

WILDLIFE SERVICES

This category deals with agricultural crops, livestock, natural resources, and industrial damage caused or influenced by wildlife. It also covers nuisance problems and control, including efficacy of and public attitudes toward control programs.

DISPOSAL AUTHORITY NI-463-92-1

* Retention Period *

WS WILDLIFE SERVICES

General correspondence and material relating to wildlife services too broad to be filed under one of the more specific subjects below.

(item 2079a)
Originating office:
Destroy when 3 years old.

(item 2079b)
All other offices:
Destroy when 2 years old.

WS 1 POLICY

Policy guidelines, regulations, and requirements covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

EXCEPT: Published directives which are filed in binders according to established Agency custom. See PDM 4, Directives Management.

(item 2080a)
Originating office:
PERMANENT. Retire to Federal Records Center (FRC) when 5 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

(item 2080b)
All other offices:
Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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* Retention Period *

WS 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary. Case file by type of report.

EXCEPT: Final project reports which should be filed under WS 8, Projects.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports.

(item 2081a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.
Transfer to NARA when 15 years old.

(item 2081b)

All other offices:

N/A

b. All other reports.

(item 2082a)

Originating office:

Destroy when 3 years old.

(item 2082b)

All other offices:

Destroy when 2 years old.

WS 2-1 Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

(item 2083a)

Originating office:

Destroy when 3 years old.

(item 2083b)

All other offices:

Destroy when 2 years old.

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WS 3 COMMITTEES, MEETINGS

Records, including minutes and correspondence, of meetings and committees relating WS program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span on folder.

(item 2084a)
Originating office:
Destroy when 2 years old.

(item 2084b)
All other offices:
Destroy when 1 year old.

Case file record copy of minutes and related material of substantive or significant meetings with broad aspects of WS, such as, advisory organizations, interagency committees. Includes committees to carry out assigned responsibilities. Example: WS 3 COMMITTEES, CARNIVORE WORK GROUP - FY 92

(item 2085a)
Originating office:
PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 2085b)
All other offices:
Destroy when 2 years old.

WS 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work-papers, acceptance, and regrets.

(item 2086a)
Originating office:
Destroy when 1 year old.

(item 2086b)
All other offices:
Destroy when 1 year old.

WS 4 CONTROL

General correspondence and related material pertaining to wildlife services control programs, including efficacy of and public attitudes toward control programs.

(item 2087a)
Originating office:
Destroy when 5 years old.

(item 2087b)
All other offices:
Destroy when 3 years old.

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WS 4-1 Mechanical Control

Case files relating to mechanical control projects.

(item 2088a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 2088b)

All other offices:

Destroy when 3 years old.

WS 4-2 Chemical Control

Case files relating to chemical control projects.

(item 2089a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 2089b)

All other offices:

Destroy when 3 years old.

WS 4-3 Permits

Related correspondence and file copies of permits issued by Federal, State, or other agencies to conduct control work.

Non-record reference material.

WS 5 TECHNICAL REFERENCE MATERIAL

Articles, reprints, pamphlets, and other materials providing general information on various subjects.

Non-record reference material.

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WS 5-1 Mammals

Articles, reprints, pamphlets, and other materials providing general information on various subjects.

Non-record reference material.

WS 5-2 Birds

Articles, reprints, pamphlets, and other materials providing general information on various subjects.

Non-record reference material.

WS 5-3 Reptiles/Amphibians

Articles, reprints, pamphlets, and other materials providing general information on various subjects.

Non-record reference material.

WS 5-4 Endangered Species

Articles, reprints, pamphlets, and other materials providing general information on various subjects.

Non-record reference material.

WS 6 ENDANGERED SPECIES/SECTION 7 CONSULTATION

General correspondence and information pertaining to Section 7 Consultation conducted pursuant to the Endangered Species Act.

(item 2090a)
Originating office:
PERMANENT. Retire to FRC when 15 years old. Transfer to NARA when 20 years old.

Case files pertaining to specific consultations.

(item 2090b)
All other offices:
Destroy when 3 years old.

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WS 7 DAMAGE

General correspondence and information on different types of damage or problems caused by wildlife, and results of studies to quantify types and amounts of damage.

(item 2091a)
Originating office:
Destroy when 5 years old.

(item 2091b)
All other offices:
Destroy when 3 years old.

WS 7-1 Agricultural Crops

Case files on damage to agricultural crops caused by wildlife, including damage to reforestation efforts and commercial timber production.

(item 2092a)
Originating office:
PERMANENT. Retire to FRC when 15 years old. Transfer to NARA when 20 years old.

(item 2092b)
All other offices:
Destroy when 3 years old.

WS 7-2 Livestock

Case files on damage to livestock caused by wildlife, including damage to aquaculture operations.

(item 2093a)
Originating office:
PERMANENT. Retire to FRC when 15 years old. Transfer to NARA when 20 years old.

(item 2093b)
All other offices:
Destroy when 3 years old.

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WS 7-3 Human Health and Safety

Case files on hazards to human health and safety caused or influenced by wildlife, including aircraft hazards.

(item 2093a)
Originating office:
PERMANENT. Retire to FRC when 15 years old. Transfer to NARA when 20 years old.

(item 2093b)
All other offices:
Destroy when 3 years old.

WS 7-4 Nuisance

Case files on nuisance problems caused by wildlife.

Non-record reference material.

WS 7-5 Natural Resources

Case files on wildlife damage to natural resources, including predation on wildlife and damage to range lands and other wildlife habitats.

(item 2094a)
Originating office:
PERMANENT. Retire to FRC when 15 years old. Transfer to NARA when 20 years old.

(item 2094b)
All other offices:
Destroy when 3 years old.

WS 7-6 Industrial

Case files on wildlife damage to homes, buildings, facilities, and other structures.

(item 2095a)
Originating office:
PERMANENT. Retire to FRC when 15 years old. Transfer to NARA when 20 years old.

(item 2095b)
All other offices:
Destroy when 3 years old.

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WS 8 RESEARCH/DEVELOPMENT

General material and correspondence relating to research programs and findings on new methods, materials, and techniques used in wildlife services.

Non-record reference material.

WS 9 SPECIAL INTEREST GROUPS

General correspondence and material related to special interest groups or organizations that have interest in WS programs and functions.

Non-record reference material.

WS 10 MAPS

Record copy of maps and related material showing distribution of damage, control, and survey.

Non-record reference material.

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