

Proposed Item DAA-0048-2013-0008-	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 Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced.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 1f1)	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 Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced.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 1f2)	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 Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced.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.	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 Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced.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.	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.	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.	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.	
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
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	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	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	FWS	N1-022-05-01, 130a1 MNGT-500	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.	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 chair 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.	
<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-900	Temporary. Destroy 5 years after submission of report.	
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.	
<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,	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.	