

## **Part 15 - Management Records**

This schedule provides for the retention or disposal of certain records relating to administrative management activities in the Department. These activities involve the direction and control of those staff and management improvement programs not under line personnel directing and controlling substantive operations and programs. They exclude records of operating personnel, budget, accounting and printing functions covered by the General Records Schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development, and implication of procedures; records management activities; and administration of management improvement programs.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually Department-wide responsibilities or by a group of such persons or units in the Department. Although its provisions are applicable to exactly comparable records but without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in regional offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files pertaining to a management program in a well-defined area, such as reports management, consist primarily of detailed case files on each form or report and for a limited period of time are of administrative importance. Files of programs covering broader and more diverse fields, such as organizational planning studies, normally consist largely of project files, which are established for each separate problem assigned for investigation; the resulting case file is usually of continuing value in documenting the history of how the Department conducted its business. In either event there is a residue of ephemeral materials. They may include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgment, routing slips, and extra copies of documents.

