item also covers correspondence, travel files, speeches and other public communications, and notes for the aforementioned individuals as evidence of their activities.

This item does not cover regulatory development (0009), or input into legislative or judicial matters (0007).

For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Disposition: Permanent. Cut off upon termination of the official's time in office. Transfer records to NARA 15 years after cut-off. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be documented in the bureau's records manual and applied consistently throughout the bureau.

### **0005 - Executive Commission Records**

This item includes records created and maintained by temporary Commissions, boards, councils, and committees fulfilling any of the following criteria:

- Internal agency Commissions established by agency authority related to the Department's mission, tasked with reviewing policy, studying reorganizations, recommending new actions, or developing multi-year plans;
- Advisory Commissions established under the Federal Advisory Committee Act (FACA). These Commissions are 1. established by statute or reorganization plan, 2. established or utilized by the President, or 3. are established or utilized by one or more agencies/officers of the Federal government.

Records under this item should be limited to files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations. This includes:

- Original charter, renewal and amended charters, organization charts, functional statements, directive or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components

## Department of the Interior – Departmental Records Schedule 3 - Policy

---

- Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiovisual records or meetings and hearings
- Official copy of reports, studies, pamphlets, posters, and other publications produced by or for the Commission as well as news releases, commissioners' speeches, formal photographs, and other significant public affairs files
- Correspondence, subject, and other files maintained by key Commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the Commission
- Substantive records relating to research studies and other projects, including unpublished documents of sufficient importance to warrant retention
- Questionnaires, surveys, and other raw data accumulated in connect with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies
- Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing compliance with the act
- Documentation of subcommittees, working groups, or other subgroups of advisory Commissions, including records that support their reports and recommendations to the parent Commission. This may include transcripts, reports, correspondence, briefing materials, and related records

Other files relating to the day-to-day activities of the Commission that do not contain unique information of historical value should be filed under Schedule 1 Administrative Records (DAA-0048-2013-0001). This includes:

- Correspondence, reference and working files of Commission staff
- Routine records including public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.
- Files accumulated by agencies on interagency Commissions other than the secretariat or sponsor

This item provides an exception for GRS 6.2.010.

For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Disposition: Permanent. Cut off records at the end of the Commission's meeting cycle. Transfer records to NARA 15 years after cut-off. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be documented in the bureau's records manual and applied consistently throughout the bureau.

### 3.2 – Judicial and Legislative Activities

All DOI activities devoted to representation in negotiations, development of legislative proposals and positions on pending legislation, hearing statements presented to congressional committees, responses to congressional inquiries related to hearings and legislation, and other legal contacts with Congress. All DOI records created or maintained for the drafting and review of legal documents

## Department of the Interior – Departmental Records Schedule 3 - Policy

impacting the Department; preparation of formal legal opinions issued by the Solicitor; and coordinating response to court rulings or decisions impacting the Department as a whole.

This item does not cover: litigation case files assembled by the Solicitor's Office; bureau input to litigation case files; decisions and adjudications made by the Departmental entities endowed with such power (e.g. EEO, Collaborative Action and Dispute Resolution, Interior Board of Land Appeals, Interior Board of Indian Appeals, and others); routine legal advice for day-to-day mission activities; or assistance or representation by the Department of other entities involved in litigation or adjudication. See Schedule 4 (Legal, Regulatory Compliance, and Enforcement) for these records.

### **0006 - Document Collection and Legislative Input Records**

Documents created and maintained for response to judicial or legislative issues, including: responses to congressional inquiries or correspondence; litigation holds or preservation notices; document production for active court cases; and similar records not specifically described in other items of this schedule. These records **do not** constitute the final response to such matters, but instead include all development, drafting, internal agency correspondence, and administration created and received to respond to the issue.

Document collection files under this item include interpretation/explanation of litigation holds, records certifying response to a collection, copies of records assembled for response to a collection (but not the original records, which must be returned to the office of origin), and other records developed in administering response to a collection. For the purposes of this item, 'document collection' includes litigation holds, record freezes, preservation holds, document productions, requests for production, and associated terms.

Legislative input included under this item includes bureau-specific input into legislation of interest to the Department, informational subject matter files, supporting documentation for confirmation files, confirmation files for withdrawn nominations, White House legislative reports, congressional correspondence files, and other day-to-day management of response to legislative inquiries or correspondence. Official responses maintained by the Office of Congressional and Legislative Affairs are filed as Permanent records (see 0007).

Disposition: Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.

### **0007 - Official Judicial and Legislative Representation**

Records under this item consist of official representation of the Department on judicial or legislative matters. Included are:

- Official documents rendering legal opinion and advice that results in policy for the Department as a whole, generally issued by the Solicitor;
- Official records establishing the Department's position and comments to the White House about legislative matters of interest to the Department, including on pending and proposed legislation, executive orders, modifications to existing laws, and similar legislative matters;

## Department of the Interior – Departmental Records Schedule 3 - Policy

- Records documenting official legislative proposals authored by the Department, and input and comments into legislative proposals created by other federal agencies;
- Testimony to congressional committees;
- Complete records documenting the Senate confirmation process for Presidential appointees, including statements, transcripts, and correspondence (does not include files for appointees whose nomination is withdrawn);
- Input from the Department on legislative and judicial issues, including input from high-level officials; and
- Files relating to high-profile legal action, or judicial proceedings pertaining to that action (includes documentation needed to prepare for hearing before a Governmental body such as a commission, board, or authority; documentation needed to prepare for judicial proceedings; documentation prepared for submittal to a higher body for review; transcripts of original proceedings). This does not include the official litigation case file (see Schedule 4 Legal, Regulatory Compliance, and Enforcement).

This is not intended to be an exhaustive list of documents under this category. Records that seem to fit the above criteria must be proposed for permanent retention in the bureau's records manual, with concurrence from the Departmental Records Officer.

Note that correspondence originating with senators, congressmen, the public, or other concerned parties about specific projects or issues under the Department's purview should be filed with the subject it pertains to (typically in Schedule 2 Mission).

For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

**Disposition:** Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be documented in the bureau's records manual and applied consistently throughout the bureau.

**NOTE:** "High-profile" case files are those fitting any of a number of criteria also shared by "historically significant" files. The case must: involve significant or permanent damage to, or loss of, a cultural or natural resources with great monetary, cultural, scientific, or historical value; encompass "first of kind" events that establish precedents; be subject to widespread media attention or Congressional scrutiny; involve action taking place on or involving American Indian Fiduciary Trust property or resources.

### **3.3 – Public Affairs**

#### **0008 - Public Affairs Records**

Records of all DOI activities devoted to the exchange of information between DOI and its stakeholders in support of the DOI mission. These records are created and maintained for the primary purpose of representing DOI to the public, state, local and international

## Department of the Interior – Departmental Records Schedule 3 - Policy

governments, tribal nations, the news media and other private groups. Included are public information releases, the record copy of DOI speeches and public appearances by High-Level Officials, and records documenting major DOI events. These records include: News Releases, Speeches, Publications, and other public outreach deemed important to document a complete history of DOI and its relationship with stakeholders.

This item DOES NOT include Public Affairs records in special media format (audio/visual recordings, photographs and graphic material, videos and moving pictures, art and posters, audio recordings). See 0011-0015 for records in such formats.

Specific records include:

- Documentation related to information on secretarial decisions and actions to news media and other entities via new releases and media relations,
- Remarks made by High-Level Officials at formal ceremonies and during interviews concerning DOI programs. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups such as college and university students, business associations, and cultural news media commentators.
- Records that document the communication of activities promoting the mission of the agency.
- Records relating to establishment, organization, membership, and policy regarding international, national, interagency, and internal bodies of a formal nature and continuing importance, and presidential commissions for which DOI provides sponsorship or administrative support.
- Promotional records used to document substantive and mission-related activities, and having historical significance after completion of the purpose for which they were created. Historical significance may be created if the records document or illustrate an activity or subject that is a precedent or basis for a significant policy change, is involved in extensive litigation, receives widespread media attention, is widely recognized as unique by specialists or authorities outside the government. For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Disposition: Permanent. Cut off at the end of the fiscal year in which the event occurred or the publication was produced. Transfer to NARA 15 years after cutoff. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be documented in the bureau's records manual and applied consistently throughout the bureau.

### **3.4 – Regulatory Development**

All DOI activities devoted to developing regulations, rules, and policies which are *not* internal to the Department. Rulemaking and regulatory development under this item involves the Department or one of its bureaus/offices establishing policy that is applicable outside of the Department, in the mission or line of business the bureau/office is responsible for.

#### **0009 - Regulatory Development and Support**

## Department of the Interior – Departmental Records Schedule 3 - Policy

Records documenting the drafts and supporting documentation created in the development of rules, regulations, and other official documents, but not including the final version of such regulations. These records also include advice, guidance, and clarification for active regulations provided to external parties, which help to define them for government business.

Specific records include:

- Drafts of preamble and rulemaking text;
- Briefing papers;
- Analyses required by laws or Executive Order (e.g., Proposed Regulatory Flexibility Analyses, NEPA-related analyses, economic analyses required by Executive Order 12866 for significant documents, and similar analyses).

Other documents used in preparing the proposed rule are also included if they are necessary to illustrate the development of the proposed rule.

The following types of records ARE NOT covered by this item:

- Regulatory development files created by High-Level Officials of the Department warrant permanent retention (see 0010, below);
- Development of internal policies and directives (see 0001, above);
- Material related to approval of information collections contained in proposed rules (see DAA-0048-2013-0001-0001, Short-term Administration Records);
- Records documenting submissions to the Unified Agenda (see DAA-0048-2013-0001-0001, Short-term Administration Records).

Disposition: Temporary. Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off.

### **0010 - Final Regulations**

This item covers the final version of Departmental rules, regulations, and publications that represent the Department's official policies or procedures, applicable outside of the Department, including Federal Register notices. Records pertaining to regulatory development by a High-Level Official are also filed under this item.

Specific records include:

- Final analyses required by laws or Executive Orders. Examples of analyses include: Final Regulatory Flexibility Analyses, NEPA-related analyses, economic analyses required by Executive Order 12866 for significant documents, and similar analyses;
- Comments from the public on the proposed rule. For postcard campaigns, form letter campaigns, and similar mass-comment efforts, a single copy of each identical or substantially identical comment is required, accompanied by a record indicating how many copies of the comment were received;
- Preamble of the final rule, as sent to the Federal Register for publication, including responses to public comments.

The following types of records ARE NOT covered by this item:

## Department of the Interior – Departmental Records Schedule 3 - Policy

- Developmental or draft materials unless they are critical to understanding the final version of a regulation (see 0009);
- Internal policies and directives (see 0002 and 0003);
- Final rule preamble and text (these are published in the Federal Register);
- Material related to approval of information collections contained in regulations (see DAA-0048-2013-0001-0001, Short-term Administration Records).

For records matching this description in special media (audiovisual, posters, or photographs), see 0011-0015.

Disposition: Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be implemented as a documented standard and implemented consistently within the bureau.

### **3.5 Policy-Related Special Media Records**

Special media records as identified in the permanent items earlier in this schedule (0003, 0004, 0007, 0008, and 0009). These records document High-Level Officials' actions, policy decisions, the history and promotion of bureaus or the Department, significant events and historic ceremonies, and other instances that may result in widespread media attention or Congressional scrutiny. All related documentation and indices pertaining to special media records should also use this disposition authority.

Routine administrative special media records are scheduled under DAA-0048-2013-0001-0001.

#### **0011 - Photography and Negatives - Physical Media**

Black and white photographs, color photographs, negatives, slides, transparencies, prints, and related documentation and indices.

Disposition: Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.

#### **0012 - Photography and Negatives - Digital Images**

Disposition: Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.

#### **0013 - Motion Pictures, Video, and Audio Recordings - Physical Media.**

Film, Video, and Audio Cassettes

This item provides an exception for GRS 6.2.020.

Disposition: Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.

#### **0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings**

## Department of the Interior – Departmental Records Schedule 3 - Policy

This item provides an exception for GRS 6.2.020.

Disposition: Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.

### **0015 - Posters**

Posters in hard copy only; records that are not photographs but visually represent critical information, often with textual supporting documents.

Disposition: Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.

Proposed Item DAA-0948-2013-0008	Proposed Retention	Records Description	Bureau/Office	Current Authority	Current Retention	Notes
<b>Controls and Oversight</b>						
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Management Control Records- Review files- Office with responsibility for coordinating internal control functions	N/A	(N1-GRS-91-5 item 11f)	Cut off when no further corrective action is necessary, destroy 5 years after cut off	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Management Control Records- Review files- Copies maintained by other offices as internal reviews	N/A	(N1-GRS-91-5 item 11g)	Cut off when no further corrective action is necessary, destroy 1 year after cut off	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Delegations of Authority - Correspondence relating to delegation of authority to the Director, Associate Directors, Assistant Directors, Regional Directors, Area Managers, and Project Leaders and all other officials to assume certain operational functions, to sign agreements, memoranda of understanding, contracts, and other binding documents without further approval	FWS	NC1-22-78-1, 02 MNGT-100	Temporary Destroy all copies 2 yrs after expiration General Records Schedules Nos 3, 4, and 6 as they relate to GAO audit requirements, take precedence over the disposition instructions stated	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Program Evaluation Files - Includes letters and memoranda, evaluations of program status, associated studies and reports, and any other substantive documentation that reflects the status of a particular program or a facet thereof.	FWS	NC1-22-78-1, 81 - MNGT-250	Temporary Destroy when 5 yrs old or when no longer needed	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Program Management Document Files - Long-range program policies and goals of the Service They are the principal source of guidance in the areas of policy, budget, and programmatic development. Issued by each national program manager with concurrence of the Director b. Substantive documentation - correspondence, studies, reports, narrative statements, other data associated with the development of the PMD	FWS	NC1-22-78-1, 82b MNGT-300	Temporary Destroy when 5 yrs old or when no longer needed	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Policy development case files. Records documenting major revision of USFWS policies a. Adopted Policies. a(2) Case Files. Development files and background information for policies that are adopted and published in USFWS Manual, the Code of Federal Regulations, or other USFWS-wide policy documents	FWS	N1-022-05-01, 130a2 MNGT-500	Temporary. Destroy 10 years after policy is adopted	This reduces retention to 5 years from 10
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Policy development case files. Records documenting major revision of USFWS policies b. Policies not Adopted. Development files for policies that are not adopted or published in USFWS Manual, the Code of Federal Regulations, or other USFWS-wide policy documents	FWS	N1-022-05-01, 130b MNGT-500	Temporary Destroy 5 years after last activity	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Office of Hearings and Appeals - General Files- Policy Development Files - Files include policy drafts issued for review and comment, transmittal cover sheets that contain distribution information and instructions, comments and responses for various drafts, and notes from meetings, telephone calls, and teleconferences relating to policy development or revision	OHA	N1-048-07-04 - 7101 4	Temporary. Cut off at close of fiscal year in which policy is issued or work on policy is abandoned Delete/destroy 3 years after cut-off or when no longer needed for agency business, whichever is later	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Policy and Manual Files Policy and Manual Files. Records documenting formal Government and Departmental policy, including policies, directives, standards, technical bulletins, guidelines, and other processes and procedures. Policy Development. Records documenting the development of the final publication	OS	N1-048-08-22 - 1201 2	Temporary Cut off on date of issue Destroy 3 years after cut-off	

0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Office of Planning and Performance Management - Government Performance and Results Act (GPRA) System - A repository of information concerning the Department of the Interior's 205 GPRA performance measures The system contains the definitions of each measure and tracks the targeted performance objective and actual performance over time	OS	N1-048-08-24 - 6252	Temporary Cut off at end of fiscal year Destroy six (6) years after cut off	This reduces retention to 5 years from 6
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Office of Planning and Performance Management - Succession Memoranda Written notices to supervisors that identify who will act in the incumbent's absence	OS	N1-048-08-27 - 6202	Temporary Cut off when superseded Destroy 6 years after cut-off	This reduces retention to 5 years from 6
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Policy Development and Support Files - Other Senior Agency Officials' Files - These files contain documents received, generated and maintained to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected	OS	N1-048-10-01, Item 1 1 5	Temporary Cut off at end of the agency official's tenure Maintain in office of record for 2 years after cut-off, then retire to Records Center Destroy four 4 years after cut-off	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off.	Section 515 Complaint Files. These files contain records relating to the adjudication of Section 515 complaints received by the OCIO Case file records include, but are not limited to: formal communications to and from complainants, communication to and from program office(s) disseminating the information being challenged, documents detailing findings, and any other records pertinent to the appeal and/or resolution of Section 515 complaints	OS	N1-048-10-01, Item 6 5.1	Temporary Cut off at issuance of final agency letter issued in response to complaint. Destroy 5 years after cut-off	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Budget Publications and Public Releases- Temporary - Drafts of Green Books for all bureaus, specified budget documents, capability statements, hearing record development, question and answers, inserts, transcripts, testimonies, Congressional action seminars, State and Congressional Reports, supplemental for Congress, maintenance and construction 5 year plans, and similar documents used in presentation of the President's budget requests to Congress	OS	N1-048-10-2 - 7205 2	Temporary Cut off at end of budget year Destroy 5 years after cut-off	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Budget Presentation Files- Records associated with development of formal budget requests to the Department, OMB and Congress of the senior executives in POB These include Director/Deputy Director Budget formulation records and budget files of similar nature - High Level Officials	OS	N1-048-10-2 - 7207 1	Temporary. Cut off at end of budget year Destroy 8 years after cut-off	This reduces retention to 5 years from 8
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Budget Program Files (Subject Files) - Documents that are program specific in nature generated by other offices or bureaus These include documents associated with PART evaluations, reprogramming requests requiring congressional approval, reorganizations, bureau specific issues, and budget administration team files on specific IT investments	OS	N1-048-10-2 - 7210	Temporary Cut off when program is initiated, or if not initiated, when it is cancelled Destroy 8 years after cut-off or when no longer needed, whichever is later	This reduces retention to 5 years from 8
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Final Coding Sheets - A compliance review report summary provides input data from the Office of Federal Contract Compliance, which will develop printouts for agencies, indicating status and progress of EEO program administration	OIG	N1-048-10-03 - 2805	Temporary Cutoff at end of year in which records are created Destroy 4 years after cut-off.	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Title VI Action Files - Records accumulated in reviewing Department of Justice reports of pending action against private organization, educational institutions and state and local governments that have received grants or loans but which have not complied with Title VI of the Civil Rights Act. Included are pending actions reports, coordination, and related papers.	OIG	N1-048-10-03 - 2806	Temporary Cutoff at end of year in which documents are acquired Destroy 4 years after cut-off	
0001 – Program Monitoring and Policy Development	Temporary. Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created. Destroy 5 years after cut-off	Environmental and Disposal Liability and Asbestos Related Cleanup Cost Policies and Procedures - Files pertaining to the development of policies and procedures related to identifying, reporting, and documenting EDL sites and estimating the Department's liability associated with asbestos related cleanup costs	OS	N1-048-11-01, item 4 3	Temporary. Cut off when policy or procedure is issued Destroy 5 years after cut-off, or when no longer needed, whichever is later	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Land Acquisition/Disposal Policies and Procedures - Files pertaining to development of policies and procedures related to Department of the Interior land acquisition and disposal	OS	N1-048-11-01, item 7 3	Temporary. Cut off when policy or procedure is issued. Destroy 5 years after cut-off, or when no longer needed, whichever is later	

0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	DOI NEPA Rule. The Federal Regulation setting forth Departmental requirements for compliance with the National Environmental Policy Act of 1969	OS	N1-048-11-01, item 8 1	Temporary Cut off when canceled, superseded, or revoked Destroy 5 years after cut-off, or when no longer needed, whichever is later.	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Information Quality Records - Complaint Files. Records relating to the adjudication of Section 515 complaints received by the bureau Case file records include, but are not limited to formal communications to and from complainants, communication to and from program office(s) disseminating the information being challenged, documents detailing findings, and any other records pertinent to the appeal and/or resolution of Section 515 complaints	USGS	N1-057-08-02, 504-03	Temporary Cut off at issuance of final agency letter issued in response to the complaint. Destroy 5 years after cut-off	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Environmental Management, Permitting, and Compliance Policy, and Guidance Files. Correspondence, guidance and other records that pertain to corporate environmental management, permitting, and compliance activities	USGS	N1-057-08-06, item 806-01	Temporary Cut-off at the end of the fiscal year Review every 5 years and destroy records that are superseded, obsolete, or no longer needed	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Executive Management Program Special Project Case Files - Records include documents relating to special projects or initiatives by the Bureau as well as information on project, project guidelines, participant applications, determinations on approval, budget levels, supporting documentation, and related correspondence	BIA	N1-075-05-1-1239 P5	Permanent. Cut off at fiscal year end Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	Appraised as temporary
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Management of Public Resources - Policy Planning and Development Files - Short-term Policy Planning & Development Files - All records relating to policy issues that are that do not warrant permanent retention • Bureau & DOI Initiatives- (PAF) • President Management Agenda-(PAH) • Provide General Management-(POB),(PPB), (PEB), (SOL) • Provide Statistical Information & Analysis- (PMT) • Economic Policy Analysis (SYE) • Memorandum of Understandings (MOUs)	BSEE	N1-473-12-2 - Item 2A (2)	Temporary. Cut off at close of FY or when activity is completed. Delete/ Destroy 7 yrs after cutoff	
0001 – Program Monitoring and Policy Development	Temporary Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced If not a supporting record, cut off at end of fiscal year when created Destroy 5 years after cut-off	Management of Public Resources - Policy Planning and Development Files - Short-term Policy Planning & Development Files - All records relating to policy issues that are that do not warrant permanent retention • Bureau & DOI Initiatives- (PAF) • President Management Agenda-(PAH) • Provide General Management-(POB),(PPB), (PEB), (SOL) • Provide Statistical Information & Analysis- (PMT) • Economic Policy Analysis (SYE) • Memorandum of Understandings (MOUs)	BOEM	N1-588-12-2 - Item 2A (2)	Temporary Cut off at close of FY or when activity is completed Delete/ Destroy 7 yrs after cutoff	
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off.	Regulatory Flexibility Act Report Files : Annual reports submitted to the Small Business Administration (SBA), for inclusion into the Annual Report of the Chief Counsel for Advocacy of the SBA on Implementation of the Regulatory Flexibility Act, to Congress This report documents the Department's efforts to comply with the act, including but not limited to an analysis of the Department's response to complaints filed under the Act.	OS	N1-048-10-01, item 4 8	Temporary. Cut off at end of calendar year Destroy 4 years after cut-off or upon change of administration, whichever is sooner	This greatly increases the retention of these records, this action has been verified as accurate
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off	Section 515 Annual Information Quality Reports - Information Quality Reports submitted annually to OMB in compliance with Section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001, Public Law 106-554	OS	N1-048-10-01, item 6 5.2	Temporary. Cut off upon submission of report. Destroy 15 years after cut-off.	
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy) Destroy 15 years after cut-off	Budget Significant Event Files - Subject files that involve a significant budgetary event that has an immediate impact upon the budget (such as a national emergency, natural disaster, etc ), for which a special stipulation of funds is required. Some files may start out as program files or budget and management policy files, but the subject matter and/or task evolves to a significant nature, warranting placement in this item	OS	N1-048-10-2-7211	Temporary Cut off at end of budget year when final funds are assigned in response to the event. Destroy 10 years after cut-off or when no longer needed, whichever is later	
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy) Destroy 15 years after cut-off	Title VI Reports - Reports prepared by the Department that document its compliance with Title VI of the Civil Rights Act of 1964 These reports are forwarded to the Department of Justice, Office of Management and Budget, and other agencies	OIG	N1-048-10-03-2808	Temporary Cutoff at end of year in which report is completed Destroy 5 years after cut-off.	This greatly increases the retention of these records; this action has been verified as accurate
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off	Budget Policy Files - Correspondence and subject files maintained by Headquarters Budget Office, documenting the BLM policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for the BLM programs	BLM	NC1-49-85-2, 5/1	Temporary. Cutoff EOFY. Transfer to FRC 4 years after cutoff. FRC destroys 8 years after cutoff.	

0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off.	Directives Files [1221] The BLM directives system is comprised of both temporary and permanent directives. Temporary directives consist of Instruction Memorandums, Information Bulletins, and Program Notes which are in effect for a short period of time. The BLM manual system is a permanent record of written policy and procedural instructions consisting of directives indexes (DDBs), manual sections, manual supplements, handbooks, and handbook supplements. b. Administrative Directives Case Files - Case files containing one copy of each directive with the related clearance sheet. Maintained by the individual or staff responsible for directives control and distribution.	BLM	N1-49-90-3-16/1b	Temporary. Destroy when issuance is superseded or canceled.	
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off.	Routine Policy Decisions, Planning, Legal Issues, and Operations Records. Records of routine policy decisions day-to-day planning, legal issues, operations, etc. that do not meet the criteria for permanent records.	NPS	N1-79-08-9, Item 10B	Temporary. Destroy/Delete records 15 years after cut-off.	
0002 – Departmental Compliance Reporting and Directives	Temporary. Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy). Destroy 15 years after cut-off.	OSM Official Central (Subject) Correspondence Files - Correspondence relating to administrative support activities. Subjects include but are not limited to: Automated Data Processing, Administrative Services; Audits and Investigations, Budget and Finance; Committees, Meetings, Briefings, and Conferences; Equal Employment Opportunity, Financial Management; Grants Management, Information Services and Program Promotion, Legislative and Legal Affairs, Personnel, Procurement and Contracting; Records Management; and Travel and Transportation.	OSM	N1-471-89-1-100-01b	Non-Indian Fiduciary Trust files: Temporary. Cut off file at close of FY. Transfer to FRC 3 years after cut-off. Destroy 15 years after cut-off.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	General Correspondence Files - A. Materials that document the organization, functions, policies, procedures and essential activities of the Service to include, but not limited to, staff assistance, program management, relationships with the Interior Department, other higher authority, other equal organizations, industry and the public, or contain information of enduring value concerning events, personages or phenomena of significance.	FWS	NC1-022-78-01, 50a ADMI-530	Permanent. Separate files into 3-year sets and transfer the set to a Federal records center when it is 3 yrs old. Offer set to NARA 5 yrs after its transfer to Federal records center.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Managerial Studies, Reports and Supporting Papers - Consists of studies and reports, including supporting documentation, prepared as required by or on behalf of the Service for purposes deemed sufficient by the requestor. a. Final iterations of studies or reports that contribute significantly to policy and procedural decisions made by senior Service personnel (arranged alphabetically by title).	FWS	NC1-022-78-01, 60a MNGT-213	Permanent. Separate files into 1-year sets and transfer the set to a Federal records center when it is 5 yrs old. Offer to NARA when it is 8 yrs old.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Organizational Records - a. Record copy. Case files include the record copy of reports, studies, and other substantive materials that document decisions made by senior Service officials regarding organizational structure, manpower requirements, functional responsibilities, and related policy areas. Also included are organizational charts, functional statements, and other similarly significant materials (arranged alphabetically by title).	FWS	NC1-22-78-1, 66a MNGT-300	Permanent. Separate files into 2-year sets and transfer the set to a Federal records center when 3 years old. Offer to NARA 5 years after transfer to the records center.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Program Management Document Files - a(1) Record copy. Describe the long-range program policies and goals of the Service. As such they are the principal source of guidance in the areas of policy, budget, and programmatic development.	FWS	NC1-22-78-1, 82a1 MNGT-400	Permanent. Separate files into 4-year sets and offer the set to NARA when it is 2 yrs old.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Policy Documents. Record copies of policies, rules, director's orders, USFWS manual chapters, directives, instructions, manuals, handbooks, and associated substantive documentation.	FWS	N1-022-05-01, 07 MNGT-510	Permanent. Transfer to NARA when 10 years old.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Policy development case files. Records documenting major revision of USFWS policies. a. Adopted Policies. a(1) Policy Masters. Case file containing one copy of each adopted policy with relevant clearance or approval document.	FWS	N1-022-05-01, 130a1 MNGT-500	Permanent. Transfer to NARA when 20 years old.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Indian Fiduciary Trust Management Reform Files - Documents directly relating to departmental efforts to revise, reorganize, and restructure existing Indian Trust Management practices and procedures, consisting of legislative proposals, congressional and other correspondence, notes, reports, emails, meeting minutes, budget working files, and other files concerning projects and initiatives to improve or reform Trust Management. Some of these projects and initiatives include the Trust Management Improvement Project (TMIP), High Level Implementation Plan (HLIP), OST and BIA data cleanup, Fractionated Heirship, Indian Land Consolidation, Historical Trust Accounting, Probate Backlog, and the Trust Management Improvement Steering Committee. This item also includes circulations of pleading and correspondence between DOI and DOJ officials concerning litigation that directly addresses Trust Management, such as the Cobell civil case (note that this does not include the official record copy of these litigation files, maintained with the Office of the Solicitor).	OS	N1-048-06-07-7302	Permanent. Cut off at close of CY when received or generated. Subsequent legal transfer to NARA as yet undetermined.	

0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Policy and Manual Files. Records documenting formal Government and Departmental policy, including policies, directives, standards, technical bulletins, guidelines, and other processes and procedures. Final Publication. Official issuances and final versions maintained as the record copy by the office that developed the policy.	OS	N1-048-08-22 - 1201 1	Temporary. Cut off on date of issue. Destroy 15 years after superseded/revoked	These records have previously been recommended by NARA for a correction to Permanent retention
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - Departmental Manual Files. These are records documenting permanent policies approved by the Secretary or the Assistant Secretary – Policy Management and Budget. These include organization descriptions, delegations of authority, and policies, procedures and standards for administrative, legal, legislative, informational and program activities of the Department.	OS	N1-048-08-27 - 6201	Permanent. Cut off at end of calendar year. Transfer to NARA 20 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - Strategic Planning Files. Strategic Planning Files contain annual records for the creation, review, approval, and update of the Department's Five-Year Strategic Plan. Records include environmental scan study reports and papers describing emerging issues affecting strategic initiatives; executive leadership correspondence reflecting the mission priorities of the Department, graphs, charts, and preliminary reports, Public, Departmental, and Bureau comments on the mission areas, outcomes, and performance measures contained within draft plans, and internal correspondence and text materials which document the entire strategic planning and review process	OS	N1-048-08-10 - 6204	Permanent. Cut off at end of fiscal year. Transfer to NARA 10 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - Performance Accountability Report (PAR) Files. Annual records for the creation, review, and approval of the Performance Accountability Report, Citizens' Report, and Agency Budget, Performance and Financial Snapshot Report.	OS	N1-048-08-10 - 6205	Permanent. Cut off at the end of the fiscal year. Maintain on-site for five years. Archive to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - Performance Budget Files. Annual records of the Bureau and Departmental budgets and associated performance information	OS	N1-048-08-10 - 6206	Permanent. Cut off at the end of the fiscal year. Maintain on-site for five years. Transfer to the Washington National Records Center for five years. Transfer to NARA 10 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - President's Management Agenda Files. Annual records on one of the management initiatives specified by OMB in 2001 at the beginning of the PMA program Performance Improvement.	OS	N1-048-08-10 - 6207	Permanent. Cut off at the end of the fiscal year. Maintain on-site for five years. Transfer to the Washington National Records Center for five years. Transfer to NARA 10 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management- Program Assessment Rating Tool (PART) Files. Annual records of programs that have been rated using the OMB PART process	OS	N1-048-08-10 - 6208	Permanent. Cut off at the end of the fiscal year. Maintain on-site for five years. Transfer to the Washington National Records Center for five years. Transfer to NARA 10 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - Performance Initiatives Files. Annual records and correspondence concerning various commercial, government-wide, and Department-wide performance initiatives in which PPP is engaged	OS	N1-048-08-10 - 6209	Permanent. Cut off at the end of the fiscal year. Maintain on-site for five years. Transfer to the Washington National Records Center for five years. Transfer to NARA 10 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Office of Valuation Services- Valuation Services Policy and Guidance Files. These files contain the record copy of formal real property appraisal services policy and guidance documents issued by the Office of the Chief Appraiser.	OS	N1-048-10-01, Item 10 1	Permanent. Cut off at end of fiscal year. Transfer to NARA 5 years after cut-off	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Budget Publications and Public Releases- Permanent. Green Books for each DOI component and the Budget in Brief, press conference documents, briefing books for press conferences, for hearings, Effect Statements, similar documents used in presentation of the President's budget requests to Congress	OS	N1-048-10-2 - 7205 1	Permanent. Cut off at end of budget year. Transfer to NARA in 5 year blocks after a retention of 20 years	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Payment in Lieu of Taxes (PILT) Files- Annual Payment Book. Compensation for county governments whose jurisdiction contains tax-exempt federal lands	OS	N1-048-10-2 - 7214 1	Permanent. Cut off at end of fiscal year. Transfer to NARA 6 years after cut off or when no longer needed for agency business, whichever is later	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	FOIA Annual Report to Congress. Files concern annual FOIA report to Congress and DOJ as required by the Freedom of Information Act. Files include official version of report with supporting documents, excluding drafts and working papers	OS	N1-048-10-06 - 3121	Permanent. Cut off at end of FY in which report is made. Transfer to NARA 10 years after cut-off	

0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Environmental Policy. Includes (1) Policies, procedures, and guidance promulgated by OEPC pursuant to its government-wide leadership for the natural and cultural resources and historic properties protection (NCH) part of National Response Framework Emergency Support Function 11 and the Natural and Cultural Resources Recovery Support Function of the National Disaster Recovery Framework, (2) internal-DOI and OEPC All-Hazards Preparedness, Response, and Recovery policy and guidance, including the DOI and OEPC Environmental Safeguards Plans, and (3) documents conveying instructions and guidance on environmental quality and used for overseeing and coordinating the Department's compliance with the National Environmental Policy Act of 1969 (NEPA), CEQ regulations, CERCLA, and other environmental statutes, Executive Orders, and regulations	OS	N1-048-11-01, Item 1	Permanent. Cut off when canceled, superseded, or revoked. Transfer to NARA 15 years after cut-off, or when no longer needed, whichever is later.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Budget Estimates and Justifications Files - Consolidated Files - Consists of appropriation language sheets, narrative statements, annual work plans, and related schedules and data	BLM	N1-49-85-2, 5/2a	Permanent. Cutoff EOFY for which planned. Transfer to FRC 3 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 12 years old (e.g., transfer 1980-1984 in 1997)	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Cooperative Relations Files Record Copies [1786] Documenting the relationship between BLM and another party for the purpose of mutual assistance activities, in which no obligation or exchange of federal funds, products, or services is involved. Includes memoranda of understanding, cooperative management agreements, sustained yield agreements, National and International agreements	BLM	N1-49-85-2, 16/22a	Permanent - Cutoff EOFY in which the instrument is terminated or canceled. Transfer to FRC when 1 year old. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Memoranda of Understanding - Index - Documenting the relationship between BLM and other parties for purposes of mutual assistance activities, in which no exchange of Federal funds, products, or services is involved	BLM	N1-49-90-3, 16/22c	Permanent; Transfer with the related MOU masters	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Organization and History Files [1210/1701] Organization Charts, Boundary Location Files, and Reorganization Studies - Organization, Reorganization, and Boundary Location Case Files Providing graphic illustrations and detailed descriptions of the arrangement and administrative structure of functional units of the BLM	BLM	N1-49-90-3, 16/41a(1)	Permanent. Cutoff EOFY in which prepared. Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Organization and History Files [1210/1701] BLM Histories - History Project Case Files Narrative BLM histories including oral history projects prepared by BLM the historians or public affairs officers or by private historians under contract to the BLM	BLM	N1-49-90-3, 16/41c(1)	Permanent. Cutoff EOFY in which project is completed. Transfer paper records to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old. Transfer audio and videotapes directly to NARA when 10 years old	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Directives Files [1221] The BLM directives system is comprised of both temporary and permanent directives. Temporary directives consist of Instruction Memorandums, Information Bulletins, and Program Notes which are in effect for a short period of time. The BLM manual system is a permanent record of written policy and procedural instructions consisting of directives indexes (DDBs), manual sections, manual supplements, handbooks, and handbook supplements a. Directives Masters - Case files containing one copy of each directive with the related clearance sheet. Maintained by the individual or staff responsible for directives control and distribution	BLM	N1-49-94-2 - 16/1a	Permanent. Cutoff EOFY in which issued. Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Directives Files [1221] The BLM directives system is comprised of both temporary and permanent directives. Temporary directives consist of Instruction Memorandums, Information Bulletins, and Program Notes which are in effect for a short period of time. The BLM manual system is a permanent record of written policy and procedural instructions consisting of directives indexes (DDBs), manual sections, manual supplements, handbooks, and handbook supplements b(2) Mission-Related Directives Case Files - Documenting aspects of the development of a BLM mission-related program directive (e.g., lands, minerals, range, forestry, wildlife, soil-water-air, recreation, resource protection). Maintained by the originating office	BLM	N1-49-94-2 - 16/1b(2)	Permanent. Cutoff EOFY. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	USGS Internal Directives Case Files. All Survey Manual issuances at the Bureau and Division level, with supporting documents, if any, documenting important aspects of development. These directives announce major changes in the Bureau's policies and procedures. Extensive procedures are usually detailed in lengthy operating manuals. All Departmental Manual issuances, developed by the USGS, which document the organizational structure of the USGS	USGS	N1-057-89-1, 203-01A	Permanent. Break file at end of FY. Retire to FRC when volume reaches at least 1 cu. ft. Transfer to the National Archives in 5-year blocks when 20 years old	This action proposes a retention that does not require blocking records into sets

0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	USGS Budget Office Official Record Set of Budget Justification and Performance Information Books (Green Books). Agency budget justifications prepared for Congress.	USGS	N1-057-08-02 - 701-03b	Permanent. Cutoff at the publication of the Green Book. Transfer to NARA when no longer needed in agency.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management Program Correspondence Files - Program correspondence files that are created, received and where action is taken, or have the primary responsibility for documentation of the activities which relate directly to the Executive Management program function.	BIA	N1-075-05-1 - 1200 P5 a	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management Program Policy/Directives - Master Set with Case History Files. Records include Master Set with Case History created and related to the internal program policy, guidance and regulations of daily operations for the Executive Management program.	BIA	N1-075-05-1 - 1200 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management Program Regional Director Reports to Central Office Files - Records include annual narrative reports prepared by Regional Directors to Central Office, with related data on regional activities and programs.	BIA	N1-075-05-1 - 1204 P5	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management Program Reorganization Planning Files - Records include documents relating to change in organization structure or function that affect the management and operation of the Bureau of Indian Affairs as well as staffing studies, minutes of meetings, study reports, organizational charts and copies of policy implementing changes.	BIA	N1-075-05-1 - 1213 P5	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management Program Long-Range Development Plan Files. Records include long-range development plans for 10 and 20 years such as Tribal Plans, Fund Distribution Plans and other types of comprehensive development plans prepared by the Bureau or the tribe or jointly and having importance to Bureau mission accomplishments.	BIA	N1-075-05-1 - 1214 P5	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management Program Strategic Plan Files - Records include documents accumulated to develop short and long range plans for Bureau programs.	BIA	N1-075-05-1 - 1217 P5	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Indian Gaming Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the Indian Gaming program.	BIA	N1-075-05-1 - 1300 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Legal Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the Legal program.	BIA	N1-075-05-1 - 1400 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Indian Self-Determination Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the Indian Self-Determination program.	BIA	N1-075-05-1 - 1500 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Acknowledgement Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the Acknowledgement program.	BIA	N1-075-05-1 - 3200 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Employment Assistance Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the Employment Assistance program.	BIA	N1-075-05-1 - 3300 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	



0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Natural Resources Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the Natural Resources program	BIA	N1-075-06-7 - 4500 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Real Estate Services and Land, Title and Records Office Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the program	BIA	N1-075-06-7 - 4600 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Road Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the program	BIA	N1-075-06-7 - 4700 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Irrigation and Power Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the program	BIA	N1-075-06-7 - 4900 P5 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Indian Fiduciary Financial Trust Program Policy/Directives - Records include Master Set with Case History Files created and related to the internal program policy, guidance and regulations of daily operations for the program	OST	N1-075-06-9 - 4800 P2 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Trust Administration - Program Policy/Directives Master Set with Case History Files - Records include files created and related to the internal program policy, guidance, and regulations of daily operations for the Office of the Special Trustee for American Indians. Records consist of the preparation, review, clearance, publications, and final distribution of a directive in a manual, bulletin, or handbook format outlining internal policy, procedure, organization, instruction, and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.	OST	N1-075-08-1 - 6000 P2 b	Permanent. Cut off at fiscal year end. Maintain in office of record for 2 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Appraisal Services Program Policy/Directives - Program Policy/Directives Master Set with Case History Files - Official Files. Records include files related to the internal program policy, guidance and regulations of daily operations for the Office of the Special Trustee for the American Indians Appraisal Services. Records consist of the preparation, review, documentation of design related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.	OST	N1-075-08-6 - 6200 P2 b	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Cultural and Natural Resource Management Program and Planning Records - Records pertaining to planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Permanent records criteria essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects, "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-1, item 1A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015.

0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Protection & Safety Policy & Planning Records - Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services. Permanent records criteria: creation of new protection or safety procedures that constitute a new way of providing services, new policies that change the nature of the activity; "first of kind" events that establish precedents, subject to widespread media attention or Congressional scrutiny	NPS	N1-79-08-2, Item 2A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Park Facilities and Maintenance /Significant Design and Construction Projects - Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities. Permanent records criteria: "first of kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-3, Item 4A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Commercial Visitor Services - Records that document policy, procedures, and other related activities that meet the following: Permanent records criteria: strategic planning for commercial visitor services, Washington Office (WASO) policies	NPS	N1-79-08-4, Item 5A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Interpretation and Education Program and Planning Records - Records that document planning and development of Interpretation and Education policies, and related documents. Permanent Records criteria: policy and procedure for interpretation and education, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, "first of kind" or establishes precedent, subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-5, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Partnerships Program, Policy, and Planning Records - Records that document planning and development of policies, programs, and activities. Permanent records criteria: policy and procedure for establishing and maintaining partnerships, "first in kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-6, Item 7A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015. Other partnership records (7A2 and 7B) are crosswalked by subject matter/line of business into the Mission bucket, in accordance with the new DRS
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	National Assistance Policy and Procedure Records - Records that help manage and establish policy and procedures. Permanent records criteria: policy and procedure for establishing and maintaining National Assistance Programs, "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny	NPS	N1-79-08-7, Item 8A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Information and Public Image Direction and Policy - Records that help manage and set direction for systems development and public image. Permanent records criteria: policy and procedure for directing Information and Public Image Management, "first of kind" or establishes precedents, the subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-8, Item 9A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0011. Other records in the existing schedule are crosswalked by subject matter/line of business into the Mission or Administrative buckets, in accordance with the new DRS

0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	National Park Service Direction and Policy Records - Records that document the direction of NPS including the creation of policy and procedures. Permanent records criteria: policy and procedure development for NPS on local, regional, or national levels, documentation of social issues affecting NPS services, creating the annual agency budget, strategic planning, annual reporting, NPS achievements that contribute to history of the agency, "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny	NPS	N1-79-08-9, Item 10A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	Special media items are crosswalked to DAA-0048-2013-0008-0011 through 0015. See 0002 for temporary records pertaining to this subject matter
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Information Resource Management Policy - Material which serves to establish policy or precedents pertinent to future and continuing actions for information resources	BOR	N1-115-94-1 - IRM-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Public Information Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-1 - PIO-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Records and Information Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-1 - RIM-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Reclamation Releases - Master sets of each internal issuance published by Reclamation to provide policy and procedural instructions, such as Material regarding clearance/concurrence, Manual release transmittal sheets and supplements, Reclamation Instructions, Reclamation Instruction Supplements/ Amendments, Regional office supplements to the Reclamation, Instructions Appendices, ACER Memorandums, Memorandums and bulletins; Reclamation instruction supplements to other agency releases	BOR	N1-115-94-1 - RIM-5 10	Permanent. Cutoff inactive file at the end of each year. Transfer to FRC 10 years after cutoff. PRC transfer to Archives 30 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Acquisition Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-2 - ACM-1.00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Financial Management and Program Coordination Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-2 - FIN-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Property Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-2 - PRM-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Administrative Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-3 - ADM-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Administrative Management Reports - Reports pertaining to administrative management.  Includes, but is not limited to: Water and land resource accomplishments, Strategic Plan, Annual Report of the Secretary of the Interior, Annual Report of the Commissioner	BOR	N1-115-94-3 - ADM-2 00	Permanent. Cutoff at the end of each year. Transfer to Archives 10 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Organization - General files including correspondence, memorandums, e-mail and other documentation relating to organization/ reorganization of Reclamation including establishment and discontinuance of offices, selection of locations, changes in location, and organizational charts or similar documentation	BOR	N1-115-94-3 - ADM-24 00	Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants, transfer to the National Archives 30 years from closure. Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record)	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Personnel Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-3 - PER-1.00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Safety Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-3 - SAF-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff	

0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Research, Testing, and Technical Miscellany Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-4 - RES-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Economics, Repayment, Water Sales, and Water Rights Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-5 - WTR-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Land Operations and Realty Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-6 - LND-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Environmental Compliance and Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-7 - ENV-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Project Development and Power Management Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-8 - PRJ-1 00	Permanent. Cutoff files at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to Archives 3 years after cutoff
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Law, Litigation, and Legislation Policy - Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that are not included in the master set of directives	BOR	N1-115-94-9 - LAW-1 00	Permanent. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Management of Public Resources - Significant Policy Planning & Development Files - Significant records are those that document the direction of BSEE relating to planning and policy formation, agency origin and organization, and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. Includes but not limited to: Policy Creation and Development records, Planning documents, Records describing the direction and governance for the achievement of BSEE's Core Mission, Strategic Planning, Performance Planning, Measurement, Workforce Planning, Organizational Development, Evaluations and Management Analysis, Directives and Policy record set, External and internal directives record set; Executive committee decisions, Delegations of authority; Orders of Succession	BSEE	N1-473-12-2 - Item 2A (1)	Permanent. Cut off at end of FY in which rule was finalized and put into effect. Electronic Records Transfer electronic files to NARA at three year intervals. Hardcopy Records Transfer to NARA 25 years after cut off
0003 – Permanent Control and Oversight Files	Permanent. Cut off at the end of the fiscal year when superseded or obsolete. Transfer records to NARA 15 years after cut-off	Management of Public Resources - Significant Policy Planning & Development Files - Significant records are those that document the direction of BOEM relating to planning and policy formation, agency origin and organization, and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. Includes but not limited to: Policy Creation and Development records, Planning documents, Records describing the direction and governance for the achievement of BOEM's Core Mission, Strategic Planning, Performance Planning, Measurement, Workforce Planning, Organizational Development, Evaluations and Management Analysis, Directives and Policy record set, External and internal directives record set, Executive committee decisions, Delegations of authority, Orders of Succession	BOEM	N1-589-12-2 - Item 2A (1)	Permanent. Cut off at end of FY in which rule was finalized and put into effect. Electronic Records Transfer electronic files to NARA at three year intervals. Hardcopy Records Transfer to NARA 25 years after cut off
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off	Solicitor's Subject Files. These files include documents received, generated, and maintained by the Solicitor, Deputy Solicitor and the Special Assistants of the Immediate Office and used for review, analysis, and policy development on matters of significance to the Office of the Solicitor.	SOL	N1-048-07-02 - SOL 7505	Permanent. Cut off at end of the official's tenure. Transfer to NARA 20 years after cut-off.
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Solicitor's Reading/Chronological Files. These files include communication to and from the Solicitor, Deputy Solicitor and their special assistants on behalf of the Immediate Office.	SOL	N1-048-07-02 - SOL 7506	Permanent. Cut off at end of the official's tenure. Transfer to NARA 20 years after cut-off.
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off	Indian Fiduciary Trust Solicitor's Subject Files. These files include documents received, generated, and maintained by the Solicitor, Deputy Solicitor and their Special Assistants of the Immediate Office and used for review, analysis, and policy development on matters of significance to the Office of the Solicitor	SOL	N1-048-07-03 - SOL 7507e	Permanent. Cut off at end of CY in which file is closed. Transfer to NARA as yet undetermined

0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Program Correspondence - High-level Officials. Correspondence maintained by high-level officials, including the Secretary, Deputy Secretaries, Assistant Secretaries, the Inspector General, Solicitor, and Deputy Solicitor.	OS	N1-048-08-06-1101.1	Permanent. Cut off when official's tenure is over. Transfer to NARA 5 years after cut-off
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Office of Policy and Planning Analysis (PPP) - Secretarial Order Files. These are records documenting temporary or interim policies approved by the Secretary of the Interior that expire after a specified period of time or are converted into permanent policies incorporated into the Departmental Manual.	OS	N1-048-08-27-6203	Permanent. Cut off at end of calendar year. Transfer to NARA 20 years after cut-off
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Policy Development and Support Files for High-Level Officials - Secretary's files. These files contain documents received, generated and maintained, in the Office of the Secretary (OS), to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to the following: correspondence, reports, legal analyses and court documents, briefing papers and talking points, memoranda, meeting agendas, handouts, and summaries, email communications, and hand-written notes. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charge.	OS	N1-048-10-01, Item 1.1.1	Permanent. Cut off at end of Secretary's tenure. Maintain in office of record for 4 years after cut-off, and then retire to Records Center. Transfer to the NARA 10 years after cut-off.
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Policy Development and Support Files for High-Level Officials - Deputy Secretary, Assistant Secretaries' Files. These files contain documents received, generated and maintained, in the Office of the Secretary (OS), to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to the following: correspondence, reports, legal analyses and court documents, briefing papers and talking points, memoranda, meeting agendas, handouts, and summaries, email communications, and hand-written notes. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charge.	OS	N1-048-10-01, Item 1.1.2	Permanent. Cut off at end of agency official's tenure. Maintain in office of record for 4 years after cut-off, and then retire to Records Center. Transfer to the NARA 8 years after cut-off.
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Policy Development and Support Files for High-Level Officials - Secretary's Counselors' Files. These files contain documents received, generated and maintained, in the Office of the Secretary (OS), to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to the following: correspondence, reports, legal analyses and court documents, briefing papers and talking points, memoranda, meeting agendas, handouts, and summaries, email communications, and hand-written notes. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charge.	OS	N1-048-10-01, Item 1.1.3	Permanent. Cut off at end of agency official's tenure. Maintain in office of record for 4 years after cut-off, and then retire to Records Center. Transfer to the NARA 8 years after cut-off.

0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Policy Development and Support Files - Deputy Assistant Secretary Files - These files contain documents received, generated and maintained, in the Office of the Secretary (OS), to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to the following: correspondence, reports, legal analyses and court documents, briefing papers and talking points, memoranda, meeting agendas, handouts, and summaries, email communications, and hand-written notes. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charge.	OS	N1-048-10-01, Item 1.1.4	Temporary. Cut off at end of the agency official's tenure. Maintain in office of record for 2 years after cut-off, then retire to Records Center. Destroy 6 years after cut-off.	This change from Temporary to Permanent corresponds to DOJ's High-Level Official policy.
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Policy Development and Support Files, Inspector General's Files. These files contain documents received, generated and maintained, in the Office of the Secretary (OS), to support the review, analysis and development of policy on issues of significance to the Department at the level at which they are collected. Typically, they consist of files, organized alphabetically by issue or topic, containing copies of documents including, but not limited to the following: correspondence, reports, legal analyses and court documents, briefing papers and talking points, memoranda, meeting agendas, handouts, and summaries, email communications, and hand-written notes. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged during his/her tenure with the Department. They do not include the development of policy on single issues (e.g., Privacy Act policy) or groups of closely-related issues (e.g., policies issued by the Chief Information Officer) maintained by agency officials charge.	OIG	N1-048-10-01, Item 5.1	Permanent. Cut off at end of agency official's tenure. Maintain in office of record 4 years after cut-off, then retire to Records Center. Transfer to NARA 8 years after cut-off.	
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal. Records containing substantive information relating to the official activities of high level officials, the substance of which has not been incorporated in the official files. (High level USGS officials include the Director, Associate Director, Director's Representatives in Central and Western Regions, Assistant Directors, and Division Chiefs.)	USGS	N1-057-89-1, 102-04C	Permanent. Cut off at the end of the calendar year. Offer to NARA 4 years after cutoff or immediately upon leaving position.	
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Program Management, Director's Project and Oversight Records- Correspondence Control Files - Located in the USGS Senior Level Executive Offices, these electronic files provide a correspondence locator, follow-up control and subject reference for correspondence received in the Office of the Director.	USGS	N1-057-08-01 - 102-02	Permanent. Transfer to NARA every 3 years with any related documentation, finding aids, and related information in accordance with 36 CFR 1228.270 or according to NARA standards applicable at the time of transfer.	
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	Executive Management - Assistant Secretary Correspondence Files - Records include incoming and outgoing Assistant Secretary's correspondence, significant letters, memoranda, and/or manuals dispatched by other offices but forwarded to the Assistant Secretary for information, as well as information pertaining to individual Indians and tribes on various Bureau of Indian Affairs programs and other subjects. Also included are printouts of electronic mail, documents created during word processing, spreadsheet software applications, and supporting documentation.	BIA	N1-075-05-1 - 1201	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0004 - Records of High-Level Officials	Permanent. Cut off upon termination of the official's time in office. Transfer non-electronic textual records to NARA 15 years after cut-off.	OSM Official Central (Subject) Correspondence Files - Program Correspondence Files. Central correspondence files for OSM document the functions and activities for which OSM has primary responsibility. They contain incoming correspondence and the official file copy of outgoing correspondence signed by the Director, Deputy Directors, Assistant Directors, and any other OSM staff members who generate official correspondence. Correspondence relating directly to primary functions of OSM. Primary subjects include but are not limited to, Abandoned Mine Land, Regulatory Program Development, Inspection and Enforcement, State, Federal, and Indian Programs, Organization, Planning, and Management, and Technical Services and Research.	OSM	N1-471-89-1 - 100-01a	Permanent. Cut off file at close of FY. Transfer to FRC 3 years after cutoff. Offer to NARA in 5 year blocks 15 years after cutoff.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.

0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Substantive Committee Records (Non-Grant Review Committees) Records documenting the establishment and formation of committees and their significant actions and decisions Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO Only one copy of each record is considered permanent. Not all records described below are necessarily created for all committees Records may include - records related to the establishment of the committee charters (original, renewal, re-establishment, and amended), enacting legislation, explanation of committee need, when required, filing letters to Congress, organization charts, committee specific bylaws, standard operating procedures, or guidelines, any other materials that document the organization and functions of the committee and its components - records related to committee membership memos or similar documentation of how and/or why individual members were selected membership balance plans, membership rosters, appointment letters, and all sub-categories of appointment letters, such as renewals, thank you letters, etc., Resignation or termination letters - records of committee meetings and hearings agency head's determination that a meeting or portion of a meeting may be closed to the public, agendas, materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations; meeting minutes, public comments; testimony received during hearings; transcripts of meetings and hearings (NOTE If transcripts do not exist, audio/visual recordings are permanent under item 020) - records related to committee findings and recommendations one copy each of final reports,	N/A	DAA-GRS-2015-0001-0001 (6 2 010)	Permanent Transfer when records are 15 years old or upon termination of committee, whichever is sooner.	
0005 - Executive Commission Records	Permanent Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Western Hemisphere Convention Files - File includes correspondence and other records concerning the creation, development, and implementation of the Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere of 1940. Material relating to policy creation, development, and implementation (arranged numerically by subject-numeric code)	FWS	NC1-22-78-1, 77A1 MNGT-540A1	Permanent. Separate file into 2-year sets and offer the set to NARA when it is 5 yrs old	This action proposes a retention that does not require blocking records into sets This has been verified with the office
0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Federal Regional Advisory Councils - Council Records. Case files for each of the 10 regional Federal Subsistence Regional Advisory Councils that make recommendations on subsistence fish and Wildlife proposals to the Federal Subsistence Board Records include meeting agendas, meeting transcripts, correspondence, charters, and member appointment letters	FWS	N1-022-05-01, 29A PERM-531	Permanent. Transfer to NARA when 20 years old	
0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off.	Federal Subsistence Board Meetings - Meeting Records The Federal Subsistence Board administers the Federal Subsistence Management program by enacting regulations for the practice of taking fish, wildlife or other wild resources for one's sustenance The Board is comprised of a voting chairman appointed by the U.S. Secretary of Interior, and the regional directors of USFWS, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and U S D A Forest Service Federal Subsistence Board meeting documentation, including meeting agendas, meeting minutes, and transcripts	FWS	N1-022-05-01, 30A PERM-532	Permanent. Transfer to NARA when 20 years old	
0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Office of Planning and Performance Management - Performance Management Governance Files- Governance Charter Documents. Records concerning the three main governing bodies overseeing all performance management activities within the Department. Performance Improvement Council (a Government-wide organization composed of Agency Performance Improvement Officers), Performance Improvement Team (a planned Interior-only team of senior leaders to discuss and formulate performance management policy), and Performance Improvement council (an Interior-only body led by PPP and composed of Bureau performance managers)	OS	N1-048-09-10 - 6210 1	Permanent. Cut off at the end of the fiscal year Maintain on-site for five years or until the initiative is complete, whichever is later. Transfer to Washington National Records Center for five years Transfer to NARA 10 years after cut-off	
0005 - Executive Commission Records	Permanent Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-FLERT Advisory Board Decisions. These files contain records documenting significant decisions made on organizational and operational issues, and other records constituting the official record of the FLERT Advisory Board	OS	N1-048-10-01, Item 8 8	Permanent. Cut off at end of fiscal year Transfer to the NARA 5 years after cut-off	
0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Administrative Management Records - Committee and Conference Files. Records relating to establishment, organization, membership, and policy interagency, advisory, or international committees	BLM	N1-49-85-2, 16/12a(1)	Permanent - 13 yrs to NARACutoff EOFY Transfer to FRC 3 years after cutoff FRC transfers to NARA in 5-year blocks when most recent records are 13 years old.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0005 - Executive Commission Records	Permanent Cut off records at the end of the Commission's meeting cycle Transfer records to NARA 15 years after cut-off	Administrative Management Records - Committee and Conference Files. b. (1) Records created by committees Record copies of agendas, minutes, and related records documenting accomplishments of official boards and committees.	BLM	N1-49-85-2, 16/12b(1)	Permanent - 13 yrs to NARACutoff EOFY Transfer to FRC 3 years after cutoff FRC transfers to NARA in 5-year blocks when most recent records are 13 years old.	This action proposes a retention that does not require blocking records into sets This has been verified with the office

0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle. Transfer records to NARA 15 years after cut-off.	Executive Management - Bureau Committee Management Files. Documents created in Central Office, Regional and field offices for the establishment of committees, including task forces, councils, boards, commissions, panels, and special projects or initiatives as well as committee establishment proposals, approvals, reports, minutes, papers reflecting changes in committee membership, committee charters, and terminating issuances.	BIA	N1-075-05-1 - 1207	Permanent. Cut off at fiscal year end when committee is discontinued. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle. Transfer records to NARA 15 years after cut-off.	Committee Management. Case files including correspondence, memorandums, e-mail and other documentation relating to committee management activities including committee charter; nominating letter; membership lists, Federal Register notice, agendas, meeting minutes, etc., reports, Reclamation responses to committee reports (recommendations).	BOR	N1-115-94-3 - ADM-22.10	Permanent. Cutoff at the end of each year. Transfer to FRC 10 years after cut off. Transfer to Archives 30 years after cutoff.	
0005 - Executive Commission Records	Permanent. Cut off records at the end of the Commission's meeting cycle. Transfer records to NARA 15 years after cut-off.	Planning Commissions, Committees, and Commissioner's Meetings. Case files including correspondence, memorandums, e-mail, other documentation, and reports from meetings as part of the planning and program development for major multi-agency projects in which Reclamation has an active role issued by Commissions, Committees, Task forces, Consulting boards, Commissioner's Briefings, Special Committees/Commissions; Presidential Committees/Commissions, Congressional Committees/Commissions.	BOR	N1-115-94-8 - PRJ-5 10	Permanent. Cutoff at the end of each calendar year. Transfer to Archives when final report is issued, when commission or committee becomes inactive, or when volume warrants.	
<b>Judicial and Legislative Activities</b>						
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Legislative Action Files - File documents legislative action from date the Service becomes involved until the bill does or does not become law. a. For enacted legislation.	FWS	NC1-022-78-01, Item 58a INFO-750	Temporary. Separate file into 2-year sets and transfer set to a Federal records center when it is 2 yrs old. Destroy the set when it is 8 yrs old.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Reports to Congress. Annual reports to Congress summarizing USFWS and DOI activities to enforce various acts such as the Endangered Species Act, the Marine Mammals Protection Act, the Alaska National Interest Lands Conservation Act, and other required reports to Congress. a. Annual Reports. a(2) Background Materials. Working, reference, and background materials used in producing report. May include draft copies, notes, comments from regional staff, statistical compilations, and reference materials.	FWS	N1-022-05-01, 25a2 RPTS-800	Temporary. Destroy 5 years after submission of report.	
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Congressional Document Production Files. These files consist of Department of the Interior documents collected from bureaus and offices within the Department of the Interior in response to formal requests from Congressional Committees and Subcommittees.	OS	N1-048-10-01, Item 4.1.1	Temporary. Cut off files at the end of each document production. Destroy 8 years after cut off or at end of Administration, whichever is sooner.	
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Litigation Document Production Files. These files consist of Department of the Interior documents collected from bureaus and offices within the Department of the Interior in response to subpoena from the courts.	OS	N1-048-10-01, Item 4.1.2	Temporary. Cut off files at end of each document production. Destroy 8 years after final settlement of lawsuit.	
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Congressional Document Production Administrative Files. These files contain records relating to the collection and production of documents in response to Congressional document production requests. They include, but are not limited to: guidance memoranda, coordination plans, adequacy of search certifications, and reports generated by the document indexing system.	OS	N1-048-10-01, Item 4.2.1	Temporary. Cut off files at end of each document production. Destroy 8 years after cut off or at end of Administration, whichever is sooner.	
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Litigation Document Production Administrative Files. These files contain records relating to the collection and production of paper documents in response to subpoena from the courts. They include, but are not limited to: guidance memoranda, coordination plans, adequacy of search certifications, and reports generated by the document indexing system.	OS	N1-048-10-01, Item 4.2.2	Temporary. Cut off at the end of each document production. Destroy 8 years after final settlement of lawsuit.	
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Congressional Correspondence File. Copies of incoming and outgoing congressional correspondence of a substantive nature, reflecting policy issues and program functions, but excluding transmittal of documents to appropriations committee staff.	OS	N1-048-10-2 - 7209	Temporary. Cut off at end of current year. Destroy 5 years after cut-off.	

0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Miscellaneous Collections. These files consist of Department of the Interior documents collected for the purpose of maintaining a record of the activities of particular officials, or for unique subject matters or issues not covered by items 2501.1 and 2501.2. Collections are created at the request of the Secretary, the Director of the Executive Secretariat, or the Office of the Solicitor when there is a reasonable expectation that there may be a request for records about a particular issue, senior official, or political appointee.	OS	DAA-0048-2012-0003-0001	Temporary. Cut off files at the end of the administration in which the official serves, or when subject is deemed resolved/closed. Destroy 8 years after cut-off, or when no longer needed for reference, whichever is sooner.
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Confirmation Files. These files contain records relating to individuals nominated by the President to fill positions within the Department of the Interior requiring confirmation by the Senate. They contain announcements of individual nominations, resumes and other records relating to the suitability of individuals for the positions for which they have been nominated; correspondence relating to Congressional confirmation hearings; statements of nominees and other witnesses at such hearings; and copies of confirmation hearing transcripts	OS	NEW ITEM - 2204	UNSCHEDULED
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	White House Legislative Reports. These files contain weekly reports prepared for the White House Legislative Affairs Office by the Office of Congressional and Legislative Affairs advising on the status of Congressional legislation of interest to the Department of the Interior and summarizing the Department's official position on it. These reports deal with legislative actions (hearings, mark-ups of bills, etc.) taken by the House of Representatives and by the Senate both during the course of the past calendar week and scheduled for future weeks. They also contain a narrative summarizing selected public travel by and Congressional meetings of the Secretary of the Interior for that same week.	OS	NEW ITEM - 2205	UNSCHEDULED
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Short-term Congressional Affairs Files. All supporting records relating to congressional relations that do not warrant permanent retention. Includes but not limited to: Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g., preliminary drafts, shorthand notes, worksheets, etc.; Daily, weekly, or monthly Congressional "round-ups" published on the agency Intranet for informational purposes, including brief summaries of congressional-related current events, Congressional Affairs calendars listing the date, time, event, topic names of BSEE participants, names of other participants, and contacts, and used for internal office purposes, such as statistics and briefings; General information related to committees, members, sessions, etc. which is compiled for informational purposes (for example, a slide show that contains photographs of committee members belonging to a particular committee; and Congressional correspondence tracking records	BSEE	N1-473-12-2 - Item 2C(2)	Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC Delete/Destroy 7 yrs after cutoff
0006 - Document Collection and Legislative Input Records	Temporary. Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later. Destroy 8 years after cut-off.	Short-term Congressional Affairs Files. All supporting records relating to congressional relations that do not warrant permanent retention. Includes but not limited to: Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g., preliminary drafts, shorthand notes, worksheets, etc. Daily, weekly, or monthly Congressional "round-ups" published on the agency Intranet for informational purposes, including brief summaries of congressional-related current events, Congressional Affairs calendars listing the date, time, event, topic names of BOEM participants, names of other participants and contacts, and used for internal office purposes, such as statistics and briefings; General information related to committees, members, sessions, etc. which is compiled for informational purposes (for example, a slide show that contains photographs of committee members belonging to a particular committee), and Congressional correspondence tracking records	BOEM	N1-589-12-2 - Item 2C(2)	Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC Delete/Destroy 7 yrs after cutoff
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off	Reports to Congress Annual reports to Congress summarizing USFWS and DOI activities to enforce various acts such as the Endangered Species Act, the Marine Mammals Protection Act, the Alaska National Interest Lands Conservation Act, and other required reports to Congress a. Annual Reports. a(1) Copy of final report as submitted to Congress, usually maintained in the originating National Office	FWS	N1-022-05-01, 25a1 RPTS-900	Permanent. Transfer to NARA when 20 years old

0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Opinions. These files contain M Opinions and other signed legal opinions issued by the Solicitor or the Immediate Office of the Solicitor. These are determined to be of permanent value by senior management, generally including opinions that serve to make changes in procedures, to alter departmental practices, or to establish departmental law or rulemaking, or concerning legislative proposals or initiatives.	SOL	N1-048-07-02 - SOL 7502	Permanent. Cut off files at close of calendar year in which final opinion is issued. Retire to Federal Records Center (FRC) within 1 year of cut-off. Records may be sent to NARA 5 years after retired to FRC.	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Legislative History Files (Senate). These files contain records that document development of the Department's position on legislative proposals introduced by Members of the Senate and includes the Departmental clearance of legislative and oversight testimony. These records are stored in file folders and organized chronologically by Congress.	OS	NEW ITEM	UNSCHEDULED	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Legislative History Files (House). These files contain records that document development of the Department's position on legislative proposals introduced by Members of the House of Representatives and includes the Departmental clearance of legislative and oversight testimony. These records are stored in file folders and organized chronologically by Congress.	OS	NEW ITEM	UNSCHEDULED	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Legislative History Files (Miscellaneous). These files contain records that document the Department's position on legislative initiatives not originating in the House or Senate. They frequently document input to the White House or are in response to questions or initiatives that do not result in official legislation. These records are stored in file folders and organized chronologically by Congress.	OS	NEW ITEM	UNSCHEDULED	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Legislative Proposals - Department of the Interior. These files contain legislative proposals that DOI has the responsibility for authoring, including the documenting of substantive drafts and input from other agencies/bodies. These records are stored in file folders and organized chronologically by Congress.	OS	NEW ITEM	UNSCHEDULED	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Legislative Proposals - Other Agencies. These files contain records that document the Department's position and input into legislative proposals introduced by other federal agencies. These records are stored in file folders and organized chronologically by Congress.	OS	NEW ITEM	UNSCHEDULED	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Congressional Records - Legislative Proposal Case Files. Consists of legislative proposals drafted by the USGS. Includes review comments, analyses, recommendations, and related documents.	USGS	N1-057-02-03, 602-03	Permanent. Cut-off when legislation is enacted. Hold 10 years or until volume warrants and retire to FRC. Transfer to NARA 30 years after cut-off.	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Congressional Records - Congressional Hearings/Briefings Files. All materials from hearings or USGS briefings. Hearings include those in which USGS witnesses are invited to participate and those which the Office of Communications and Outreach choose to cover. Briefings include visits to Congressional offices, committees, or DOI initiated by both the requesting office and the USGS.	USGS	N1-057-08-02 - 602-05	Permanent. Cut-off at the end of the fiscal year. Transfer to NARA in 5-year blocks. Transfer when most recent record is 10 years old, or if the volume warrants, transfer earlier.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Congressional and White House Correspondence Files - Records include correspondence, reports, and other papers issued in response to Congressional, White House and tribal inquiries.	BIA	N1-075-05-1, 1202	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Bureau Controlled Correspondence Office Files - Records include copies of priority correspondence to US Senators, Congressmen, and Indian leaders.	BIA	N1-075-05-1 - 1203	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Congressional Investigative Case Files - Records include results of investigations and studies of Bureau of Indian Affairs (BIA) activities by Congressional committees as well as papers relating to the conduct of the investigation, activities of Investigating Committees committee reports, recommendations, and BIA replies.	BIA	N1-075-05-1, 1227	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off.	Legislative Review Files - Records include original documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports relating to Bureau of Indian Affairs activities.	BIA	N1-075-05-1, 1230	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	

0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off	Congressional Investigations - Case files including correspondence, memorandums, e-mail and other documentation relating to investigations and studies requested by individual Congressmen/women or Congressional Committees including reports, studies, plans, etc.; conduct of investigation, background information on activities, analyses of committee reports, committee recommendations and Reclamation responses, files on investigations which require extensive research projects or special geologic, geophysical, and engineering studies, Reclamation Reform Act, water sales or contracts, etc., must be filed and disposed of in accordance with specific disposal instructions provided in this schedule for each feature, structure, etc.	BOR	N1-115-94-3, ADM-7 50	Hardcopy records (other than nonrecurring series) - Transfer to the Federal Records Center 3 years from cutoff or as volume warrants, transfer to the National Archives 30 years from closure. Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record)	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off	Legislative History - Case files regarding enacted legislation including the Federal Laws which affect Reclamation. Include a Copy of the Appropriation Bill (as introduced by the House), includes - House bills and resolutions (numbered) - Senate bills and resolutions - Related correspondence	BOR	N1-115-94-9 - LAW-3 00	Permanent. Cutoff at the end of each year. Transfer to FRC when volume warrants or 10 years after cutoff. FRC transfer to Archives 20 years after cutoff	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off	Director's Files Relating to Legislation - Correspondence, internal memos, testimony, proposals, and similar records pertaining to Congressional hearings and Federal bills/laws affecting OSM, and OSM efforts to help States enact surface mining and reclamation legislation	OSM	N1-471-89-1 - 100-03	Permanent. Cut off at close of calendar year. Transfer to FRC 4 years after cut-off. Offer to NARA in 5-year blocks 16 years after cut-off	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off	Significant Congressional Affairs Files - Significant records are those relating to BSEE's relationship With the House and Senate as manifested by submissions to Congressional committees, responses from the Congress, and testimonies presented to various congressional committees	BSEE	N1-473-12-2 - Item 2C(1)	Permanent. Cut off at end of FY in which rule was finalized and put into effect. Transfer paper records 5 years after cut off. Electronic Records Transfer electronic files to NARA at three year intervals. Hardcopy Records Transfer to NARA 25 years after cut off	
0007 - Official Judicial and Legislative Representation	Permanent. Cut off at end of legislative session in which guidance is superseded or issue is closed. Transfer records to NARA 15 years after cut-off	Significant Congressional Affairs Files- Significant records are those relating to BOEM's relationship With the House and Senate as manifested by submissions to Congressional committees, responses from the Congress, and testimonies presented to various congressional committees	BOEM	N1-589-12-2 - Item 2C(1)	Permanent. Cut off at end of FY in which rule was finalized and put into effect. Transfer paper records 5 years after cut off. Electronic Records Transfer electronic files to NARA at three year intervals. Hardcopy Records Transfer to NARA 25 years after cut off	
<b>Public Affairs</b>						
0008 - Public Affairs Records	Permanent. Cut off at the end of the fiscal year in which the event occurred or the publication was produced. Transfer to NARA 15 years after cutoff.	Public Information Releases - Contains records issued by the Office of the Secretary (OS) to keep the public informed of the activities of the Department through the news media. They contain press and news releases, press conference transcripts, biographical sketches, guest editorials; letters to the editors and other similar materials. They do not include the Spanish-language versions of the more significant of these documents, which are posted to the Department's website at dol.gov, and are covered by item 2305 DOI Internet Website Files. They also do not include press releases and other similar materials issued by the Department's component bureaus and offices, which are covered by their respective bureau and office schedules.	OS	N1-048-10-01, Item 3.1	Permanent. Cut off at end of each presidential term, e.g. January 2009. Transfer to NARA after cut-off.	
0008 - Public Affairs Records	Permanent. Cut off at the end of the fiscal year in which the event occurred or the publication was produced. Transfer to NARA 15 years after cutoff.	DOI Speeches - Contains copies of speeches and talking points prepared for the Secretary of the Interior and other senior Departmental officials to present at official events. These speeches cover the full spectrum of the Department's programs and activities. Files contain two versions of some speeches: a text as prepared for delivery, and a text as actually delivered, representing the precise words spoken by the Secretary on the official occasion. They do not include the Spanish-language versions of the more significant of these documents, which are posted to the Department's website at dol.gov, and are covered by item 2305 DOI Internet Website Files. They also do not include speeches and talking points prepared for delivery by officials of the Department's component bureaus and offices, which are covered by their respective bureau and office schedules.	OS	N1-048-10-01, Item 3.2	Permanent. Cut off at end of each presidential administration. Transfer to NARA after cut-off	

0008 - Public Affairs Records	Permanent. Cut off at the end of the fiscal year in which the event occurred or the publication was produced. Transfer to NARA 15 years after cutoff.	Newsmagazine Files - Contains copies of the newsmagazine, People, Land and Water, published by OS. Established in October of 1994 as the official employee newsmagazine of the Department of the Interior, People, Land and Water aims to share information across bureau lines in order to build on the work done by employees, recognize employees for outstanding work, convey policy decisions to employees and promote a better understanding of Interior's roles and responsibilities. Its news content is developed by the Department's component bureaus and offices and coordinated by the Office of Communications. It is issued approximately 9 times a year, numbered by fiscal year in annual volumes and issues, and is distributed in bulk and through the U.S. Postal Service to employees nationwide.	OS	N1-048-10-01, item 3 5	Permanent. Cut off at end of the fourth annual volume in each presidential term. Transfer to NARA after cut-off.
0008 - Public Affairs Records	Permanent. Cut off at the end of the fiscal year in which the event occurred or the publication was produced. Transfer to NARA 15 years after cutoff.	DOI Press Clippings - Contains daily compilations of news articles and editorials relating to activities of the Department and its policies and programs of interest to senior Departmental employees, extracted from local, National, and international news sources. Files are archived annually by calendar year.	OS	N1-048-10-01, item 3.6	Permanent. Cut off at end of each presidential administration. Transfer to NARA after cut-off in accordance with 36 CFR 1228.270.
<b>Regulatory Development</b>					
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Rules & Regulations. Rules and regulations printed in the Federal Register for comment. Final rules and regulations are again printed in the Register and regulations ultimately included in the Code of Federal Regulations (CFR). The record of this process includes correspondence, minutes of meetings, transcripts of public hearing, copies of rules and regulations, and other related substantive materials	FWS	NC1-22-78-1, 11 MNGT-520	Temporary. Break file annually and transfer to FRC 3 years after file break. Destroy when 10 years old
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off.	Executive Secretariat and Regulatory Affairs - Federal Register Chief of Staff Review Files. These files contain records documenting the Chief of Staff's review of regulations proposed by bureaus and offices within the Department. They are summary copies of the final documents submitted, and may also contain a copy of clearance sheets documenting their approval by the originating bureau or office.	OS	N1-048-10-01, item 4 5	Temporary. Cut off at end of calendar year. Destroy 4 years after cut-off or upon change of administration, whichever is sooner
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Executive Secretariat and Regulatory Affairs - E-Rulemaking Initiative Meetings Files. These files contain records documenting the Department's participation in the eRulemaking Initiative, a cross-agency E-Government effort (managed by the U.S. Environmental Protection Agency) that aims to transform the Federal rulemaking process by enhancing the public's ability to participate in the process electronically. [Add description from item]	OS	N1-048-10-01, item 4 6 1	Temporary. Cut off at end of fiscal year. Destroy 1 year after cut-off.
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Executive Secretariat and Regulatory Affairs - Other E-Rulemaking Records. These files contain records documenting the Department's participation in the eRulemaking Initiative, a cross-agency E-Government effort (managed by the U.S. Environmental Protection Agency) that aims to transform the Federal rulemaking process by enhancing the public's ability to participate in the process electronically. [Add description from item]	OS	N1-048-10-01, item 4 6 2	Temporary. Cut-off upon implementation. Destroy 2 years after cut-off
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Environmental Compliance - OEPC Activities Relating to Development and Promulgation of 43 CFR 46. Files include OEPC correspondence and other communication with governmental and non-governmental entities in development and promulgation of 43 CFR 46.	OS	N1-048-11-01, item 8 2	Temporary. Cut off when rule is issued. Destroy 10 years after cut-off, or when no longer needed, whichever is later
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Environmental Compliance - NEPA Post-Rulemaking Correspondence. Files include non-project-specific OEPC correspondence and other communication with governmental and non-governmental entities relating to implementation of 43 CFR 46	OS	N1-048-11-01, item 8 3	Temporary. Cut off at end of CY. Destroy 10 years after cut-off, or when no longer needed, whichever is later
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Federal Energy Regulatory Commission (FERC) Activities - OEPC activities, comments, and input to development and promulgation of 7 CFR 1, 43 CFR 45, and 50 CFR 221. As part of the joint Department of Agriculture-DOI-Department of Commerce efforts to implement the FERC trial-type hearing/alternative process (codified in the Code of Federal Regulations, as referenced above), OEPC provides input and commentary throughout the rulemaking process.	OS	N1-048-11-01, item 12 1	Temporary. Cut off when rule is issued. Destroy 10 years after cut-off
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Resource Protection Planning, Preparedness, Response, and Recovery - Partnering for Environmental Cleanup - CERCLA Regulations Development. DOI participation in development of CERCLA regulations affecting the remedial and non-time critical removal action programs	OS	N1-048-11-01, item 14 2	Temporary. Cut off when final regulation or policy/guidance is issued. Destroy 5 years after cut-off
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published. Destroy 7 years after cut-off	Resource Protection Planning, Preparedness, Response, and Recovery - Partnering for Environmental Cleanup - Interagency Policy and Guidance. DOI participation in development of interagency policy and guidance affecting the remedial and non-time critical removal action programs.	OS	N1-048-11-01, item 14 3	Temporary. Cut off when final policy/guidance is issued. Destroy 5 years after cut-off

0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published Destroy 7 years after cut-off	Administrative Records for Damage Assessment Regulations. Files contain literature and other research materials supporting the development of Departmental Damage Assessment regulations. Regulations are reviewed biennially and any research utilized in this review is added to the administrative records	OS	DAA-0048-2012-0002-0001	Temporary Cut off two years after end of FY in which biennial review occurred Destroy 2 years after cut-off, or when no longer needed, whichever is later	
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published Destroy 7 years after cut-off	Short-term Rulemaking, Regulations & Guidance Process Files - Administrative Record & Supporting Documentation All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking	BSEE	N1-473-12-2 - Item 2B (2)	Temporary Cut off at end of FY in which the rule was finalized and put into effect, or withdrawn DESTROY/DELETE 7 years after cut off	
0009 - Regulatory Development and Support	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published Destroy 7 years after cut-off	Short-term Rulemaking, Regulations & Guidance Process Files - Administrative Record & Supporting Documentation. All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking Develop Regulations and Guidance Compliance Inspections-(DAQ), Develop Regulations and Guidance- Ensure compliance and Manage Assets/ Minerals Revenues-(HAC), Develop Regulations and Guidance-Ensure Optimal Value-(NAR), Develop Regulations and Guidance Process Oil and Gas Reservoir Management Agreements-(BAD), Develop Alternative Energy Regulations and Guidance-LBB, Energy Bill-LPE, SYE, Prepare Regulations and Federal Register Notices, BOEM Training Development, Industry training programs and Implementation of management initiatives	BOEM	N1-589-12-2 - Item 2B (2)	Temporary Cut off at end of FY in which the rule was finalized and put into effect, or withdrawn DESTROY/DELETE 7 years after cut off	
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off	OHA- General Files- Rulemaking Files- Final Rule (or decision not to issue final rule). These files contain administrative record materials for rulemaking actions undertaken by OHA. Administrative record materials include the notice of proposed rulemaking, comments from the public on the proposed rule, final rule, and record of compliance.	OHA	N1-048-07-04-7101.1a	Temporary. Cut off upon publication of final rule (or decision not to issue final rule) Retain administrative record materials for 3 years, then send to Federal Records Center for 12 years; destroy 15 years after cut-off	Change to Permanent retention would be consistent with handling of these records elsewhere in the Department. It was likely overlooked on original appraisal of the schedule
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off	Administrative Management Records - Legislation and Regulation Proposal Files [1750/1760] - Case files documenting legislative and regulatory proposals affecting BLM, maintained by headquarters office responsible for legislative and regulatory matters	BLM	NC1-49-85-2-16/21a	Permanent - 13 yrs to NARA, Cutoff end of each session of Congress Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 6-year blocks when most recent records are 13 years old	This action proposes a retention that does not require blocking records into sets. This has been verified with the office
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off.	USGS External Directives Case File - Regulations. Record copy of all regulations/notices published by the USGS to provide policy and procedural instructions relative to USGS programs (Notices pertaining to Federal Advisory Committees are excluded ) Includes supporting material documenting important aspects of developments as well as any external comments received. Internal comments are segregated from public comments. Annual accumulation approximately 25 cubic ft. Regulations.	USGS	N1-057-89-1, 203-08A	Permanent. Offer to the National Archives in 5-year blocks when 20 years old	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off.	USGS External Directives Case File - Notices. Record copy of all regulations/notices published by the USGS to provide policy and procedural instructions relative to USGS programs. (Notices pertaining to Federal Advisory Committees are excluded.) Includes supporting material documenting important aspects of developments as well as any external comments received. Internal comments are segregated from public comments. Annual accumulation approximately 25 cubic ft. Notices	USGS	N1-057-89-1, 203-08B	Permanent. Offer to the National Archives in 5-year blocks when 20 years old.	This action proposes a retention that does not require blocking records into sets. This has been verified with the office.
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Executive Management - Federal Register Notice Files - Records include Agency documentation relating to the development, preparation, review, clearance, and processing of proposed and final rules for publication in the Federal Register which are not covered by the General Records Schedule	BIA	N1-076-05-1 - 1235.	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Indian Gaming - Federal Rulemaking and Regulations Files - Records include documents on formulation of federal rules and regulations	BIA	N1-076-05-1 - 1305	Permanent. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed to between US DOI and NARA.	

0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Significant Rulemaking, Regulations & Guidance Process/Final Rules as posted in the Federal Register. Significant records are those that reflect the process by BSEE develops and issues deregulatory and regulatory documentation and issues regulations that have the force and effect of law. They demonstrate how BSEE follows the Administrative Procedure Act and other statutes as well as certain Executive Orders for the rulemaking process. All records relating to rules created by BSEE in keeping with responsibilities under: Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997); and Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA. Includes but not limited to records of final ruling that ensure all oil and gas originated on public lands and on the outer continental shelf are properly accounted for under the direction of the Secretary of the Interior and for other purposes.	BSEE	N1-473-12-2 - Item 2B (1)	Permanent. Cut off at end of FY in which rule was finalized and put into effect. Transfer to FRC 5 years after cut off. Electronic Records: Transfer electronic files to NARA at three year intervals. Hardcopy Records: Transfer to NARA 25 years after cut off	
0010 - Final Regulations	Permanent. Cut off at end of fiscal year in which regulation is superseded or obsolete. Transfer records to NARA 15 years after cut-off.	Significant Rulemaking, Regulations & Guidance Process/Final Rules as posted in the Federal Register. Significant records are those that reflect the process by BOEM develops and issues deregulatory and regulatory documentation and issues regulations that have the force and effect of law. They demonstrate how BOEM follows the Administrative Procedure Act and other statutes as well as certain Executive Orders for the rulemaking process. All records relating to rules created by BOEM in keeping with responsibilities under: Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997); Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA. Includes but not limited to records of final ruling that ensure all oil and gas originated on public lands and on the outer continental shelf are properly accounted for under the direction of the Secretary of the Interior and for other purposes.	BOEM	N1-589-12-2 - Item 2B (1)	Permanent. Cut off at end of FY in which rule was finalized and put into effect. Transfer to FRC 5 years after cut off. Electronic Records: Transfer electronic files to NARA at three year intervals. Hardcopy Records: Transfer to NARA 25 years after cut off	
<b>Policy-Related Special Media Records</b>						
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Cultural and Natural Resource Management Program and Planning Records - Records pertaining to planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Permanent records criteria: essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects; "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-1, Item 1A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Protection & Safety Policy & Planning Records - Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services. Permanent records criteria: creation of new protection or safety procedures that constitute a new way of providing services, new policies that change the nature of the activity, "first of kind" events that establish precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-2, Item 2A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Park Facilities and Maintenance /Significant Design and Construction Projects - Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities. Permanent records criteria: "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-3, Item 4A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003

0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Commercial Visitor Services - Records that document policy, procedures, and other related activities that meet the following Permanent records criteria: strategic planning for commercial visitor services, Washington Office (WASO) policies	NPS	N1-79-08-4, Item 5A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Interpretation and Education Program and Planning Records - Records that document planning and development of Interpretation and Education policies, and related documents. Permanent Records criteria: policy and procedure for interpretation and education, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, "first of kind" or establishes precedent, subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-5, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Partnerships Program, Policy, and Planning Records - Records that document planning and development of policies, programs, and activities. Permanent records criteria: policy and procedure for establishing and maintaining partnerships, "first in kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-6, Item 7A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	National Assistance Policy and Procedure Records - Records that help manage and establish policy and procedures. Permanent records criteria: policy and procedure for establishing and maintaining National Assistance Programs, "first of kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-7, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Information and Public Image Direction and Policy - Records that help manage and set direction for systems development and public image. Permanent records criteria: policy and procedure for directing Information and Public Image Management, "first of kind" or establishes precedents, the subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-8, Item 9A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0011 - Photography and Negatives - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	National Park Service Direction and Policy Records - Records that document the direction of NPS including the creation of policy and procedures. Permanent records criteria: policy and procedure development for NPS on local, regional, or national levels, documentation of social issues affecting NPS services, creating the annual agency budget, strategic planning, annual reporting, NPS achievements that contribute to history of the agency, "first of kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-9, Item 10A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.

0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Cultural and Natural Resource Management Program and Planning Records - Records pertaining to planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Permanent records criteria: essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects; "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-1, Item 1A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Protection & Safety Policy & Planning Records - Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services. Permanent records criteria: creation of new protection or safety procedures that constitute a new way of providing services, new policies that change the nature of the activity, "first of kind" events that establish precedents; subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-2, Item 2A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Park Facilities and Maintenance /Significant Design and Construction Projects - Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities. Permanent records criteria: "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-3, Item 4A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Commercial Visitor Services - Records that document policy, procedures, and other related activities that meet the following Permanent records criteria: strategic planning for commercial visitor services; Washington Office (WASO) policies.	NPS	N1-79-08-4, Item 5A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Interpretation and Education Program and Planning Records - Records that document planning and development of Interpretation and Education policies, and related documents. Permanent Records criteria: policy and procedure for interpretation and education, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, "first of kind" or establishes precedent; subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-5, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Partnerships Program, Policy, and Planning Records - Records that document planning and development of policies, programs, and activities. Permanent records criteria: policy and procedure for establishing and maintaining partnerships; "first in kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-6, Item 7A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003.

0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	National Assistance Policy and Procedure Records - Records that help manage and establish policy and procedures. Permanent records criteria: policy and procedure for establishing and maintaining National Assistance Programs; "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny.	NPS	N1-76-08-7, Item 8A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Information and Public Image Direction and Policy - Records that help manage and set direction for systems development and public image. Permanent records criteria: policy and procedure for directing Information and Public Image Management; "first of kind" or establishes precedents; the subject of widespread media attention or Congressional scrutiny.	NPS	N1-76-08-8, Item 9A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0012 - Photography and Negatives - Digital Images	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	National Park Service Direction and Policy Records - Records that document the direction of NPS including the creation of policy and procedures. Permanent records criteria: policy and procedure development for NPS on local, regional, or national levels; documentation of social issues affecting NPS services; creating the annual agency budget; strategic planning; annual reporting; NPS achievements that contribute to history of the agency; "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny.	NPS	N1-76-08-9, Item 10A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Substantive Audiovisual Records (Non-Grant Review Committees) Records include <ul style="list-style-type: none"> <li>- audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed</li> <li>- captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings</li> <li>- posters (2 copies) produced by or for the committee</li> </ul>	N/A	DAA-GRS-2015-0001-0002 (6 2 020)	Permanent. Transfer when records are 3 years old or upon termination of committee, whichever is sooner	
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Historically Significant Audio/Visual Recordings and Indexes - Contains audio and audio/visual documents recorded/filmed by or for OS These records document significant moments in the Department's history and/or noteworthy Departmental accomplishments, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form. They may be accompanied by written materials (in paper or electronic format) related to the subject of the recording, such documents may include programs prepared for and distributed at the official screening of a film, lists of individuals invited to attend the screening of a film, letters inviting them to the screening, and press releases announcing the screening of a film, documents illuminating the historical background of the subject of a recording, documents addressing the historical significance of a recording, and/or documents providing a word-for-word text transcription of the audio contents of a recording. Films and video recordings included in these files may be recorded, edited, and produced by OS employees or by outside parties, such as motion picture or television studios. Records also include any finding aids, logs, or indexes, including an electronic log of video and motion picture recording sessions, indicating date, subject, videographer, requesting interior office, and assignment number of session	OS	N1-048-10-01, Item 3 3	Permanent. Cut off at end of fiscal year. Transfer to NARA 2 years after cut-off	

0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Cultural and Natural Resource Management Program and Planning Records</b> - Records pertaining to planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Permanent records criteria: essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects, "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-1, Item 1A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. <b>Only special media items for this records description should be filed here.</b> For textual records, use DAA-0048-2013-0008-0003.
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Protection &amp; Safety Policy &amp; Planning Records</b> - Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services. Permanent records criteria: creation of new protection or safety procedures that constitute a new way of providing services, new policies that change the nature of the activity, "first of kind" events that establish precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-2, Item 2A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. <b>Only special media items for this records description should be filed here.</b> For textual records, use DAA-0048-2013-0008-0003.
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Park Facilities and Maintenance /Significant Design and Construction Projects</b> - Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities. Permanent records criteria: "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-3, Item 4A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. <b>Only special media items for this records description should be filed here.</b> For textual records, use DAA-0048-2013-0008-0003.
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Commercial Visitor Services</b> - Records that document policy, procedures, and other related activities that meet the following: Permanent records criteria: strategic planning for commercial visitor services, Washington Office (WASO) policies.	NPS	N1-79-08-4, Item 5A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. <b>Only special media items for this records description should be filed here.</b> For textual records, use DAA-0048-2013-0008-0003.
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Interpretation and Education Program and Planning Records</b> - Records that document planning and development of Interpretation and Education policies, and related documents. Permanent Records criteria: policy and procedure for interpretation and education, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, "first of kind" or establishes precedent, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-5, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. <b>Only special media items for this records description should be filed here.</b> For textual records, use DAA-0048-2013-0008-0003.
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Partnerships Program, Policy, and Planning Records</b> - Records that document planning and development of policies, programs, and activities. Permanent records criteria: policy and procedure for establishing and maintaining partnerships, "first in kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-6, Item 7A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. <b>Only special media items for this records description should be filed here.</b> For textual records, use DAA-0048-2013-0008-0003.

0013 - Motion Pictures, Video, and Audio Recordings - Physical Media.	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	National Assistance Policy and Procedure Records - Records that help manage and establish policy and procedures Permanent records criteria policy and procedure for establishing and maintaining National Assistance Programs, "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-7, Item 8A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old Digital records will be transferred according to standards applicable at the time Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Information and Public Image Direction and Policy - Records that help manage and set direction for systems development and public image Permanent records criteria policy and procedure for directing Information and Public Image Management, "first of kind" or establishes precedents, the subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-8, Item 8A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old Digital records will be transferred according to standards applicable at the time Transfer all other permanent records to NARA 15 years after closure	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS Refer to the Mission bucket for other records Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0013 - Motion Pictures, Video, and Audio Recordings - Physical Media.	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	National Park Service Direction and Policy Records - Records that document the direction of NPS including the creation of policy and procedures Permanent records criteria policy and procedure development for NPS on local, regional, or national levels, documentation of social issues affecting NPS services, creating the annual agency budget; strategic planning, annual reporting, NPS achievements that contribute to history of the agency; "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny	NPS	N1-79-08-9, Item 10A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old Digital records will be transferred according to standards applicable at the time Transfer all other permanent records to NARA 15 years after closure	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS Refer to the Mission bucket for other records Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	Substantive Audio/visual Records (Non-Grant Review Committees). Records include: • audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed • captioned format and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings • posters (2 copies) produced by or for the committee	N/A	DAA-GRS-2015-0001-0002 (6.2.020)	Permanent. Transfer when records are 3 years old or upon termination of committee, whichever is sooner	
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Historically Significant Audio/Visual Recordings and Indexes - Contains audio and audio/visual documents recorded/filmed by or for OS These records document significant moments in the Department's history and/or noteworthy Departmental accomplishments, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form They may be accompanied by written materials (in paper or electronic format) related to the subject of the recording; such documents may include programs prepared for and distributed at the official screening of a film, lists of individuals invited to attend the screening of a film, letters inviting them to the screening, and press releases announcing the screening of a film, documents illuminating the historical background of the subject of a recording, documents addressing the historical significance of a recording, and/or documents providing a word-for-word text transcription of the audio contents of a recording Films and video recordings included in these files may be recorded, edited, and produced by OS employees or by outside parties, such as motion picture or television studios Records also include any finding aids, logs, or indexes, including an electronic log of video and motion picture recording sessions, indicating date, subject, videographer, requesting interior office, and assignment number of session.	OS	N1-048-10-01, Item 3 3	Permanent. Cut off at end of fiscal year. Transfer to NARA 2 years after cut-off	

0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent Cut off at end of fiscal year Transfer to NARA 3 years after cut-off.	<b>Cultural and Natural Resource Management Program and Planning Records</b> - Records pertaining to planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Permanent records criteria: essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects, "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny	NPS	N1-79-08-1, Item 1A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	<b>Protection &amp; Safety Policy &amp; Planning Records</b> - Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services. Permanent records criteria: creation of new protection or safety procedures that constitute a new way of providing services, new policies that change the nature of the activity, "first of kind" events that establish precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-2, Item 2A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	<b>Park Facilities and Maintenance /Significant Design and Construction Projects</b> - Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities. Permanent records criteria "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny	NPS	N1-79-08-3, Item 4A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Commercial Visitor Services</b> - Records that document policy, procedures, and other related activities that meet the following Permanent records criteria strategic planning for commercial visitor services, Washington Office (WASO) policies	NPS	N1-79-08-4, Item 5A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	<b>Interpretation and Education Program and Planning Records</b> - Records that document planning and development of Interpretation and Education policies, and related documents. Permanent Records criteria: policy and procedure for interpretation and education, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, "first of kind" or establishes precedent, subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-5, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	<b>Partnerships Program, Policy, and Planning Records</b> - Records that document planning and development of policies, programs, and activities Permanent records criteria policy and procedure for establishing and maintaining partnerships, "first in kind" or establishes precedents; subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-6, Item 7A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003

0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	National Assistance Policy and Procedure Records - Records that help manage and establish policy and procedures. Permanent records criteria: policy and procedure for establishing and maintaining National Assistance Programs; "first of kind" or establishes precedents; subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-7, Item 8A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Information and Public Image Direction and Policy - Records that help manage and set direction for systems development and public image. Permanent records criteria: policy and procedure for directing Information and Public Image Management; "first of kind" or establishes precedents; the subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-8, Item 9A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0014 - Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	National Park Service Direction and Policy Records - Records that document the direction of NPS including the creation of policy and procedures. Permanent records criteria: policy and procedure development for NPS on local, regional, or national levels; documentation of social issues affecting NPS services; creating the annual agency budget; strategic planning; annual reporting, NPS achievements that contribute to history of the agency; "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-9, Item 10A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Cultural and Natural Resource Management Program and Planning Records - Records pertaining to planning and policy development relating to overall management, use, protection, and preservation of cultural and natural resources. Permanent records criteria: essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, and projects; "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-1, Item 1A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Protection & Safety Policy & Planning Records - Records related to substantive policy development and long-term planning related to law enforcement, emergency preparedness and response, and protective services. Permanent records criteria: creation of new protection or safety procedures that constitute a new way of providing services, new policies that change the nature of the activity; "first of kind" events that establish precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-2, Item 2A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off.	Park Facilities and Maintenance /Significant Design and Construction Projects - Records that document planning and policy development relating to construction, repair, restoration, rehabilitation, and maintenance of park facilities. Permanent records criteria: "first of kind" or establishes precedents, subject to widespread media attention or Congressional scrutiny.	NPS	N1-79-08-3, Item 4A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003

0015 - Posters	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	Commercial Visitor Services - Records that document policy, procedures, and other related activities that meet the following Permanent records criteria: strategic planning for commercial visitor services, Washington Office (WASO) policies	NPS	N1-79-08-4, Item 5A2	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	Interpretation and Education Program and Planning Records - Records that document planning and development of Interpretation and Education policies, and related documents. Permanent Records criteria: policy and procedure for interpretation and education, essential for understanding substantive policy development, long-term planning, and/or results of studies, surveys, projects, "first of kind" or establishes precedent, subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-5, Item 6A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	Partnerships Program, Policy, and Planning Records - Records that document planning and development of policies, programs, and activities. Permanent records criteria: policy and procedure for establishing and maintaining partnerships, "first in kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-6, Item 7A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year. Transfer to NARA 3 years after cut-off	National Assistance Policy and Procedure Records - Records that help manage and establish policy and procedures. Permanent records criteria: policy and procedure for establishing and maintaining National Assistance Programs, "first of kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny.	NPS	N1-79-08-7, Item 8A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	Information and Public Image Direction and Policy - Records that help manage and set direction for systems development and public image. Permanent records criteria: policy and procedure for directing Information and Public Image Management, "first of kind" or establishes precedents, the subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-8, Item 9A1	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003
0015 - Posters	Permanent. Cut off at end of fiscal year Transfer to NARA 3 years after cut-off	National Park Service Direction and Policy Records - Records that document the direction of NPS including the creation of policy and procedures. Permanent records criteria: policy and procedure development for NPS on local, regional, or national levels, documentation of social issues affecting NPS services, creating the annual agency budget, strategic planning, annual reporting, NPS achievements that contribute to history of the agency, "first of kind" or establishes precedents, subject of widespread media attention or Congressional scrutiny	NPS	N1-79-08-9, Item 10A	Permanent. Transfer permanent special media and electronic records along with any finding aids or descriptive information (including linkage to the original file) and related documentation by calendar year to the National Archives when 3 years old. Digital records will be transferred according to standards applicable at the time. Transfer all other permanent records to NARA 15 years after closure.	The records description has been adjusted to identify only the records that are crosswalked to this item in the DRS. Refer to the Mission bucket for other records. Only special media items for this records description should be filed here. For textual records, use DAA-0048-2013-0008-0003