Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A. Administration and Management				
A14	Acting Personnel Designation (in place of temporarily absent officials)	3 months	10. Management and Accountability	10.D. Temporary, 3 years
A16	Advisory Boards on National Parks, Historical Sites, Buildings, and Monuments	Permanent	7. Partnerships	7.A.2. Permanent
A1615	[Advisory Board] Organization	Permanent	7. Partnerships	7.A.1. Permanent
A1619	[Advisory Board] Meetings, Recommendations, Appointments	Permanent	7. Partnerships	7.A.2. Permanent
A18	Advisory Boards, Field Groups	Permanent	7. Partnerships	7.A.2. Permanent
A20	Advisory Boards or Groups, Other	Permanent	7. Partnerships	7.A.2. Permanent
A22	Associations (NPS relations with associations, institutions, societies, clubs)	15 years/3 years	7. Partnerships	7.B. Temporary, 7 years
A2415	Committees, International	Permanent	10. Management and Accountability	10.A. Permanent
A2419	Committees, Departmental	Permanent	10. Management and Accountability	10.A. Permanent
A2427	Committees, Interagency	Permanent	10. Management and Accountability	10.A. Permanent
A2431	Committees, Washington	Permanent	10. Management and Accountability	10.A. Permanent
A2435	Committees, Field Offices	Permanent	10. Management and Accountability	10.A. Permanent
A2615	[Administrative] Reports, Monthly	WNLN HQ, 3 years field	10. Management and Accountability	10.D. Temporary, 3 years
A2617	[Administrative] Reports, Quarterly	WNLN HQ, 3 years field	10. Management and Accountability	10.D. Temporary, 3 years
A2619	[Administrative] Reports, Semi-Annual	3 years	10. Management and Accountability	10.D. Temporary, 3 years
A2621	[Administrative] Reports, Annual [Superintendents and Regional Directors]	Permanent	10. Management and Accountability	10.A. Permanent
A2623	[Administrative] Reports, Situation [Superintendents and Regional Directors]	Permanent	10. Management and Accountability	10.A. Permanent
A3415a	Commendations, About Service and Personnel [re: individual employees]	OPF	10. Management and Accountability	10. D. Temporary, 3 years
A3415b	Commendations, About Service and Personnel [providing basis for administrative action]	15 years	10. Management and Accountability	10. B. Temporary, 15 years
A 3415c	Commendations, About Service and Personnel [routine correspondence]	3 months	10. Management and Accountability	10.D. Temporary, 3 years
A3419a	Commendations, Concerning Concessions [re: individual employees]	OPF	10. Management and Accountability	10.D. Temporary, 3 years
A3419b	Commendations, Concerning Concessions [providing basis for administrative actions]	15 years	10. Management and Accountability	10. B. Temporary, 15 years
A 3419c	Commendations, Concerning Concessions [routine correspondence]	3 months	10. Management and Accountability	10.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A3615a	Complaints, About Service and Personnel [re: individual employees] that result in a letter of reprimand	OPF (right side)	N/A	GRS 1.1
A3615b	Complaints, About Service and Personnel [providing basis for investigation, etc.]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
A3615c	Complaints, About Service and Personnel [routine correspondence]	3 months	10. Management and Accountability	10.D. Temporary, 3 years
A3619a	Complaints, Concerning Concessions [re: individual employees] that result in a letter of reprimand	OPF (right side)	N/A	GRS 1.1
A3619b	Complaints, Concerning Concessions [providing basis for investigation, etc.]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
A3619c	Complaints, Concerning Concessions [routine correspondence]	3 months	10. Management and Accountability	10.D. Temporary, 3 years
A3815a	Public Relations, with Federal, State, and Local Agencies [policy and procedures]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A3815b	Public Relations, with Federal, State, and Local Agencies [arrangements for meetings, events, etc.]	2 years	9. Information and Image Management	9.D. Temporary, 3 years
A3817a	Public Relations, with Foreign Agencies [policy and procedures]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A3817b	Public Relations, with Foreign Agencies [arrangements for meetings, events, etc.]	2 years	9. Information and Image Management	9.D. Temporary, 3 years
A3821a	Public Relations, with Individuals [policy and procedures]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A3821b	Public Relations, with Individuals [arrangements for meetings, events, etc.]	2 years	9. Information and Image Management	9.D. Temporary, 3 years
A3823a	Public Relations, Public Involvement [policy and procedures]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A3823b	Public Relations, Public Involvement [arrangements for meetings, events, etc.]	2 years	9. Information and Image Management	9.D. Temporary, 3 years
A4015a	Conferences and Meetings, Departmental [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4015b &c	Conferences and Meetings, Departmental b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4019a	Conferences and Meetings, Washington Office [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4019b &c	Conferences and Meetings, Washington Office b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4023a	Conferences and Meetings, Regional Directors [record copy]	Permanent	10. Management and Accountability	10.A. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A4023b &c	Conferences and Meetings, Regional Directors b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4027a	Conferences and Meetings, Regional Offices [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4027b &c	Conferences and Meetings, Regional Offices b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4031a	Conferences and Meetings, Other Field Offices [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4031b &c	Conferences and Meetings, Other Field Offices b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4033a	Conferences and Meetings, Servicewide [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4033b &c	Conferences and Meetings, Servicewide b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4035a	Conferences and Meetings, Interagency [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4035b &c	Conferences and Meetings, Interagency b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A4037a	Conferences and Meetings, International [record copy]	Permanent	10. Management and Accountability	10.A. Permanent
A4037b &c	Conferences and Meetings, International b. non-record copies c. arrangements for meetings	b. 2 years HQ, 3 years field c. 2 years	10. Management and Accountability	10.D. Temporary, 3 years
A42a-e	Cooperating Associations (includes Natural History, Historical, and Museum Associations)	15 years/3 years	7. Partnerships	7.B. Temporary, 7 years
A44	Memoranda of Agreement with Federal, State, and Local Agencies	Permanent	10. Management and Accountability	10.A. Permanent
A4415	Cooperative Agreements	Permanent	10. Management and Accountability	10.A. Permanent
A46a	Communications Service	6 years or WNLN	9. Information and Image Management	9.B. Temporary, 15 years
A46b	Communications Service, Other [message registers, long-distance summaries, etc.]	6 months/2 years	9. Information and Image Management	9.D. Temporary, 3 years
A52	Fund Raising and other Civic Campaigns	2 years	10. Management and Accountability	10.D. Temporary, 3 years
A5415	Inspections, Congressional	Permanent	10. Management and Accountability	10.A. Permanent
A5419	Inspections, Departmental	Permanent	10. Management and Accountability	10.A. Permanent
A5423	Inspections, Washington Office	Permanent	10. Management and Accountability	10.A. Permanent
A5425	Inspections, Regional Office	Permanent	10. Management and Accountability	10.A. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A5427	Inspections, Field Office	Permanent	10. Management and Accountability	10.A. Permanent
A5431	Inspections, Other Agencies	Permanent	10. Management and Accountability	10.A. Permanent
A5615	Instructions and Orders, Secretary's Orders	WSR	10. Management and Accountability	10.D. Temporary, 3 years
A5619	Instructions and Orders, Secretary's Office Memoranda	WSR	10. Management and Accountability	10.D. Temporary, 3 years
A5621	Instructions and Orders, NPS Permanent Guidelines	Permanent	10. Management and Accountability	10.A. Permanent
A5623	Instructions and Orders, NPS Special Directives	Permanent	10. Management and Accountability	10.A. Permanent
A5627	Instructions and Orders, NPS Staff Directives	Permanent	10. Management and Accountability	10.A. Permanent
A5631	Instructions and Orders, WASO Memoranda	Permanent	10. Management and Accountability	10.A. Permanent
A5635	Instructions and Orders, Field Directorate Memoranda	Permanent	10. Management and Accountability	10.A. Permanent
A5639	Instructions and Orders, Field Offices Instruction Memoranda	Permanent	10. Management and Accountability	10.A. Permanent
A5641	Instructions and Orders, Other Federal Agencies	Permanent	10. Management and Accountability	10.A. Permanent
A5643	Instructions and Orders, Requests for copies	3 months	10. Management and Accountability	10.D. Temporary, 3 years
A58	Interments (including gravesite reservations)	6 years	1. Resource Management	1.A.2. Permanent
A6019	Visits, of Government Personnel	2 years HQ, 1 year field	10. Management and Accountability	10.D. Temporary, 3 years
A6021	Visits, of Foreign Persons	2 years HQ, 1 year field	10. Management and Accountability	10.D. Temporary, 3 years
A62	Lost, Found, & Stolen Articles	2 years	2. Protection and Safety	2.D. Temporary, 3 years
A6415	Organization, List and Directories	Permanent	10. Management and Accountability	10.A. Permanent
A6419	Organization, Goals/Objectives (Long Term Management Plan)	Permanent	10. Management and Accountability	10.A. Permanent
A6423	Organization, Management Policies (Mission Statements)	Permanent	10. Management and Accountability	10.A. Permanent
A6427	Organization, Organizational Charts/Roles & Function Statements	Permanent	10. Management and Accountability	10.A. Permanent
A6435	Organization, Standards	Permanent	10. Management and Accountability	10.A. Permanent
A6437	Organization, Management Improvement Projects	Permanent	10. Management and Accountability	10.A. Permanent
A6615	Manuals, Departmental Manuals and other Issuances	WSR	10. Management and Accountability	10.D. Temporary, 3 years
A6617	Manuals, NPS Manuals and other Issuances to FPM and FPMR	WNLN	10. Management and Accountability	10.D. Temporary, 3 years
A6621	Manuals, Other Federal Agencies	WSO	10. Management and Accountability	10.D. Temporary, 3 years
A6625	Manuals, Requests for copies	3 months	10. Management and Accountability	10.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A68a	Printing and Binding [Policy Correspondence]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
A68b-g	Printing and Binding [various routine records such as printing orders, unit operations, etc.]	Varies from 1 to 3 years	10. Management and Accountability	10.D. Temporary, 3 years
A7015	National Priorities, Civil Defense Program	Permanent	10. Management and Accountability	10.A. Permanent
A7019	National Priorities, Area Use (National Defense)	Permanent	10. Management and Accountability	10.A. Permanent
A7021	National Priorities, Conservation (Energy and Water, etc.)	Permanent	10. Management and Accountability	10.A. Permanent
A72	Information Resource Management [Policy Correspondence]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7215	Automatic Data Processing	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7217	Correspondence Management	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7219	Directives Management System	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7221	Freedom of Information Act (FOIA) and Privacy Act	15 years	9. Information and Image Management	9.C. Temporary, 7 years
A7223a-c	Forms Management [Policy Correspondence]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7225a	Paperwork Management, Mail Management [Policy Correspondence]	15 years or WNLN	9. Information and Image Management	9.B. Temporary, 15 years
A7225b -e	Various forms, mail control records, distribution lists, etc.	1 year or WSO	9. Information and Image Management	9.D. Temporary, 3 years
A7227	Records Management (includes file mgmt) [Policy Correspondence]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
A7227a	Records Management (includes file mgmt) [Policy Correspondence]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7231a	Vital Records [Policy Correspondence]	Permanent	9. Information and Image Management	9.A.1. Permanent
A7231b	Vital Records [administration of system]	WNLN	9. Information and Image Management	9.D. Temporary, 3 years
A7233a	Micrographics [Policy Correspondence]	15 years	9. Information and Image Management	9.B. Temporary, 15 years
A7233b	Micrographics [administration of system]	6 years	9. Information and Image Management	9.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A7235	Word Processing	6 years	9. Information and Image Management	9.C. Temporary, 7 years
A76	Protection	15 years	2. Protection and Safety	2.B. Temporary, 25 years
A7615	Health and Safety	15 years	10. Management and Accountability	10.C. Temporary, 7 years
A7619	Safety Committees, Meetings, Recommendations	15 years	10. Management and Accountability	10.C. Temporary, 7 years
A7623a	Accidents, Injuries, Deaths [Policy Correspondence]	15 years	2. Protection and Safety	2.B. Temporary, 25 years
A7623b	Accidents, Injuries, Deaths [Major Visitor Accidents]	Permanent	2. Protection and Safety	2.B. Temporary, 25 years
A7623c	Accidents, Injuries, Deaths [Minor Visitor]	2 years	2. Protection and Safety	2.C. Temporary, 7 years
A7623d	Accidents, Injuries, Deaths [Accidents Causing Damage to Government Property]	6 years	2. Protection and Safety	2.C. Temporary, 7 years
A7623d	Accidents, Injuries, Deaths [Accidents, Government Property, routine]	6 years	2. Protection and Safety	2.D. Temporary, 3 years
A7623e	Accidents, Injuries, Deaths [Employee]	6 years	2. Protection and Safety	2.D. Temporary, 3 years
A7627a	Floods, Storms, Droughts, etc. [Major]	Permanent	1. Resource Management	1.B. Temporary (long-term)
A7627a	Floods, Storms, Droughts, etc. [Major]	Permanent	2. Protection and Safety	2.A.2. Permanent
A7627b	Floods, Storms, Droughts, etc. [Minor]	2 years	1. Resource Management	1.B. Temporary (long-term)
A7627b	Floods, Storms, Droughts, etc. [Minor]	2 years	2. Protection and Safety	2.C. Temporary, 7 years
A7631a	Building Fires [Major fires causing permanent damage to historic or natural sites]	Permanent	1. Resource Management	1.A.2. Permanent
A7631a	Building Fires [Major fires causing permanent damage to historic or natural sites]	Permanent	2. Protection and Safety	2.A.2. Permanent
A7631b	Building Fires [Minor fires causing damage to visitor property such as cars, trailers, etc.]	2 years	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
A7631b	Building Fires [Minor fires causing damage to visitor property such as cars, trailers, etc.]	2 years	2. Protection and Safety	2.D. Temporary, 3 years
A7633	Vandalism, Building Security	2 years	2. Protection and Safety	2.D. Temporary, 3 years
A7637	Tort Claims	Permanent	2. Protection and Safety	2.D. Temporary, 3 years
A78	School Facilities	15 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
A80	Space for Administrative Use [historic properties]	15 years	1. Resource Management	1.B. Temporary (long-term)
A80	Space for Administrative Use [non-historic properties]	15 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
A8015	Alterations, Maintenance Improvement	2 years	1. Resource Management	1.B. Temporary (long-term)
A8015	Alterations, Maintenance Improvement	2 years	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
A8027	Office and Storage Space a. Correspondence b. Allocation, etc.	a. 15 years b. 2 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
A8215	Dedications, Anniversaries, Similar Observances	Permanent	10. Management and Accountability	10.A. Permanent
A8219	Conventions, Tours, Group Visitations, Public Gatherings	2 years HQ, 3 years field	10. Management and Accountability	10.C. Temporary, 7 years
A8223	Religious Services	2 years HQ, 3 years field	10. Management and Accountability	10.C. Temporary, 7 years
A8227	Expositions	2 years HQ, 3 years field	10. Management and Accountability	10.C. Temporary, 7 years
A8231	Display of Flag	2 years HQ, 3 years field	10. Management and Accountability	10.C. Temporary, 7 years
A8419	Speeches, Washington Area Directorate	Permanent	10. Management and Accountability	10.A. Permanent
A8423	Speeches, Field Directorate	Permanent	10. Management and Accountability	10.A. Permanent
A8815	Transportation Studies, Visitor Use	15 years HQ, 6 years field	1. Resource Management	1.B. Temporary (long-term)
A8815a	Transportation Studies, Visitor Use	15 years HQ	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
A8815b	Transportation Studies, Visitor Use	6 years field	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
A8817	Transportation Studies, New Systems	15 years HQ, 6 years field	1. Resource Management	1.B. Temporary (long-term)
A8817a	Transportation Studies, New Systems	15 years HQ	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
A8817b	Transportation Studies, New Systems	6 years field	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
A9015a	Permits, Collecting (Archeological, Paleontological, etc.) [approved]	15 years	1. Resource Management	1.A.2. Permanent
A9027a	Permits, Motion Picture Filming [approved]	15 years	1. Resource Management	1.C. Temporary, 15 years
A9027b	Permits, Motion Picture Filming [unsuccessful]	1 year	1. Resource Management	1.D. Temporary, 3 years
A9029a	Permits, Public Gathering [approved]	15 years	1. Resource Management	1.C. Temporary, 15 years
A9029b	Permits, Public Gathering [unsuccessful]	1 year	1. Resource Management	1.D. Temporary, 3 years
A9031a	Permits, Recreation Uses [approved]	15 years	1. Resource Management	1.C. Temporary, 15 years
A9031b	Permits, Recreation Uses [unsuccessful]	1 year	1. Resource Management	1.D. Temporary, 3 years
A96	Delegations of Authority	5 years	10. Management and Accountability	10.D. Temporary, 3 years
A98	Conservation and Preservation of Areas	Permanent	6. Interpretation and Education	6.A.1. Permanent
C. Concessions				

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
C14	Accommodations, Capacity and Type	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C18	Advertising	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C2615	[Concession] Reports, Monthly	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C2617	[Concession] Reports, Quarterly	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C2625	[Concession] Reports, Semi-Annual	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C2627	[Concession] Reports, Annual	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C2629	[Concession] Reports, Situation	3 years or WNLN or different retention	5. Commercial Visitor Services	5.D. Temporary, 3 years
C30	Audits and Fiscal Examinations	Destroy after audit or 4 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C32	Lump Sum Fund, Concessioner	2 years after FY	5. Commercial Visitor Services	5.D. Temporary, 3 years
C34	Concessioner's Organizations, Meetings, Recommendations & related correspondence	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C3815	Applications	5 years HQ, 2 years field	5. Commercial Visitor Services	5.C. Temporary, 7 years
C3817	Prospectus	WNLN	5. Commercial Visitor Services	5.D. Temporary, 3 years
C3819	Insurance	5 years	5. Commercial Visitor Services	5.C. Temporary, 7 years
C3821	Standard language	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C3823	[Concessions] Contracts and Permits (Case Files) that meet permanent criteria	6 years	5. Commercial Visitor Services	5.A. Permanent
C3823	[Concessions] Contracts and Permits (Case Files) [that do not meet permanent criteria]	6 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C3823	[Concessions] Contracts and Permits (Case Files) ["blanket" A&E contracts]	6 years	5. Commercial Visitor Services	5.C. Temporary, 7 years
C3825	Franchise Fees	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C3827	Commercial Use License	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C40	Possessary Interest	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C42	Employment and Labor	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C46	Merchandising	2 years	5. Commercial Visitor Services	5.D. Temporary, 3 years
C50	Rates	5 years after superseded	5. Commercial Visitor Services	5.B. Temporary, 15 years
C54	Taxes	5 years	5. Commercial Visitor Services	5.C. Temporary, 7 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
C58	Buildings and Other Facilities [historic properties]	Permanent	1. Resource Management	1.A.2. Permanent
C58	Building and Other Facilities [non-historic properties]	Permanent	5. Commercial Visitor Services	5.A. Permanent
C62	Concessions Review Program	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C6215	Operational Performance	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
C6217	Contract Permit	15 years	5. Commercial Visitor Services	5.B. Temporary, 15 years
D. Development and Maintenance				
D18	Planning Program [General Management Plans & Development Concept Plans]	Permanent	1. Resource Management	1.A.2. Permanent
D18	Planning Program [GPRA]	Permanent	10. Management and Accountability	10.A. Permanent
D20a	Planning and Design Project Files: Significant Case Files	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D20b	Planning and Design Project Files: Routine Case files	20 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D22	Construction Programs [historic properties]	Permanent	1. Resource Management	1.A.2. Permanent
D22	Construction Programs [non-historic properties]	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D2215	Development/Study Package Proposals and Estimates [historic properties]	6 years	1. Resource Management	1.B. Temporary (long-term)
D2215	Development/Study Package Proposals and Estimates [non-historic properties]	6 years	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
D2217	Line Item Programs [historic properties]	6 years	1. Resource Management	1.B. Temporary (long-term)
D2217	Line Item Programs [non-historic properties]	6 years	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
D2219	Lump Sum and Similar Programs [historic properties]	6 years HQ, 3 years field	1. Resource Management	1.B. Temporary (long-term)
D2219	Lump Sum and Similar Programs [non-historic properties]	6 years HQ, 3 years field	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
D24	Maintenance and Rehabilitation Program [historic properties]	WNLN	1. Resource Management	1.B. Temporary (long-term)
D24	Maintenance and Rehabilitation Program [non-historic properties]	WNLN	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
D2615-D2619	Historic Properties D2615=[Maintenance] Reports, Monthly D2617=[Maintenance] Reports, Quarterly D2615=[Maintenance] Reports. Semi-Annual	3 years	1. Resource Management	1.B. Temporary (long-term)
D2615-D2619	Non-historic Properties D2615=[Maintenance] Reports, Monthly D2617=[Maintenance] Reports, Quarterly D2615=[Maintenance] Reports, Semi-Annual	3 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
D2621	[Maintenance] Reports, Annual	3 years	4. Park Facilities and Maintenance	4.C. Temporary, 7 years
D2623	[Maintenance] Reports, Situation Completion Reports	15 years HQ, 6 years/WNLN field	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D2623	[Maintenance] Reports, Situation Completion Reports	15 years HQ, 6 years/WNLN field	1. Resource Management	1.B. Temporary (long-term)
D30	Roads and Trails [historic properties]	Permanent	1. Resource Management	1.A.2. Permanent
D30	Roads and Trails [non-historic properties]	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D30a&b	Roads and Trails [historic properties] a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	1. Resource Management	1.B. Temporary (long-term)
D30a&b	Roads and Trails [non-historic properties] a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D32	Grounds and Shoreline [historic properties]	Permanent	1. Resource Management	1.A.2. Permanent
D32	Grounds and Shoreline [non-historic properties]	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D3215-D3219	Grounds & Shoreline [historic properties] D3215=Campgrounds, playgrounds, tennis courts, picnic areas D3217=Beaches D3219=Erosion and Watershed Control	Permanent	1. Resource Management	1.A.2. Permanent
D3215-D3219	Grounds & Shoreline [non-historic properties] D3215=Campgrounds, playgrounds, tennis courts, picnic areas D3217=Beaches D3219=Erosion and Watershed Control	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D3215-D3219 a&b	Grounds & Shoreline [historic properties] D3215=Campgrounds, playgrounds, tennis courts, picnic areas D3217=Beaches D3219=Erosion and Watershed Control a. Project Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	1. Resource Management	1.B. Temporary (long-term)
D3215-D3219 a&b	Grounds & Shoreline [non-historic properties] D3215=Campgrounds, playgrounds, tennis courts, picnic areas D3217=Beaches D3219=Erosion and Watershed Control a. Project Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D34	Buildings (other than Concession and Historical)	Permanent	4. Park Facilities and Maintenance	4.A. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
D3415 a&b	Buildings (other than Concession and Historical) a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D3423	Buildings (other than Concession and Historical) Individual Building Data File	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D46	Other Structures [Fences, Benches, Guardrails, etc.] [historic properties]	Permanent	1. Resource Management	1.A.2. Permanent
D46	Other Structures [Fences, Benches, Guardrails, etc.] [non-historic properties]	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D46a&b	Other Structures (fences, benches, guardrails, fountains, etc.) [historic structures] a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	1. Resource Management	1.B. Temporary (long-term)
D46a&b	Other Structures (fences, benches, guardrails, fountains, etc.) [non-historic structures] a. Construction b. Maintenance and Rehabilitation	a. 15 years b. 5 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D50	Service and Utilities	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D5015-5041 a&b	Service & Utilities, Non-historic Properties [Maintenance and Rehabilitation] D5015=Service, Electricity D5019=Service, Garbage Disposal D5023=Service, Heating & Cooling Systems D5027=Service, Radio and Telephone D5031=Service, Sanitation Matters D5039=Service, Water and Sewer D5041=Service, Gas Systems	5 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D52	Contracts [historic properties]	Permanent	1. Resource Management	1.B. Temporary(long-term)
D52	Contracts [non-historic properties]	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
D5215	Professional Services (Architecture & Engineering) Contracts	Transfer to DSC	10. Management and Accountability	10.C. Temporary, 7 years
D5217	Construction Contracts a. more than $10,000 b. less than $10,000	a. 6 years, 3 months b. 3 years	1. Resource Management	1.B. Temporary (long-term)
D5217	Construction Contracts a. more than $10,000 b. less than $10,000	a. 6 years, 3 months b. 3 years	4. Park Facilities and Maintenance	4.B.1. Temporary, 15 years
D62	Museum and Exhibit Activities	Permanent	1. Resource Management	1.B Temporary (long-term)
D6215	Planning, preparation, maintenance & preservation of museum exhibits	5 years	1. Resource Management	1.B. Temporary (long-term)
D6223a	Acquisition and Loans for Display [Acquisition Correspondence]	Maintain with acquisition	1. Resource Management	1.B. Temporary (long-term)

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
D6223b	Acquisition and Loans for Display [Loan Correspondence]	2 years (after loan returned)	1. Resource Management	1.B. Temporary (long-term)
D6231	Exhibits for Other Agencies	2 years in HQ, 3 years in field	1. Resource Management	1.D. Temporary: 3 years
D66	Signs, Markers, & Memorials [Correspondence re significant Memorials]	Permanent	1. Resource Management	1.A.2. Permanent
F. Fiscal				
F14	Advances, Transfers, and Allocations of Working Funds	Permanent	10. Management and Accountability	10.A. Permanent
F1415	Working Funds [to other Agencies]	Permanent	10. Management and Accountability	10.A. Permanent
F1419	Working Funds [from other Agencies]	Permanent	10. Management and Accountability	10.A. Permanent
F1423	Working Funds [within Service]	Permanent	10. Management and Accountability	10.A. Permanent
F16a	Accounting [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F16b	[Accounting] Expenditure Accounting Files	3 years	10. Management and Accountability	10.C. Temporary, 7 years
F2615-F2623	F2615=[Fiscal] Reports, Monthly F2617=[Fiscal] Reports, Quarterly F2619=[Fiscal] Reports, Semi-Annual F2621=[Fiscal] Reports, Annual F2623=[Fiscal] Reports, Situation	3 years	10. Management and Accountability	10.C. Temporary, 7 years
F30a	Budget Formulation [Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F30b	Budget Formulation [Budget Estimates and Justifications prepared at WASO level]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F30c	Budget Formulation [Work Papers, Cost Statements, etc.]	1 year	10. Management and Accountability	10.C. Temporary, 7 years
F3015a	Current Year Operating Program [Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3015b	Current Year Operating Program [Budget Estimates and Justifications prepared at WASO level]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F3015c	Current Year Operating Program [Work Papers, Cost Statements, etc.]	1 year	10. Management and Accountability	10.C. Temporary, 7 years
F3017a	Budget Increases/Decreases [Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3017b	Budget Increases [Budget Estimates and Justifications prepared at WASO level]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F3017c	Budget Increases/Decreases [Work Papers, Cost Statements, etc.]	1 year	10. Management and Accountability	10.C. Temporary, 7 years
F34	Budget Execution	Permanent	10. Management and Accountability	10.A. Permanent
F3415	Status of Funds	Permanent	10. Management and Accountability	10.A. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
F3417	Reserves	Permanent	10. Management and Accountability	10.A. Permanent
F36	Budgeted Position Ceilings	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F38a	Appropriations & Allotment Advices [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F38b	Appropriations & Allotment Advices [Appropriation Allotment Files]	10 years	10. Management and Accountability	10.B. Temporary, 15 years
F38c	Appropriations and Allotment Advices [Apportionment Files]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
F3815a	Operating (Form 10-450) [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3815b	Operating (Form 10-450) [Appropriation Allotment Files]	10 years	10. Management and Accountability	10.B. Temporary, 15 years
F3815c	Operating (Form 10-450) [Apportionment Files]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
F3817a	Construction [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3817b	Construction [Appropriation Allotment Files]	10 years	10. Management and Accountability	10.B. Temporary, 15 years
F3817c	Construction [Apportionment Files]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
F3819a	Supplemental [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3819b	Supplemental [Appropriation Allotment Files]	10 years	10. Management and Accountability	10.B. Temporary, 15 years
F3819c	Supplemental [Apportionment Files]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
F3821a	Apportionments [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3821b	Apportionments [Appropriation Allotment Files]	10 years	10. Management and Accountability	10.B. Temporary, 15 years
F3821c	Apportionments [Apportionment Files]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
F3823a	Administrative Limitations [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F3823b	Administrative Limitations [Appropriation Allotment Files]	10 years	10. Management and Accountability	10.B. Temporary, 15 years
F3823c	Administrative Limitations [Apportionment Files]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
F 42a	Audits and Fiscal Examinations [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F42b	Audits and Fiscal Examinations [Specific Audits]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F4215a	Audit General Accounting Office and other Government Agencies [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F4215b	General Accounting Office and other Government Agencies [Specific Audits]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F4217a	Department of Interior/National Park Service [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
F4217b	Department of Interior/National Park Service [Specific Audits]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F4223a	Public Auditors (other than Government) [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F4223b	Public Auditors (other than Government) [Specific Audits]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
F46a	Cashiers and Collection Officers (includes Imprest Fund) [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F46b	Cashiers and Collection Officers (includes Imprest Fund) [Transactions]	6 years, 3 months	10. Management and Accountability	10.C. Temporary, 7 years
F50a	Claims and Payments [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F50b	Claims and Payments [Accountable Officer's Files]	6 years, 3 months	10. Management and Accountability	10.C. Temporary, 7 years
F5015a	Construction [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F5015b	Construction [Accountable Officer's Files]	6 years, 3 months	10. Management and Accountability	10.C. Temporary, 7 years
F5019a	Supply [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F5019b	Supply [Accountable Officer's Files]	6 years, 3 months	10. Management and Accountability	10.C. Temporary, 7 years
F5023a	Travel and Transportation [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F5023b	Travel and Transportation [Accountable Officer's Files]	6 years, 3 months	10. Management and Accountability	10.C. Temporary, 7 years
F5025	Compensation	Permanent	10. Management and Accountability	10.A. Permanent
F54a	Special Nonappropriated Funds [Record copy]	Permanent	10. Management and Accountability	10.A. Permanent
F5415a	Donations [Record copy]	Permanent	10. Management and Accountability	10.A. Permanent
F5417a	Reimbursable/Refundables [Record copy]	Permanent	10. Management and Accountability	10.A. Permanent
F5419a	Fees and Revenues [Record copy]	Permanent	10. Management and Accountability	10.A. Permanent
F62a	Fiscal Requisitions and Interpretations [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F62b	Fiscal Requisitions and Interpretations [Regulations]	WSO	10. Management and Accountability	10.C. Temporary, 7 years
F66a	Payrolls [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F66b(1)	[Payrolls] Individual Authorized Allotment Files. [Record maintained on earning record card] [Obsolete record]	WSO/separation or transfer of employee	N/A	GRS 2.1

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
F6615-27b(1)	[Payrolls] Individual Authorized Allotment Files. F6615b(1)=Income Tax Deductions F6619b(1)=Retirement Deductions F6623b(1)=Other Deductions F6627b(1)=Designations [Record maintained on earning record card]	3 years	10. Management and Accountability	10.C. Temporary, 7 years
F66b(2)	Payrolls [Records Not Maintained Elsewhere]	3 years after WSO	10. Management and Accountability	10.D. Temporary, 3 years
F6615a	Payrolls, Income Tax Deductions [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F6615b(2)	Payrolls, Income Tax Deductions [Records Not Maintained Elsewhere]	3 years after WSO	10. Management and Accountability	10.D. Temporary, 3 years
F6619a	Payrolls, Retirement Deductions [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F6619b(2)	Payrolls, Retirement Deductions [Records Not Maintained Elsewhere]	3 years after WSO	10. Management and Accountability	10.D. Temporary, 3 years
F6623a	Payrolls, Other Deductions [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F6623b(2)	Payrolls, Other Deductions [Records Not Maintained Elsewhere]	3 years after WSO	10. Management and Accountability	10.D. Temporary, 3 years
F6627a	Payrolls, Designations (i.e., Timekeepers, Designated Agent) [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F6627b(2)	Payrolls, Designations (i.e., Timekeepers, Designated Agent) [Records Not Maintained Elsewhere]	3 years after WSO	10. Management and Accountability	10.D. Temporary, 3 years
F74a	Rate Schedules [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F74b	Rate Schedules [Rate Schedules]	WSO	10. Management and Accountability	10.D. Temporary, 3 years
F7415a	Rate Schedules, Equipment [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F7415b	Rate Schedules, Equipment [Rate Schedules]	WSO	10. Management and Accountability	10.D. Temporary, 3 years
F7419a	Rate Schedules, Mass [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F7419b	Rate Schedules, Mass [Rate Schedules]	WSO	10. Management and Accountability	10.D. Temporary, 3 years
F7423a	Rate Schedules, Quarters [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F7423b	Rate Schedules, Quarters [Rate Schedule]	WSO	10. Management and Accountability	10.D. Temporary, 3 years
F7425a	Rate Schedules, Utilities [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent
F7425b	Rate Schedules, Utilities [Rate Schedule]	WSO	10. Management and Accountability	10.D. Temporary, 3 years
F78	Tax Exemptions	4 years	10. Management and Accountability	10.C. Temporary, 7 years
F86a	Travel and Transportation Regulations [Policy Correspondence]	Permanent	10. Management and Accountability	10.A. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
F86b	Travel and Transportation Regulations [Regulations]	WSO	10. Management and Accountability	10.C. Temporary, 7 years
H. History and Archeology				
H14	Area and Service History	Permanent	1. Resource Management	1.A.2. Permanent
No code	Significant Events & Contact Log	Permanent	1. Resource Management	1.A.2. Permanent
H15	Legislative Histories	Permanent	1. Resource Management	1.A.2. Permanent
H17	Administrative Histories	WNLN	1. Resource Management	1.B. Temporary (long-term)
H18	Biographical Data and Special Collections	Permanent	1. Resource Management	1.A.2 Permanent
H20	Collection Management and Preservation	Permanent	1. Resource Management	1.B. Temporary (long-term)
H2015	National Park Service Areas	Permanent	1. Resource Management	1.A.2. Permanent
H2017	Acquisition, Gifts, Loans, and Inventories (Accession Files)	Maintain with Collections	1. Resource Management	1.A.2. Permanent and 1.B. Temporary (long-term)
H22	Cultural Resources Studies and Research	Permanent	1. Resource Management	1.A.2. Permanent
H2215	National Park Service Areas	Permanent	1. Resource Management	1.A.2. Permanent
H2217	Special Studies	Permanent	1. Resource Management	1.A.2. Permanent
H24	Archeological and Historic Data Recovery Programs (External)	Permanent	1. Resource Management	1.A.2. Permanent
H2415	Corps of Engineers, Bureau of Reclamation Projects, River Basins, etc.	Permanent	1. Resource Management	1.A.2. Permanent
H26	Reports (and related correspondence)	3 years	1. Resource Management	1.B. Temporary (long-term)
H2615	Reports, Monthly	3 years	1. Resource Management	1.B. Temporary (long-term)
H2617	Reports, Quarterly	3 years	1. Resource Management	1.B. Temporary (long-term)
H2619	Reports, Semi-Annual	3 years	1. Resource Management	1.B. Temporary (long-term)
H2621	Reports, Annual	Permanent	1. Resource Management	1.A.2. Permanent
H2623	Reports, Situation	Permanent	1. Resource Management	1.A.2. Permanent
H30	Historic Sites and Structures Management and Preservation (includes Archeological Ruins)	Permanent	1. Resource Management	1.A.2. Permanent
H3015	Management, Preservation, & Maintenance	Permanent	1. Resource Management	1.A.2. Permanent
H3017	List of Classified Structures	Permanent	1. Resource Management	1.A.2. Permanent
H3019	Special Studies (includes Historic Furnishing Plans)	Permanent	1. Resource Management	1.A.2. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
H32	National Register of Historic Places (includes state plans)	Permanent	1. Resource Management	1.A.2. Permanent
H32	National Register of Historic Places (includes state plans)	Permanent	8. National Assistance Programs	8.A.4. Permanent
H34	National Survey of Historic Sites and Buildings (National Historic Landmarks)	Permanent	1. Resource Management	1.A.2. Permanent
H34	National Survey of Historic Sites and Buildings (National Historic Landmarks)	Permanent	8. National Assistance Programs	8.A.4. Permanent
H3415	Proposed [Sites/Buildings]	Permanent	1. Resource Management	1.A.2. Permanent
H3417	Eligible or Established	Permanent	1. Resource Management	1.A.2. Permanent
H3417	Eligible or Established	Permanent	8. National Assistance Programs	8.A.4. Permanent
H36	Historic Preservation Grants in Aid	15 years	1. Resource Management	1.B. Temporary (long-term)
H36	Historic Preservation Grants in Aid	15 years	8. National Assistance Programs	8.B. Temporary, 15 years
H38	Historic American Buildings Survey (HABS)	Permanent	1. Resource Management	1.A.2. Permanent
H38	Historic American Buildings Survey	Permanent	8. National Assistance Programs	8.A.4. Permanent
H3815	[HABS] Studies	Permanent	1. Resource Management	1.A.2. Permanent
H3819	Request for [HABS]	WNLN	1. Resource Management	1.B. Temporary (long-term)
H40	Historic American Engineering Record (HAER)	Permanent	1. Resource Management	1.A.2. Permanent
H40	Historic American Engineering Record	Permanent	8. National Assistance Programs	8.A.4. Permanent
H42	Historic Preservation Program Overview	Permanent	1. Resource Management	1.A.2. Permanent
H4215	Legislative Policies and Procedures	Permanent	1. Resource Management	1.A.2. Permanent
H4217	Compliance Documentation	Permanent	1. Resource Management	1.A.2. Permanent
K. Interpretation and Information				
K14	Information Requests [GRS 14.7]	3 months	9. Information and Image Management	9.D. Temporary, 3 years
K18	Interpretive Activities	Permanent	6. Interpretation and Education	6.A.1. Permanent
K1815	[Interpretive] Services	Permanent	6. Interpretation and Education	6.A.1. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
K1817	Interpretive Planning (data, needs, programs, etc.)	Permanent	6. Interpretation and Education	6.A.1. Permanent
K22	Libraries and Library Services	2 years	6. Interpretation and Education	6.C. Temporary, 3 years
K22	Libraries and Library Services	2 years	9. Information and Image Management	9.C. Temporary, 7 years
K2615	Monthly Reports & related correspondence	3 years	6. Interpretation and Education	6.C. Temporary, 3 years
K2617	Quarterly Reports & related correspondence	3 years	6. Interpretation and Education	6.C. Temporary, 3 years
K2619	Semi-Annual Reports & related correspondence	3 years	6. Interpretation and Education	6.C. Temporary, 3 years
K2621	Annual Reports & related correspondence	Permanent	6. Interpretation and Education	6.A.1. Permanent
K2623	Situation Reports and related correspondence	Permanent	6. Interpretation and Education	6.A.1. Permanent
K30	Photography [related to interpretation or education]	Permanent	6. Interpretation and Education	6.A.1. Permanent
K3015	Production and Acquisition of Motion Pictures [related to interpretation or education]	Permanent	6. Interpretation and Education	6.A.1. Permanent
K3019	Production and Acquisition of Still Pictures and Slides [related to interpretation or education]	Permanent	6. Interpretation and Education	6.A.1. Permanent
K3023a	[Photography] Loans and Gifts [Museum collections] [Gift Correspondence]	Maintain with Gift	1. Resource Management	1.B. Temporary (long-term)
K3023b	[Photography] Loans and Gifts [Museum collections] [Loan Correspondence]	3 years after loan is returned	1. Resource Management	1.B. Temporary (long-term)
K34	News Media (Press, Radio, and TV) [Policy Correspondence]	Permanent	9. Information and Image Management	9.A.1. Permanent
K3415	Press Releases, NPS issuances at level of origin	Permanent	9. Information and Image Management	9.A.2. Permanent
K3417	Radio and Television Activities	Permanent	9 Information and Image Management	9.A.2. Permanent
K38a&c	Publications, Service a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K38b	Publications, Service [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent
K3815a &c	In-House (Newsletters etc.) a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K3815b	In-House (Newsletters etc.) [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
K3819a &c	Free Informational Literature a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K3819b	Free Informational Literature [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent
K3823a &c	Sales a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K3823b	Sales [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent
K3827a &c	Maps a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K3827b	Maps [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent
K3831a &c	Posters, Cartoons, & Emblems a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K3831b	Posters, Cartoons & Emblems [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent
K3841a &c	Manuscripts and Proofs a. Policy Correspondence c. Manuscript copies and proof sheets that can be returned to author after 5 years	a. 15 years c. 5 years	9. Information and Image Management	9.B. Temporary, 15 years
K3841b	Manuscripts and Proofs [Specific Publications at Level of Origin Describing History, etc.]	Permanent	9. Information and Image Management	9.A.2. Permanent
K42	Publications, Other	6 years	9. Information and Image Management	9.C. Temporary, 7 years
K4215	Secretary's Office	6 years	9. Information and Image Management	9.C. Temporary, 7 years
K4219	Other Department, Bureau, and offices	6 years	9. Information and Image Management	9.C. Temporary, 7 years
K54	[Special Articles regarding Service or Areas] Prepared by Service Personnel	Permanent	9. Information and Image Management	9.A.2. Permanent
K5415	[Special Articles regarding Service or Areas] Prepared by Service Personnel	Permanent	9. Information and Image Management	9.A.2. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
K5417	[Special Articles regarding Service or Areas] Prepared by Other than Service Personnel	Permanent	9. Information and Image Management	9.A.2. Permanent
L. Lands and Recreation Planning				
L14	Acquisition of Lands	Permanent	1. Resource Management	1.A.1. Permanent
L1415	Policy and Procedures	Permanent	1. Resource Management	1.A.1. Permanent
L1417	Boundary Adjustments	Permanent	1. Resource Management	1.A.1. Permanent
L1419	Federal Holdings (other than NPS)	6 years	1. Resource Management	1.B. Temporary (long-term)
L1425	Holdings [other than Federal)	Permanent	1. Resource Management	1.A.1. Permanent
L1429	Land Records	Permanent	1. Resource Management	1.A.1. Permanent
L24	Encroachments	Permanent	1. Resource Management	1.A.1. Permanent
L2415	Encroachments, Water Projects	Permanent	1. Resource Management	1.A.1.Permanent
L2419	Encroachments, Logging and Timber	Permanent	1. Resource Management	1.A.1. Permanent
L2423	Encroachments, Mining	Permanent	1. Resource Management	1.A.1. Permanent
L2427	Encroachments, Oil and Gas	Permanent	1. Resource Management	1.A.1. Permanent
L2431	Encroachments, Road Construction	Permanent	1. Resource Management	1.A.1. Permanent
L26	[Lands] Reports & Related Correspondence	3 years	1. Resource Management	1.B. Temporary (long-term)
L2615	[Lands] Reports, Monthly	3 years	1. Resource Management	1.B. Temporary (long-term)
L2617	[Lands] Reports, Quarterly	3 years	1. Resource Management	1.B. Temporary (long-term)
L2619	[Lands] Reports, Semi-Annual	3 years	1. Resource Management	1.B. Temporary (long-term)
L2621	[Lands] Reports, Annual	3 years	1. Resource Management	1.B. Temporary (long-term)
L2623	[Lands] Reports, Situation	3 years	1. Resource Management	1.B. Temporary (long-term)
L30a	Land Use [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L30b&c	Land Use b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)
L3015a	Land Use, Agriculture [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L3015b &c	Land Use, Agriculture b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)
L3019a	Land Use, Grazing [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L3019b &c	Land Use, Grazing b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
L3023a	Land Use, Mining and Minerals [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L3023b &c	Land Use, Mining and Minerals b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)
L3025a	Land Use, Oil and Gas Easements [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L3025b &c	Land Use, Oil, & Gas Easements· b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)
L3027a	Land Use, Roads and Road Rights of Way [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L3027b &c	Land Use, Roads and Road Rights of Way b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)
L3031a	Land Use, Water, Sewer & Transmission Lines [General Correspondence]	Permanent	1. Resource Management	1.A.1. Permanent
L3031b &c	Land Use, Water, Sewer & Transmission Lines b. Approved Permits c. Rejected Requests	b. 6 years c. 2 years	1. Resource Management	1.B. Temporary (long-term)
L32	Grants, UPARR, LWCF	Permanent	8. National Assistance Programs	8.B. Temporary (long-term)
L3215	Land, Public, Cooperation, Including Administration, Planning and Development	15 years	1. Resource Management	1.B. Temporary (long-term)
L3217a	Grant Application Files [unsuccessful]	3 years	8. National Assistance Programs	8.D. Temporary, 3 years
L3217b	Grant Application Files [accepted]	Permanent	8. National Assistance Programs	8.B. Temporary (long-term)
L3219	Grant Case Files	Permanent	1. Resource Management	1.A.1. Permanent
L3219	Grant Case Files	Permanent	8. National Assistance Programs	8.B. Temporary (long-term)
L34	Recreation Activities	15 years	1. Resource Management	1.B. Temporary (long-term)
L3415	Camping [Permits]	15 years	1. Resource Management	1.B. Temporary (long-term)
L3417	Hiking & Riding [Permits]	15 years	1. Resource Management	1.B. Temporary (long-term)
L3423	Mountain Climbing [Permits]	15 years	1. Resource Management	1.B. Temporary (long-term)
L3425	Water Sports [Permits]	15 years	1. Resource Management	1.B. Temporary (long-term)
L3427	Winter Sports [Permits]	15 years	1. Resource Management	1.B. Temporary (long-term)
L38	Aircraft Landing Sites	15 years	1. Resource Management	1.B. Temporary (long-term)

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
L46	Navigation Facilities Sites	15 years	1. Resource Management	1.B. Temporary (long-term)
L48	Wilderness Areas and Research Reserves	Permanent	1. Resource Management	1.A.1. Permanent
L50	Geographic Place Names and Area Terminology	6 years	1. Resource Management	1.B. Temporary (long-term)
L54	Water Matters (Water Rights Compacts, etc.)	Permanent	1. Resource Management	1.A.1. Permanent
No code	Water Right Dockets	Permanent	1. Resource Management	1.A.1. Permanent
L58a	Proposed Areas [Accepted Proposals]	Permanent	1. Resource Management	1.A.1. Permanent
L58b	Proposed Areas [Rejected Proposals]	15 years	1. Resource Management	1.B. Temporary (long-term)
L5815a	National Wild and Scenic Rivers [Accepted Proposals]	Permanent	1. Resource Management	1.A.1. Permanent
L5815b	National Wild and Scenic Rivers [Rejected Proposals]	15 years	1. Resource Management	1.B. Temporary (long-term)
L5817a	National Scenic Trails [Accepted Proposals]	Permanent	1. Resource Management	1.A.1. Permanent
L5817b	National Scenic Trails [Rejected Proposals]	15 years	1. Resource Management	1.B. Temporary (long-term)
L60	Designated Areas	Permanent	1. Resource Management	1.A.1. Permanent
L6015	National Wild and Scenic Areas	Permanent	1. Resource Management	1.A.1. Permanent
L6017	National Scenic Trails	Permanent	1. Resource Management	1.A.1. Permanent
L62	International Parks and Historic Sites	Permanent	1. Resource Management	1.A.1. Permanent
L66	Foreign Parks and Historic Sites	15 years	1. Resource Management	1.B. Temporary (long-term)
L70	States and State Parks	15 years	1. Resource Management	1.B. Temporary (long-term)
L7019	Cooperation, Including Administration, Planning, and Development	15 years	1. Resource Management	1.B. Temporary (long-term)
L7021	State Park Organizations	15 years	1. Resource Management	1.B. Temporary (long-term)
L7023	Annual Records on State Parks and Related Areas	15 years	1. Resource Management	1.B. Temporary (long-term)
L7027	Lists of State Parks with Acreage and Accommodations	15 years	1. Resource Management	1.B. Temporary (long-term)
L7031	Fees and Charges	15 years	1. Resource Management	1.B. Temporary (long-term)
L74	River Basin Studies and Activities	Permanent	1. Resource Management	1.A.1. Permanent
L7419	Economic and Recreational Benefits	Permanent	1. Resource Management	1.A.1. Permanent
L7421	Notices of Public Hearings	2 years	1. Resource Management	1.A.1. Permanent
L7423	Studies and Reports (Concerning B/R and C/E projects)	Permanents	1. Resource Management	1.A.1. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
L7425	Dams and Dredging	Permanent	1. Resource Management	1.A.1. Permanent
L7427	Other Studies and Reports	Permanent	1. Resource Management	1.A.1. Permanent
L76	Environmental Impact [EI]	Permanent	1. Resource Management	1.A.1. Permanent
L7615	[EI] Policy, Procedures, Guidelines including EPA standards	Permanent	1. Resource Management	1.A.1. Permanent
L7617	[EI] Statements and Studies concerning NPS areas	15 years	1. Resource Management	1.B. Temporary (long-term)
L7619	[EI] Reviews of Statements and Studies concerning other Federal agencies	6 years after final action	1. Resource Management	1.D. Temporary: 3 years
L7621	Reviews of [EI] Statements and Studies concerning other State & Private agencies	6 years after final action	1. Resource Management	1.D. Temporary: 3 years
M2417a	Antiquities Act Permit Files	Permanent	1. Resource Management	1.A.2. Permanent
M2417b	Antiquities Act Permit Files [regional copy]	6 years	1. Resource Management	1.B. Temporary (long-term)
N. Natural and Social Sciences				
N14	Animal and Plant Life	Permanent	1. Resource Management	1.A.2. Permanent
N1415-N1433	N1415=Amphibians and Reptiles N1419=Birds N1423=Fish N1427=Mammals N1429=Insects and Invertebrates N1431=Shrubs N1433=Plants	Permanent	1. Resource Management	1.A.2. Permanent
N16	Management of Natural Resources and Areas [Ecological Impact]	Permanent	1. Resource Management	1.A.2. Permanent
N1615-N1623	N1615=Wildlife N1617=Plant Life N1619=Water Life N1621=Threatened and Endangered Species (plants and animals) N1623=Backcountry/Wilderness Management	Permanent	1. Resource Management	1.A.2. Permanent
N22	Research Programs	Permanent	1. Resource Management	1.A.2. Permanent
N2215-N2219	N2215=Area Natural Science Research Plans N2217=Social Science Research N2219=Research Proposals and Projects	Permanent	1. Resource Management	1.A.2. Permanent
N26	Natural Resources, Reports	3 years	1. Resource Management	1.B. Temporary (long-term)
N2615-N2623	N2615=[Natural Resources] Monthly N2617=[Natural Resources] Quarterly N2619=[Natural Resources] Semi-Annual N2621=[Natural Resources] Annual N2623=[Natural Resources] Situation	3 years	1. Resource Management	1.B. Temporary (long-term)
N30	Geological Features and Studies	Permanent	1. Resource Management	1.A.2. Permanent

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
N3019-N3043	N3019=Paleontology (Fossils) N3021=Seismology (Earthquakes) N3023=Speleology (Caves) N3027=Volcanology N3031=Glaciers (ice and frost action) N3035=Rocks and Minerals N3039=Thermal Features (geysers, hot springs, steam vents) N3043=Water (Fresh and Marine)	Permanent	1. Resource Management	1.A.2. Permanent
N36	Pollution/Environmental Quality	Permanent	1. Resource Management	1.A.2. Permanent
N3615-N3619	N3615=Air N3617=Water N3619=Land	Permanent	1. Resource Management	1.A.2. Permanent
N40	Energy Research	Permanent	1. Resource Management	1.A.2. Permanent
N42	Weather and Climate [Studies, Observations]	Permanent	1. Resource Management	1.A.2. Permanent
N44	Natural Landmarks	Permanent	1. Resource Management	1.A.2. Permanent
N46	Social and Economic Sciences	Permanent	1. Resource Management	1.A.2. Permanent
N4615-N4621	N4615=Visitor Use Surveys and Statistics N4617=Demography (Vital & Social Statistics) N4619=Economics N4621=Assessments	Permanent	1. Resource Management	1.A.2. Permanent
N50	Pest and Weed Control	Permanent	1. Resource Management	1.A.2. Permanent
N54	Soil and Moisture Control	Permanent	1. Resource Management	1.A.2. Permanent
P. Personnel				
P14a	Individual Official Personnel Files [Papers on right-hand side]	OPF rules	N/A	GRS 1.1
P14b	Individual Official Personnel Files [Papers on Left-Hand Side]	Employee transfer or 2 years	10. Management and Accountability	10.D. Temporary, 3 years [GRS 1.10]
P14c	Individual Official Personnel Files [Annual Performance Review]	OPF or 2 years	10. Management and Accountability	10.C. Temporary, 7 years
P1815	[OPM] Rules and Regulations and Related Correspondence	WNLN	10. Management and Accountability	10.D. Temporary, 3 years
P1819	[OPM Laws, Rules, Regulations] Interpretation	2 years HQ, 3 years field	10. Management and Accountability	10.D. Temporary, 3 years
P1821	[OPM] Inspections (CSC and Civil Service)	WSO	10. Management and Accountability	10.D. Temporary, 3 years
P22	Applications and Inquiries for Employment	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2215	Permanent Positions	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2217	Temporary Positions	3 years	10. Management and Accountability	10.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
P26	Reports [Personnel]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2615	[Personnel] Monthly Reports	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2617	[Personnel] Quarterly Reports	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2619	[Personnel] Semi-annual Reports	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2621	[Personnel] Annual Reports	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P2623	[Personnel] Situation Reports	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P30	Appointment Requirements and Procedures	5 years	10. Management and Accountability	10.C. Temporary, 7 years
P32a	Classification, Position [Correspondence relating to development of standards for classification]	5 years	10. Management and Accountability	10.C. Temporary, 7 years
P32b	Classification, Position [Standards]	5 years	10. Management and Accountability	10.C. Temporary, 7 years
P32c	Classification, Position [position descriptions]	5 years	10. Management and Accountability	10.D. Temporary, 3 years
P3415	[Compensation] For Injury	6 years	10. Management and Accountability	10.C. Temporary, 7 years
P3419-P3423	P3419=[Compensation] For Overtime P3421=[Compensation] For Hazard Pay P3419=[Compensation] For Duty at Remote Work Sites	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P36	Conduct of Officers and Employees	WSO	10. Management and Accountability	10.D. Temporary, 3 years
P38	Performance Ratings Program and Procedures	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P4015	[Employee] Welfare [health & life insurance]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P4019	Employee Relations [correspondence & counseling]	3 years	10. Management and Accountability	10.C. Temporary, 7 years
P4021a	Labor-Management Relations [Labor - Management Agreements]	15 years	10. Management and Accountability	10.B. Temporary, 15 years
P4021b	Labor-Management Relations [Arbitration Cases]	5 years	10. Management and Accountability	10.C. Temporary, 7 years
P4215	[EEO] Affirmative Action Plan	5 years or WNLN	10. Management and Accountability	10.C. Temporary, 7 years
P4217a	Discrimination Complaints [when resolved in agency]	4 years	10. Management and Accountability	10.C. Temporary, 7 years
P4217b	Discrimination Complaints [when resolved by USCSC]	OPM schedule	10. Management and Accountability	10.C. Temporary, 7 years
P4217c	Discrimination Complaints [All Other Copies]	1 year	10. Management and Accountability	10.D. Temporary, 3 years
P4217d	Discrimination Complaints [All Background Documents]	2 years	10. Management and Accountability	10.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
P4219	Special Programs	5 years	10. Management and Accountability	10.C. Temporary, 7 years
P44	Incentive Award Programs	2 or 3 years	10. Management and Accountability	10.D. Temporary, 3 years
P4415	[Incentive Awards Programs] Procedures	2 years	10. Management and Accountability	10.D. Temporary, 3 years
P4417a	[Incentive Awards Programs] Merit Awards [Correspondence]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P4417b	[Incentive Awards Programs] Merit Awards [Awards]	2 years	10. Management and Accountability	10.D. Temporary, 3 years
P4419a	[Incentive Awards Programs] Suggestions [Correspondence]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P4419b	[Incentive Awards Programs] Suggestions [Suggestions (Case Files by Individuals)]	2 years	10. Management and Accountability	10.D. Temporary, 3 years
P48a	Examinations [Correspondence other than medical]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P48b	Examinations [Forms & Correspondence]	6 years	10. Management and Accountability	10.C. Temporary, 7 years
P52	Hours and Tours of Duty	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P56	Identification of Employees	3 months	10. Management and Accountability	10.D. Temporary, 3 years
P60	Leave	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P6015-P6043	P6015=Annual P6019=Jury P6023=Military P6027=Sick P6031=Without Pay P6035=Compensatory P6039=Holiday P6043=Special Occasions	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P64	Personnel Procedures and Records	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P68	Promotion, Career Development and Placement	WSO	10. Management and Accountability	10.D. Temporary, 3 years
P72a	Recruitment and Certification [Correspondence]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P72b	Recruitment and Certification [Recruitment for Specific Positions]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P72c	Recruitment and Certification [Certificates of Eligibles]	2 years	10. Management and Accountability	10.D. Temporary, 3 years
P74	Restrictions on Employment	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P76	Reemployment	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P78	Retirement	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P80	Separation	3 years	10. Management and Accountability	10.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
P82	Statistics	2 years	10. Management and Accountability	10.D. Temporary, 3 years
P84	Status	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P86	Training	5 years or WSO	10. Management and Accountability	10.C. Temporary, 7 years
P8615	In-Service [Training]	5 years or WSO	10. Management and Accountability	10.C. Temporary, 7 years
P8617	Interagency Facilities [Training]	5 years or WSO	10. Management and Accountability	10.C. Temporary, 7 years
P8619	Non-Government Facilities [Training]	5 years or WSO	10. Management and Accountability	10.C. Temporary, 7 years
P88	Transfers/Details/Reassignment	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P8815	Within Service	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P8819	Outside Service	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P90a	Wage Board Matters [Policy Correspondence]	WNLN	10. Management and Accountability	10.D. Temporary, 3 years
P90b	Wage Board Matters [Wage Rate Schedules and Related Correspondence]	3 years	10. Management and Accountability	10.D. Temporary, 3 years
P90c	Wage Board Matters [Wage Survey Files]	After completion of second succeeding Wage Survey	10. Management and Accountability	10.D. Temporary, 3 years
P92	Uniform Standards (including grooming)	WNLN	9. Information and Image Management	9.B. Temporary, 15 years
P94	Volunteer Employment Program [Policy Correspondence]	WNLN	10. Management and Accountability	10.A. Permanent
P94	Volunteer Employment Program	WNLN	10. Management and Accountability	10.C. Temporary, 7 years
S. Supplies, Procurement, and Property				
S14	Animals	2 years	1. Resource Management	1.B. Temporary (long-term)
S18	Historic Building Furniture and Accessories	2 years	1. Resource Management	1.B. Temporary (long-term)
S22	Construction and Maintenance Supplies	2 years	1. Resource Management	1.B. Temporary (long-term)
S24	Communications Equipment	2 years	1. Resource Management	1.B. Temporary (long-term)
S26	[Property] Reports	2 years	10. Management and Accountability	10.D. Temporary, 3 years
S2615-S2623	S2615= [Property] Reports, Monthly S2617= [Property] Reports, Quarterly S2619= [Property] Reports, Semi-Annual S2621= [Property] Reports, Annual S2623= [Property] Reports, Situation	2 years	10. Management and Accountability	10.D. Temporary, 3 years
S28	Drafting and Engineering Supplies	2 years	10. Management and Accountability	10.C. Temporary, 7 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
S30	Explosives	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S32	Fire Fighting Equipment	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S34	Firearms and Ammunition	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S38	Fuels	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S46	Library	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S4615	Library Equipment	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S4619	Library Publications	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S50	License Plates and Tags	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S54	Medical [Supplies]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S58	Motor-Driven or Propelled Equipment	3 months/3 years	10. Management and Accountability	10.D. Temporary, 3 years
S5815-S5835	S5815=Aircraft S5819=Automobiles, Trucks, Motorcycles S5823=Boats S5831=Road Construction and Maintenance Equipment S5835=Use of	2 years/3 years	10. Management and Accountability	10.D. Temporary, 3 years
S5815-35a	Correspondence	2 years	10. Management and Accountability	10.D. Temporary, 3 years
S5815-35b	Operations Records Relating to Gas & Oil, Dispatching & Scheduling	3 months	10. Management and Accountability	10.D. Temporary, 3 years
S5815-35c	Maintenance Records	1 year	10. Management and Accountability	10.D. Temporary, 3 years
S5815-35d	Motor Vehicle Operations (Including Driver tests, etc.)	3 years	10. Management and Accountability	10.D. Temporary, 3 years
S62	Office [Supplies]	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S6215	Furniture and Accessories	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S6219	Forms (Stock Only)	3 months	10. Management and Accountability	10.C. Temporary, 7 years
S6223	Machines	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S6227	Stationery	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S6615	[Optical Equipment] Binoculars and Telescopes	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S6619	[Optical Equipment] Microscopes	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S7015	[Photographic and Sound Equipment] Cameras and Projectors	2 years	10. Management and Accountability	10.C. Temporary, 7 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
S7019	[Photographic and Sound Equipment] Films and Slides	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S72	Procurement	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S7215	[Procurement] Instructions and Procedures	Permanent	10. Management and Accountability	10.A. Permanent
S7217a	[Procurement] Construction Contracts. Technical Files (N1-79-89-1)	20 years until 2010	1. Resource Management	1.B. Temporary (long-term)
S7217b	[Procurement] Construction Contracts, routine procurement (N1-79-89-1)	6 years, 3 months	1. Resource Management	1.C. Temporary, 15 years
S7219a	Professional Services (A&E) Contracts Technical Files (N1-79-89-1)	10 years until 2000	1. Resource Management	1.B. Temporary (long-term)
S7219b	Professional Services (A&E) Contracts routine procurement, (N1-79-89-1)	6 years, 3 months	1. Resource Management	1.C. Temporary, 15 years
S7221	[Procurement] Research Contract	6 years, 3 months or 3 years	1. Resource Management	1.B. Temporary (long-term)
S7223	Supply and Equipment Contracts	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S7225	Personal Services Contracts	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S7227	Purchase Orders	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S7229	[Procurement] Bidders List	WSO	10. Management and Accountability	10.D. Temporary, 3 years
S7231	[Procurement] Federal Supply Catalogs, Schedules, and Manufacturers Catalogs	WSO	10. Management and Accountability	10.D. Temporary, 3 years
S7415a	[Property Accountability] Real Property [Plant Account Cards/Ledgers] **Obsolete**	Permanent	4. Park Facilities and Maintenance	4.A. Permanent
S7415b	Real Property [work papers used in accumulating accounting data]	2 years	4. Park Facilities and Maintenance	4. C. Temporary, 7 years
S7417	Disposal of Real Property	Permanent	1. Resource Management & Lands	1. A. l. (Lands) Permanent 1. A. 2. (Resources) Permanent
S7417a	Disposal of Real Property [Excess Property Reports]	3 years	4. Park Facilities and Maintenance	4. C. Temporary, 7 years
S7417b	Disposal of Real Property [Property Disposal Case Files]	3 years	4. Park Facilities and Maintenance	4. C. Temporary, 7 years
S7419a	[Personal Property] Correspondence	3 years	10. Management and Accountability	10.D. Temporary, 3 years
S7419b	[Personal Property] Automated Equipment Inventory	WSO	10. Management and Accountability	10.D. Temporary, 3 years
S7419c	[Personal Property] Working Papers	After verification	10. Management and Accountability	10.D. Temporary, 3 years
S7421	Disposal of Personal Property	3 years	10. Management and Accountability	10.C. Temporary, 7 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
S7421a	Correspondence	2 years	10. Management and Accountability	10.C. Temporary, 7 years
S7421b	Excess [Personal] Property Reports	3 years	10. Management and Accountability	10.C. Temporary, 7years
S7421c	Sales of Surplus Property Case Files	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S7423	Equipment Replacement Program	3 years	10. Management and Accountability	10.D. Temporary, 3 years
S78	Safety Equipment	6 years, 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S82	Signs, Markers, Traffic Devices, Flags, and Pennants	2 years	9. Information and Image Management	9.B. Temporary, 15 years
S84	Stenographic Services	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S90	Shipments (Bills of Lading/Invoices)	3 years	10. Management and Accountability	10.C. Temporary, 7 years
S94a	Uniforms [Policy Correspondence]	15 years	9. Information and Image Management	9.A.2. Permanent
S94b	[Uniforms] Specific Orders and Related Correspondence	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
S98	Weed and Insect Control Products and Animal Repellents	6 years 3 months or 3 years	10. Management and Accountability	10.C. Temporary, 7 years
W. Laws and Legal Matters				
W18	Decisions	15 years	10. Management and Accountability	10.B. Temporary, 15 years
W1815	[Decisions] Attorney General	15 years	10. Management and Accountability	10.B. Temporary, 15 years
W1819	[Decisions] Comptroller General	15 years	10. Management and Accountability	10.B. Temporary, 15 years
W1823	[Decisions] Solicitor	15 years	10. Management and Accountability	10.B. Temporary, 15 years
W1827	[Decisions] Chief Counsel	15 years	10. Management and Accountability	10.B. Temporary, 15 years
W22	Final Opinions and Orders	3 years	10. Management and Accountability	10.D. Temporary, 3 years
W24	Federal Register Submissions	2 years or when put in CFR	10. Management and Accountability	10.D. Temporary, 3 years
W26	[Legal] Reports	3 years	2. Protection and Safety	2.D. Temporary, 3 years
W2615	[Legal] Monthly [Reports]	3 years	2. Protection and Safety	2.D. Temporary, 3 years
W2617	[Legal] Quarterly [Reports]	3 years	2. Protection and Safety	2.D. Temporary, 3 years
W2619	[Legal] Semi-Annual [Reports]	3 years	2. Protection and Safety	2.D. Temporary, 3 years

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
W2621	[Legal] Annual [Reports]	3 years	2. Protection and Safety	2.D. Temporary, 3 years
W2623	[Legal] Situation [Reports]	3 years	2. Protection and Safety	2.D. Temporary, 3 years
W28	Executive Orders and Proclamations	WSO	10. Management and Accountability	10.D. Temporary, 3 years
W30	Jurisdiction	Permanent	2. Protection and Safety	2.A.1. Permanent
W32	Civil Litigation/Court Procedures	Permanent	2. Protection and Safety	2.A.1. Permanent
W34	Law Enforcement	Permanent	2. Protection and Safety	2.A.1. Permanent
W3415	Violations of Regulations	1 year / 5 years/WNLN	2. Protection and Safety	2.D. Temporary, 3 years
W3417	Accident Investigation	6/15 years	2. Protection and Safety	2.D. Temporary, 3 years
W3419	Commissioners/Magistrates	6 years or WNLN	2. Protection and Safety	2.D. Temporary, 3 years
W3421	Expungement Orders	15 years	2. Protection and Safety	2.D. Temporary, 3 years **NOTE:** File in the related case file and maintain for its appropriate retention.
W3423	State & Local Laws and Regulations	15 years	2. Protection and Safety	2.D. Temporary, 3 years
W3425	Alcohol and Speed Devices	15 years	2. Protection and Safety	2.D. Temporary, 3 years
W3427	Drunk Driving	15 years	2. Protection and Safety	2.D. Temporary, 3 years
W38	Legislation	6 years/WNLN/ WSO	1. Resource Management	1.A.2. Permanent
W3815	Proposed [Legislation]	6 years/WNLN/ WSO	1. Resource Management	1.A.2. Permanent
W3823	Enacted [Legislation]	6 years/WNLN/ WSO	1. Resource Management	1.A.2. Permanent
W42	Special Regulations (Title 36, CFR, Parts 7-60)	2 years or when in CFR	10. Management and Accountability	10.D. Temporary, 3 years
W46	General Regulations (Title 36, CFR, Parts 1-6)	2 years or when in CFR	10. Management and Accountability	10.D. Temporary, 3 years
W48	Procedures and Policies	15 years	2. Protection and Safety	2.C. Temporary, 7 years
W4815	Beats/Patrol Areas	15 years	2. Protection and Safety	2.D. Temporary, 3 years
W4817	Prisoner Processing	15 years	2. Protection and Safety	2.D. Temporary, 3 years
W4819	Court Procedures	15 years	2. Protection and Safety	2.D. Temporary, 3 years
Y. Forestry				

Table 1: Superseded Director's Order #19			Table 2: Director's Order #11D	
Sup FC	**Title**	**Retention**	**New Category**	**New File Code**
Y14	Wildland Fire Management	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y1415	Prevention	Permanent	1. Resource Management	1.A.2. Permanent
Y1417	Presuppression	Permanent	1. Resource Management	1.A.2. Permanent
Y1419	Suppression	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y1421	Prescribed Fire	Permanent	1. Resource Management	1.A.2. Permanent
Y18	Forestry and Range Conservation and Management	Permanent	1. Resource Management	1.A.2. Permanent
Y1815	Trees and Forests	Permanent	1. Resource Management	1.A.2. Permanent
Y1819	Range	Permanent	1. Resource Management	1.A.2. Permanent
Y1823	Reforestation and Rehabilitation	Permanent	1. Resource Management	1.A.2. Permanent
Y26	Reports	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y2615	Monthly	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y2617	Quarterly	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y2619	Semi-Annul	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y2621	Annual	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y2623	Situation	Permanent	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.
Y34	Products, Including Wood Utilization and Timber Cutting	Permanent	1. Resource Management	1.A.2. Permanent
Y42	[Forestry & Fire] Statistics	6 years or WNLN	1. Resource Management	1.A.2. Permanent
Y42	[Fire] Statistics	6 years of WNLN	3. Fire Management	NOTE: Fire records are covered by N1-95-05-2, an interagency schedule.