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SCHEDULE 1. INFORMATION COMMON TO MOST OFFICES

1. This schedule is a grouping of two types of file material found in most offices: record and nonrecord or extra copies of convenience or reference information. The schedule also covers certain types of electronic records created through office automation. Instructions for the retention of these files are contained in:

a. Appendix A. Disposable Materials

- 01A001. Finding Aids/Indexes
- 01A002. Reading or Chronological Files
- 01A003. Suspense Files
- 01A004. Transitory Information
- 01A005. Policy and Precedent Files
- 01A006. Technical Reference Information
- 01A007. Drafts
- 01A008. Worksheets
- 01A009. Routine Control Records
- 01A010. Schedules of Daily Activities
- 01A011. Mailing Lists

b. Appendix B. Record Information

- 01B001. General Correspondence and Decision Files
- 01B002. General Administrative Subject Files
- 01B003. Delegations/Designations of Authority and Additional Duty Assignments
- 01B004. Unscheduled Records

c. Appendix C. Office Automation Records

- 01C001. Word Processing Files
- 01C002. Electronic Spreadsheets

2. Reserved.

NOTE: Check 01A011b

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
01A001.	Finding aids/indexes (GRS 23/9). Indexes, lists, registers and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by this handbook. Excluded are records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete with the related records or when no longer needed.
01A002.	Reading or chronological files (GRS 23/1). Extra hard copy or electronic copies of correspondence originated in your office that are used for review or reference by staff members.	Cut off in 6-month blocks; destroy 6 months after cutoff. Earlier destruction is authorized when no longer needed.
01A003.	Suspense files. Information arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. Examples of information included in a suspense file are shown in sch. 01A003a and 01A003b. a. A hard copy note, an electronic notice from a calendar program, or other reminder to take action (GRS 23/6a). b. The paper file copy or an extra copy of an outgoing communication filed by the date of the expected reply. This includes copies of communications control records when used as suspense controls (GRS 23/6b). (1) Suspense copy is an extra copy. (2) Suspense copy is the file copy or a communications control record.	Destroy after taking action. . Destroy immediately. Incorporate into the official files
01A004	Transitory information (GRS 23/7) Hard copy or electronic Information of short-term interest that has no documentary or evidential value and normally does not need to be kept more than 90 days. Examples of transitory information are routine requests for information or publications and copies of replies; letters of transmittal; and quasi-official notices, including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns and similar records.	Cut off in 3-month blocks; destroy or delete 3 months after cutoff. Earlier destruction is authorized when no longer needed
01A005.	Policy and precedent files (NC1-269-80-2).	Review at the end of the fiscal year;

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Duplicate hard copy or electronic copies of documents establishing policy or precedent for future and continuing action. These files are normally kept by the action office. Included are policy and precedent statements, copies of documents regarding organization and functions, examples of typical cases and similar information.	destroy or delete when no longer needed.
01A006.	Technical reference information (NC1-269-80-2). Paper or electronic copies of reports, studies, special compilation of data, drawings, periodicals, directives, clippings and so forth, that are needed for reference and information purposes but are not made part of official files. Prepared internally and externally.	Destroy or delete when no longer needed.
01A007.	Drafts. Paper or electronic documents that are preliminary and intermediate drafts of letters, memorandums, reports and other information that do not represent significant basic steps in the preparation of record copies of documents.	Destroy or delete when no longer needed.
01A008.	Worksheets. Paper or electronic worksheets and other working documents that are not an integral part of a file.	Destroy or delete when work is completed and after record information is transferred to a more permanent form.
01A009.	Routine control records (GRS 23/8). Logs, registers and other records in hard copy or electronic form used to control work in progress. Includes job control records, status cards, routing slips, word processing sheets and records that control work flow and note action taken or serve as receipts for records borrowed or loaned. a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into the official files EXCLUDING records relating to the official activities of high Government officials. b. Records with no substantive information and records with substantive information already incorporated into the official file.	Cut off at the end of the calendar year; destroy or delete 2 years after cutoff. Destroy or delete when no longer needed.
01A010.	Schedules of daily activities (GRS 23/5). Includes paper or electronic calendars, appointment books, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by GSA employees while serving in an official capacity, excluding information determined to be personal.	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

	a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into the official files EXCLUDING records relating to the official activities of high Government officials.	Cut off at the end of the calendar year; destroy or delete 2 years after cutoff.
	b. Records with no substantive information and records with substantive information already incorporated into the official file.	Destroy or delete when no longer needed.
01A011.	Mailing lists. Paper or electronic information relating to the preparation of mailing lists.	
	a. Correspondence, requests and other documents relating to changes in mailing list (GRS 13/4a).	Destroy after revision of mailing lists or after 3 months, whichever is sooner.
	b. Mailing lists (GRS 13/4b).	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

01B001

General correspondence and decision files (NC1-269-80-2). Hard copy or electronic records created in administering an office or program, but not records described in the remaining chapters of this handbook. If information in this category results in initiating a program, process, project, directive or case (the records described in the other chapters), file the record copy in the related official file. Reference copies may be placed in 01A002. Using the major headings of the subject classification system, subdivide this file in any manner that simplifies retrieval. Refer to the master outline for suggestions.

a. Office of the Administrator, Heads of Services and Staff Offices. Records accumulated by the Office of the Administrator and by Heads of S/SO's under any major subject category, other than office administration, in managing and carrying out the functions assigned to GSA.

(1) Office of the Administrator, HSSO's: Decisions papers, instructions, clearances, interpretations of laws and directives; copy retained by the Executive Secretariat.

Permanent. Cut off the record copy at the end of the fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.

(2) Documents relating to office administration, requests for information, and other records that do not establish or interpret GSA policy.

Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff, or when no longer needed, whichever is sooner.

(3) Electronic copy used to create paper record copy.

Disposable. Delete when paper copy is signed or otherwise verified.

b. Regional Administrators. Records accumulated under any major subject category, other than office administration, in managing and carrying out assigned functions. Included are requests for information, issuances and interpretation of directives, planning documents, reports, correspondence and related records.

(1) Paper or electronic record copies.

Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 7 years after cutoff.

(3) Electronic copy used to create paper record copy.

Disposable. Delete when paper copy is signed or otherwise verified.

01B002.	<p>General Administrative Subject files (GRS 23/1). Records accumulated under any major subject category that document the basic operations and administration of GSA program offices. Using the major headings of the subject classification system, subdivide this file in any manner that simplifies retrieval. Refer to the master outline for suggestions.</p>	
	(1) Paper or electronic record copies.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff, or when no longer needed, whichever is sooner.
	(2) Electronic copy used to create paper record copy.	Disposable. Delete when paper copy is signed or otherwise verified.
01B003	<p>Delegations/designations of authority and additional duty assignments (NC1-269-80-2). Paper or electronic correspondence, forms and other documents delegating or assigning duties and responsibilities to individuals. Excluded are delegations found in GSA directives.</p>	Disposable. Destroy or delete when no longer needed.
01B004	<p>Unscheduled records. Paper or electronic documents showing the performance of a specific program function or process, and for which documentation and maintenance and disposition instructions are not provided elsewhere in this handbook.</p>	<p>Cut off at the end of the fiscal or calendar year or on completion of the project or action (as appropriate); hold until records are scheduled.</p>
		<p>NOTE: Action to schedule these records must be taken before the next review date of GSA Form 2039, Records Maintenance Plan. This form is reviewed at the beginning of each fiscal year.</p>

NOTE: This entire schedule will be redone based on new GRS.

RECORD SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION 01C001 Word processing files. Draft documents, such as letters, messages, memoranda, reports, handbooks, directives and manuals, recorded on electronic media, such as hard disks or floppy diskettes.

a. When used to produce a hard copy kept in organized files (GRS 23/2a).

Disposable. Delete when no longer needed to create a hard copy.

b. When maintained only in electronic form and the information duplicates or takes the place of hard copy records authorized for destruction by the GSA Record Schedule (GRS 23/2b).

Temporary. Delete after the expiration of the retention period authorized for the hard copy by the GSA Record Schedule. **01C002.** Electronic spreadsheets. Spreadsheets recorded on electronic media, such as hard disks or floppy diskettes.

a. When used to produce a hard copy kept in organized files.

Disposable. Delete when no longer needed to update or produce hard copy.

b. When maintained only in electronic form.

Temporary. Delete after the expiration of the retention period authorized for the hard copy. If the electronic version replaces hard copy records with differing retention periods and selective deletion is not possible, delete after the longest retention has expired.

01C003 Electronic Bulletin Boards and Forums. Data bases established to allow discussion of issues by individuals within an organization. Data consists of postings and responses to postings by participants. Disposable. Delete when no longer needed.

Appendix 1-C. Office Automation Files

SCHEDULE 2. ADMINISTRATIVE SUPPORT RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions for hard copy and electronic records created to support GSA internal administrative support programs. These instructions are contained in:
 - a. Appendix 2-A. Internal Information Management Program Records
 - b. Appendix 2-B. Printing and Publications Program Records
 - c. Appendix 2-C. Office Services Program Records
 - d. Appendix 2-D. Internal ADP Program Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
 - e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix describes records created in establishing and implementing procedures and techniques for increasing the usefulness and reducing the cost of forms and establishing and implementing forms, directives, records, reports, correspondence management, and Freedom of Information Act and Privacy Act policies and procedures. Records are created under 36 CFR ch. XII Subchapter b; 41 CFR 201-45.1, 45.4, 45.5, and 45.6, and the handbooks and orders in the 1035, 1800, 1804, 1812, 1824, 1832, and 2400 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02A001.	Form registers (NC1-269-80-5). Paper or electronic registers used to record and control the numbers and other identifying data assigned to each form.	Disposable. Destroy or delete when no longer needed.
02A002-02A004.	Reserved.	
02A005.	Forms case files. Numerical case files created in analyzing, designing, evaluating and clearing GSA forms. Included are requests for management services, information relating to the development of forms, drafts of directives prescribing forms or written statements explaining their purpose, clearances, printed copies of each edition, forms status notices, camera copy, record of all actions taken, and related records.	
	a. GSA agencywide forms, GSA forms numbered in the 6000 through 12,000 series, and GSA-issued standard and optional forms (GRS 16/3a).	Temporary. Place in inactive file on cancellation of the form. Cut off the inactive file at the end of the fiscal year and retire to FRC; destroy 5 years after cutoff.
	b. Regional form case files.	Temporary. Place in inactive file on cancellation of the form. Cut off the inactive file at the end of the fiscal year and retire to FRC; destroy 3 years after cutoff.
	c. Case files of temporary forms with a prefix "T."	Temporary. Cancel 6 months after development and place in inactive file, unless otherwise indicated; destroy 1 year after cancellation.
	d. Standard and Optional forms case file (NC1-64-77-4). Documents accumulated during the analysis, design, clearance, evaluation, and approval of forms. Included are requests for forms management services, papers relating to the development of forms, drafts of directives prescribing the forms or written statements explaining their purpose, clearances, copies of each addition of the form, form action notice, running record of all actions taken, and related records.	Permanent. Place in an inactive file on cancellation or discontinuance of the form. Cut off the inactive file at the end of 5 years, hold 5 additional years, then transfer to NARA.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02A006-02A 009.	Reserved.	
02A010.	Forms classification records (NC1-269-80-5). CO-prescribed GSA, Standard, and Optional forms, and regional numbered forms used in evaluating, simplifying, combining, or eliminating existing forms and to preclude the creation of new forms that duplicate existing forms.	Disposable. Destroy individual forms when canceled or discontinued.
02A011-02A 024.	Reserved.	
02A025.	Federal register liaison information (NC1-269-80-5). Documents accumulated as a result of GSA liaison with the Office of the Federal Register. Included are copies of GSA information for inclusion in the U.S. Government Organization manual; requests for additions to, deletions from, or copies of the Code of Federal Regulations, Federal Register, Weekly Compilation of Presidential Documents, Public Papers of the Presidents, or similar Federal Register publications; and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
02A026-02A 030.	Reserved.	
02A031.	Directive master binders and regulatory information (N1-269-90-3). Master binders of internal and external GSA directives and copies of regulatory information maintained by the Directives and Correspondence Management Branch, regional Information Management Branches or directive clearance officers. Included are the Federal Information Resources Management Regulation (FIRMR), the Federal Acquisition Regulation (FAR), the General Services Administration Acquisition Regulation (GSAR), Federal Property Management Regulations (FPMR), and the Federal Travel Regulation (FTR), all contained in the Code of Federal Regulations (CFR); GSA bulletins; orders; notices; handbooks; manuals; and miscellaneous external directives. a. Directives and Correspondence Management Branch. (1) Master binders.	Permanent. Place in inactive file when superseded or canceled. Cut off inactive file at the end of the fiscal year; transfer to NARA 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Microfilm.	Temporary. Place in inactive file after directive is superseded or canceled. Cut off at the end of the fiscal year; destroy 50 years after cutoff.
	b. Master binders maintained by service and staff office directive clearance officers and the Information Management Branch in each region.	Disposable. Destroy when superseded or canceled.
	c. Copies of the code of Federal Regulations.	Disposable. Destroy when superseded.
02A032-02A 034.	Reserved.	
02A035.	Directives case files. Documents reflecting the preparation, review, clearance, and publication of internal and external directives. Internal directives consist of orders, instructional letters, manuals, handbooks, notices, and training materials used to communicate information within GSA. External directives include GSA information submitted for publication in the Federal Register, CFR, FPMR, FAR, GSAR, FIRMR, FTR, and the U.S. Government Manual. Included in the directive case file are directive proposal briefs; permission for use of copyrighted information; clearance sheets; memorandums reconciling comments; comments of other Federal agencies, industrial firms, and professional groups; published directives; printing requisitions; and related records.	
	a. Internal and external directives case files maintained by the Central Office Directives and Correspondence Management Branch (N1-269-90-3).	
	(1) Hard copy.	Temporary. Cut off when case file is closed and microfilmed; destroy hard copy when microfilm has been verified.
	(2) Case files retired to WNRC before the effective date of this schedule.	Temporary. Destroy 20 years after directive was superseded or canceled.
	(3) Microfilm.	Temporary. Place in inactive file after directive is superseded or canceled. Cut off at the end of the fiscal year; destroy 50 years after cutoff.
	b. Offices originating external directives not Appendix 2-A	Temporary. Place in inactive file

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	signed by the Administrator (N1-269-90-3).	when superseded or canceled. Cut off at the end of the fiscal year and retire to FRC; destroy 20 years after cutoff.
	c. Information Management Branch, GSA Regions.	
	(1) One copy of each directive issued in the region with background information (N1-269-89-1).	Temporary. Cut off at the end of the fiscal year when superseded or canceled; destroy 2 years after cutoff.
	(2) Copyright authorizations (NC1-269-89-5).	Temporary. Cut off at the end of the fiscal year when superseded or canceled; destroy 56 years after cutoff.
	d. Working papers used in the development of official directives, but maintained by the office of origin. These may include studies, research findings, or other information that provides a basis for the directive. Also included are instructional letters and other forms of temporary directives.	Temporary. Place in inactive file after directive or instruction is superseded, canceled, or expires. Cut off at the end of the fiscal year and retire to FRC; destroy 5 years after cutoff.
02A036-02A039.	Reserved.	
02A040.	Records officer designations (NC1-269-80-5). Records officer designations . Documents reflecting names and other information about individuals designated to perform records management duties on a GSA-wide or regional basis.	Disposable. Destroy when superseded or obsolete.
02A041.	Records liaison officer designations (NC1-269-89-1). Documents reflecting names and other information about individuals designated by services or staff offices to perform records management duties within their office.	Disposable. Destroy when superseded or obsolete.
02A042.	Records management general files (GRS 16/7). Correspondence, reports, authorizations, and other records that relate to the management of GSA records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; vital records programs; and all other aspects of records management not covered elsewhere in this chapter.	Disposable. Destroy when superseded, obsolete, or not needed for reference.
02A043-02A055.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02A056.	<p>Records disposition. Descriptive inventories, disposal authorizations, schedules, reports and correspondence relating to the disposition of GSA records.</p> <p>a. Records retirement (NC1-269-80-5). Documents created in retiring records to Federal records centers. Included are SF 135, Records Transmittal and Receipt; accession agreements; copies of approved disposal requests; and related records.</p> <p>b. Disposition authorizations (GRS 16/2a). Documents created by the Information Collection Management Branch in requesting authority from NARA and GAO for the disposal of records. Included are SF 115, Request for Disposition Authority; clearances, including GAO clearances; and related records.</p> <p>c. Disposition requests (GRS 16/2b). Routine correspondence and memoranda relating to request for changes to, or exemptions from, official records maintenance and disposition instructions.</p>	<p>Disposable. Destroy when all records listed therein have been destroyed or when no longer needed.</p> <p>Disposable. Destroy when all related records are destroyed or transferred to the National Archives, or when no longer needed for administrative or reference purposes.</p> <p>Disposable. Destroy when no longer needed for reference.</p>
02A057-02A059.	Reserved.	
02A060.	<p>Records donation and transfer (NC1-269-80-5). Documents created in reviewing, clearing, approving, and arranging for the donation of GSA records to organizations, institutions, etc., and the transfer of records internally or between GSA and other Federal agencies. Included are SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; other requests or proposals for the donation or transfer of GSA records; clearance actions; approvals; and related records.</p> <p>a. Central office copy.</p> <p>b. Regional office copy.</p>	<p>Temporary. Cut off at the end of the fiscal year in which donation or transfer takes place; destroy 2 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year in which donation or transfer takes place; destroy 1 year after cutoff.</p>
02A061-02A064.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02A065.	Records holdings. Statistical reports of GSA's records holdings, including feeder reports, such as GSA Form 2151, Records Disposition and Maintenance Report, from all offices and data on the volume of records on hand, retired, or destroyed.	
	a. Central Office copy (GRS 16/4a).	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
	b. Regional office copy (GRS 16/4b).	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
02A066-02A069.	Reserved.	
02A070.	Vital records controls (NC1-269-80-5). Documents accumulated by records officers and those services and staff offices having GSA-wide responsibility to control the identification, transmission, maintenance, and disposition of emergency operating records and rights and interests records. Included are inventories not incorporated in handbooks and similar records.	Disposable. Destroy when superseded or obsolete
02A071.	Microfilm inspection records. Correspondence, reports, and related records documenting the inspection of microfilm records as required by 36 CFR 1230.	
	a. Microfilm inspection log documenting the inspection of microfilm records, including description of the records tested, record category, date, elements of inspection, results, and if defects are found, corrective action taken ((GRS 16/10a).	Temporary. Destroy 3 years after date of last entry.
	b. Inspection records and reports made to NARA on the results of microfilm inspection and related correspondence. (GRS 16/10b)	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
02A072.	IRM Triennial Review records (GRS 16/11). Reports concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Temporary. Cut off at the end of the fiscal year; destroy 7 years after cutoff.
02A073.	Reports management case files (GRS 16/6). Case files maintained for each GSA report created or proposed, including public use reports. Included are SF 83, Request for OMB Review; SF 360, Request to Approve An Interagency Reporting	Temporary. Cut off at end of fiscal year after report discontinued; hold 2 years, and destroy.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Requirement; other clearance forms; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	
02A074-02A079.	Reserved.	
02A081.	Reports management general records (N1-269-89-1). Documents created in administering the reports management program. Included are annual reviews, evaluations, inventories, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 6 years after cutoff.
02A082.	Information collection budget records (GRS 16/12). Reports required by the Office of Management and Budget (OMB) under the Paperwork Reduction Act about the number of hours the public spends fulfilling GSA reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	Temporary. Cut off at the end of the fiscal year; destroy 7 years after cutoff.
02A083.	Correspondence letterhead case files (N1-269-89-1). Case files created in authorizing and maintaining GSA letterheads. Included are justifications for authorizing and establishing new letterheads, a brief record of reprints, and related camera copies.	Temporary. Place in inactive file after request is denied or letterhead is discontinued. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.
02A084.	GSA ADP technical assistance (NC1-352-81-2). Documents created when assisting GSA organizations to develop specifications and resolve problems; and when offering suggestions and recommendations for ADP installations.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
02A085.	GSA ADP standardization records (NC1-352-81-2). Documents relating to the preparation, coordination, approval, maintenance, or cancellation of ADP standards for GSA organizations.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
02A086-02A089.	Reserved.	
02A090.	ADP service requirements (NC1-352-83-1). Documents accumulated in recording GSA ADP resource requirements.	Disposable. Withdraw when agreement for provision of service is reached. Complete the form and return it to requesting organization.

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02A091-02A094.	Reserved.	
02A095.	Privacy Act general administrative files (GRS 14/26) , Information created in implementing the Privacy Act within GSA. Included are GSA orders, notices, minutes of meetings, agenda, correspondence, and related records.	Disposable. Cut off at the end of the calendar year; destroy 2 years after cutoff or sooner if no longer needed for administrative use.
02A096-02A099.	Reserved.	
02A100.	Privacy Act amendment case files. Information relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of GSA's refusal of the individual's request to amend a record as provided for under U.S.C. 552a(d)(3); and to any civil action brought by the individual against GSA as provided under 5 U.S.C. 552a(g). a. Requests to amend agreed to by GSA (GRS 14/22a). Includes individual's requests to amend and/or review refusal to amend, copies of GSA's replies, and related materials. b. Requests to amend refused by GSA (GRS 14/22b). Includes individual's request to amend and to review refusal to amend, copies of GSA's replies, statement of disagreement, agency justification for refusal to amend a record, and related materials. c. Appealed requests to amend (GRS 14/22c). Includes all information created in responding to appeals under the Privacy Act for refusal to amend a record.	NOTE: The records described under 02A100 are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this Act. Temporary. Dispose of in accordance with disposition instructions for the related subject individual's record or 4 years after GSA's agreement to amend, whichever is later. Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by GSA, or 3 years after final adjudication by the courts, whichever is later. Temporary. Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by the courts, whichever is later.
02A101-02A104.	Reserved.	
02A105.	Privacy Act accounting of disclosure files (GRS 14/23) , Information maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another	Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for

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agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

which the accountability was made, whichever is later.

NOTE: The records described under 02A105 are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this Act.

02A106-02A **Reserved.**
109.

02A110. **Privacy Act control files.** Information maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

NOTE: The records described under 02A110 are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this Act.

a. Registers or listings (GRS 14/24a).

Temporary. Cut off after date of last entry; destroy 5 years later.

b. Other files (GRS 14/24b).

Temporary. Destroy 5 years after final action by GSA or final adjudication by the courts, whichever is later.

02A111-02A **Reserved.**
114.

02A115. **Privacy Act requests files.** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

NOTE: The records described under 02A115a(1) and 02A115b are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this Act.

a. Correspondence and supporting documents (excluding the official file copy of the records requested).

(1) Granting access to all the requested records.

Temporary. Cut off at the end of the calendar year; destroy 2 years later.

(2) Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Temporary. Cut off at the end of the calendar year; destroy 2 years later.

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	(b) Request appealed.	Temporary. Destroy as authorized under 02A145
	(3) Denying access to all or part of the records requested.	NOTE: Information released is subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this Act.
	(a) Request not appealed .	Temporary. Destroy as authorized under 02A145.
	(b) Request appealed.	Temporary. Destroy as authorized under 02A145.
	b. Official file copy of requested records.	Temporary. Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.
02A116-02A 119.	Reserved.	
02A120.	Privacy Act reports files. Information accumulated in preparing reports and providing information relating to the implementation of the Privacy Act within GSA. Included are onetime reports; feeder reports; biennial reports to the Office of Management and Budget; letters canceling old systems; the Report on New Systems at all levels; and related records.	
	a. Reports (GRS 14/25).	Temporary. Cut off at the end of the calendar year; destroy 2 years later.
	b. Other records (GRS 14/26).	Disposable. Cut off at the end of the calendar year; destroy 2 years later. Earlier destruction is authorized if no longer required for administrative purposes.
02A121-02A 124.	Reserved.	
02A125.	FOIA administrative files (GRS 14/15). Information relating to the implementation of the FOIA by GSA. Included are notices, routine correspondence, and related records.	Disposable. Cut off at the end of the calendar year; destroy 2 years later. Earlier destruction is authorized if no longer required for administrative purposes.
02A126-02A 129.	Reserved.	
02A130.	FOIA tracking and control records. Logs, Appendix 2-A	NOTE: The records described

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	registers, and other records in hard copy or electronic form used to control and track responses to FOIA requests. Included are date, nature of request, and name and address of requester.	under 02A130 are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this Act.
	a. Freedom of Information Act Tracking system (GRS 23/8). Data elements maintained to control and track responses to FOIA requests.	Temporary. Delete data elements 6 years after final action by GSA or after final adjudication by the courts, whichever is later.
	b. Other records (GRS 14/13b).	Temporary. Destroy 6 years after final action by GSA or after final adjudication by the courts, whichever is later.
02A131-02A134.	Reserved.	
02A135.	FOIA reports files (N1-269-89-2). Recurring reports and one-time information requirements relating to GSA's implementation of the FOIA. Included are annual reports to the Congress and related records.	
	a. Annual reports.	Permanent. Cut off at the end of the calendar year; hold 5 years and retire to FRC. Transfer to NARA 15 years after cutoff in 5-year blocks.
	b. Other reports and related records.	Temporary. Cut off at the end of the calendar year; destroy 2 years later. If not required, earlier destruction is authorized.
02A136-02A139.	Reserved.	
02A140.	FOIA requests files. Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply, and all related supporting files which may include official file copy of requested record or copy thereof.	NOTE: The records described under 02A140a(1) and 02A140b, if pertaining to an individual, are subject to the Privacy Act of 1974. They must be maintained and disposed of in accordance with this Act.
	a. Correspondence and supporting information (excluding the official file copy of the records requested).	
	(1) Granting access to all requested records (GRS 14/11a).	Temporary. Cut off at the end of the calendar year; destroy 2 years later.

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	(2) Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees (GRS 14/11a(1)(a)).	Temporary. Cut off at the end of the calendar year; destroy 2 years later.
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed (GRS 14a(3)(a)).	Temporary. Cut off at the end of the calendar year; destroy 6 years later.
	(b) Request appealed (GRS 14/11(s)(b)).	Temporary. Destroy as under 02A145.
	b. Official file copy of requested records.	Temporary. Dispose of in accordance with approved GSA disposition instructions for the related records, or with the related FOIA request, whichever is later.
02A141-02A 144.	Reserved.	
02A145.	FOIA appeals files. Files created in responding to administrative appeals under the FOIA for release of information denied by GSA, consisting of the appellant's letter, a copy of the reply, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	NOTE: The records described under 02A145, if pertaining to an individual, are subject to the Privacy Act of 1974. This information must be maintained and disposed of in accordance with this Act.
	a. Correspondence and supporting information (excluding the file copy of the records under appeal)(GRS 14/12a).	Temporary. Destroy 6 years after final determination by GSA or 3 years after final adjudication by the courts, or 6 years after the time at which a requester could file suit, whichever is later.
	b. Official copy of records not under appeal (GRS 14/12b).	Temporary. Dispose of in accordance with approved GSA disposition instructions for the related record, or with the related FOIA request, whichever is later.

This appendix describes records created in developing procedures, standards, and guides for operating printing and duplicating facilities; for providing graphics and visual arts services; and for preparing, printing and duplicating, storing, packing, shipping, and distributing publications.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02B001.	Feasibility study schedules (NC1-269-80-3). Documents created in scheduling feasibility studies to determine the need for field printing or duplicating plants. Included are records reflecting proposed dates for studies, correspondence relating to study scheduling and other agency participation, and related records.	Temporary. Cut off at end of fiscal year. Destroy one year after cutoff.
02B002.	General printing supply and services (NC1-269-80-3). Documents relating to procuring supplies and the lease, rental, and maintenance of printing and duplicating equipment. Included are justifications and authorizations; duplicate copies of requisitions, purchase orders, and invoices; meter cards; rental, lease, or maintenance agreements; and related records.	Temporary. Place in inactive file upon delivery and acceptance of supplies; completion of specific maintenance or repair work; or termination of lease, rental, or maintenance agreement. Cut off inactive file at end of fiscal year; destroy 2 years after cutoff.
02B003-02B004.	Reserved.	
02B005.	JCP authorizations (NC1-269-80-3). Documents providing a history of the development, publication, distribution, and cost of each publication. Included are justifications, approvals, cost statistics for publications and reprints, copy requirements, and related records.	
	a. Listings of JCP authorizations.	Disposable. Destroy after discontinuance of function.
	b. Other documents.	Temporary. Cut off at the end of the fiscal year after discontinuance of plant or disposal of equipment. Destroy 2 years after cutoff.
02B006-02B009.	Reserved.	
02B010.	Plant establishment (NC1-269-80-3). Documents accumulated in determining the need to establish, relocate, or disestablish a GSA field printing plant or duplicating facility, but not JCP authorizations that are described elsewhere in this appendix. Included are requests for establishment, feasibility studies, recommendations, justifications, final determinations, and other records.	Place in inactive file following discontinuance.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Central Office plant establishment documents.	Temporary. Cut off inactive file at the end of each fiscal year. Hold three years and retire to FRC. Destroy 8 years after cutoff.
	b. Regional office plant establishment documents.	Temporary. Cut off inactive file at the end of each fiscal year. Hold 1 year and retire to FRC. Destroy 3 years after cutoff.
02B011-02B014.	Reserved.	
02B015.	Plant operation planning (NC1-269-80-3). Documents accumulated during studies and planning to improve plant layout, printing and duplicating services, procurement, equipment, costing, and administrative operations. Included are studies, project plans, recommendations, and related records.	Temporary. Cut off at end of fiscal year following completion of project or study. Destroy 3 years after cutoff.
02B016-02B019.	Reserved.	
02B020.	Plant inspections (NC1-269-80-3). Documents accumulated during inspections of GSA printing plants and duplicating facilities for the purpose of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports, recommendations, and related records.	Temporary. Cut off at end of fiscal year after next comparable inspection. Destroy one year after cutoff.
02B021-02B024.	Reserved.	
02B025.	Printing plant folders (NC1-269-80-3). Documents accumulated in offices responsible for printing plant and duplicating facility operations that relate to specific plants or facilities and cannot logically be filed with other files described elsewhere in this chapter. These records are usually arranged by printing plant or duplicating facility number.	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.
02B026-02B029.	Reserved.	
02B030.	Requisitioning officer designations (NC1-269-80-3). GSA Form 19, Designation of Authorized Representatives, submitted by GSA offices or other Government agencies designating employees authorized to approve requisitions for printing services and reflecting the extent of the designee's	Temporary. Cut off at end of fiscal year after designation is superseded or cancelled. Destroy 6 months after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	authority.	
02B031-02B034.	Reserved.	
02B035.	Printing or duplicating plant jobs (NC1-269-80-3). Documents relating to each printing job produced for GSA by Government printing plants in the area. Included are requisitions, production and cost records, estimates, related processing data, similar records, and a sample of each printing job produced.	Temporary. Cut off at end of fiscal year following completion of job. Destroy 1 year after cutoff.
02B036-02B044.	Reserved.	
02B045.	GPO waivers (NC1-269-80-3). Documents accumulated in obtaining approval from GPO to procure printing services from commercial sources. Included are requests for waivers, GPO approvals, records relating to operations under waivers, requests for extensions, indexes to waivers granted, and related records.	
	a. Indexes to waivers granted.	Disposable. Retain until discontinuance of the function, then destroy.
	b. Other records.	Temporary. Cut off at end of fiscal year after expiration of the waiver. Destroy 2 years after cutoff.
02B046-02B049.	Reserved.	
02B050.	Local reproduction (NC1-269-80-3). Documents accumulated in performing photocopying services by GSA offices. Included are requisitions, delivery receipts, performance data, and related records.	Disposable. Cut off monthly. Destroy 12 months after cutoff.
02B051-02B059.	Reserved.	
02B060.	Accountable forms control (NC1-269-80-3). Documents showing receipt or issue of blank forms which are subject to special control because they have monetary value, such as transportation requests and bills of lading. Included are lists, receipts, registers, and similar control records.	Temporary. Cut off at end of fiscal year. Destroy 2 years after cutoff
02B061-02B064.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02B066.	<p>Presidential photograph records (NC1-269-80-3). Documents accumulated in the distribution (total number copies issued to each major recipient) of official photographs of the Presidents of the United States. Included are correspondence, distribution lists and changes, and related records.</p> <p>a. Central Office.</p> <p>b. Regional offices.</p>	<p>Disposable. Cut off at end of fiscal year after swearing in of succeeding president. Destroy 1 year after cutoff.</p> <p>Disposable. Cut off at end of fiscal year after swearing in of succeeding president. Destroy 2 years after cutoff.</p>
02B067-02B069.	Reserved.	
02B070.	<p>(NC1-269-92-1). Documents providing a history of the development, publication, distribution, and cost of each publication. Included are justifications, approvals, cost statistics for publications and reprints, copy requirements, and related records.</p> <p>a. Central office justifications, approvals, cost statistics for publications and reprints, copy requirements, and related records.</p> <p>b. Documents from offices other than GSA CO, including justifications, approvals, cost statistics for publications and reprints, copy requirements, and related records.</p>	<p>Temporary. Cut off at the end of the fiscal year after publishing, or cancellation of publication, hold 1 year, and retire. Destroy 4 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year after publishing, or cancellation of publication, hold 1 year and retire to FRC. Destroy 2 years after cutoff.</p>
02B071.	<p>Stationery master copies (NC1-269-80-3). Master copies of stationery published by or procured through GSA.</p>	Disposable. Destroy when revised or discontinued.
02B072-02B074.	Reserved.	
02B075.	<p>Distribution lists (NC1-269-80-3). Documents accumulated in the establishment and maintenance of automatic distribution and specific purpose mailing lists for distribution of GSA publications. Included are authorizations to establish lists, announcements of intent to establish lists, requirement requests and changes thereto, requests for inclusion on lists, and related records.</p>	Disposable. Destroy when superseded, canceled, or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02B076.	Reports file. (NC1-269-80-3). Documents accumulated and forwarded monthly to the appropriate accounting center for a report of materials and supplies on hand and supply expenses.	Temporary. Cut off at end of fiscal year, hold 1 year, and destroy.
02B077-02B079.	Reserved.	
02B080.	Graphics jobs (NC1-269-80-3). Documents on the receipt, design, conduct, and completion of each graphics job produced in-house or procured from commercial sources. Included are requests for services, job orders, specifications, design layouts, sketches, processing data, lists reflecting names of commercial bidders and prices quoted, and related records.	Temporary. Cut off at end of fiscal year, hold 2 years, and destroy.

This appendix describes records created in developing procedures, standards, and guides for GSA internal administrative services, including property control, space allocation and utilization, telecommunications, parking control, credentials, and library services.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02C001.	Property control designation records (NC1-269-80-7). Documents created in designating employees responsible for the acquisition and control of GSA personal property within their areas of jurisdiction (PC's/AO's).	Temporary. Cut off at end of fiscal year after termination of designation. Destroy 2 years after cutoff.
02C002-02C004.	Reserved.	
02C005.	Personal property account files (NC1-269-80-7). Documents created in controlling and accounting for personal property in GSA inventory. <ul style="list-style-type: none"> a. Loan agreements, including hand receipts; issue slips; GSA Forms 715, Equipment Control Record, or equivalent documents showing items by class, value, serial number, and physical location; and related records. b. Registers and master files, including registers of source documents; master files or purchase orders; FEDSTRIP requisitions; reports of property for survey; and similar records. 	Temporary. Place in inactive file after all items shown on record are returned, brought forward to a new record, transferred, disposed of or otherwise removed from the inventory. Cut off inactive file at end of fiscal year; destroy 3 years after cutoff.
02C006-02C009.	Reserved.	
02C010.	Congressional property records (NC1-269-80-7). Documents accumulated in controlling congressional property in the possession of and purchased for a Member of Congress. Included are those documents reflecting additions to, changes in, and status of the individual Member's personal property account. Source documents may include GSA Forms 300, Purchase Order; GSA Forms 526, Report of Property for Survey; Standard Forms 120, Report of Excess Personal Property; and SF 122, Transfer Order Excess Personal Property. The file may also include registers of source documents; master files or purchase orders; FEDSTRIP requisitions; reports of property for survey.	Temporary. Cut off at end of fiscal year after member closes office and completion of all transactions; destroy 1 year after cutoff.
02C011-02C014.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02C015.	Personal property source documents (NC1-269-80-7). Documents accumulated in managing personal property accounts. Documents may include GSA Form 300, Purchase Order; GSA Form 526, Report of Property for Survey; GSA Form 524, Authorization for Property Release; GSA Form 525, Authorization for transfer of property; Standard Form 120, Report of Excess Personal Property; and SF 122, Transfer Order Excess Personal Property.	Temporary. Hold until action is completed and verified; then place in active file. Place in inactive file after next complete physical inventory. Cut off at end of fiscal year; destroy one year after cutoff.
02C016-02C019.	Reserved.	
02C020.	Property listings (NC1-269-80-7). Duplicate copies of property listings showing items of personal property on GSA inventory by class, value, serial number, and property custodian account.	Disposable. Destroy when superseded or no longer needed.
02C021-02C024.	Reserved.	
02C025.	Excess property screening (NC1-269-80-7). Documents accumulated in screening reports of excess personal and real property for possible use.	Disposable. Destroy when no longer needed.
02C026-02C029.	Reserved.	
02C030.	Equipment procurement statistics (NC1-269-80-7). Documents containing statistics on administrative and operating equipment procurement, exchange/sale, or other transactions.	Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.
02C031-02C039.	Reserved.	
02C040.	Space allocation and utilization records (NC1-269-80-7). Records relating to the allocation, utilization and release of space and related reports.	
	a. Records relating to the allocation, utilization and release of space and related reports.	Disposable. Cut off at the end of the fiscal year after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. Destroy 2 years after cutoff.
	b. Correspondence with and reports to units of the Public Buildings Service relating to space holdings and requirements.	
	(1) Reports, including SF 81, Request for Space,	Temporary. Cut off at the end of the

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	and related documents.	fiscal year; destroy 2 years after cutoff.
	(2) Working papers and extra copies.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
02C041-02C044.	Reserved.	
02C045.	Maintenance and moving services records (GRS 11/5). Requests for building, equipment maintenance, and moving services, excluding fiscal copies.	Temporary. Cut off and destroy 3 months after work is performed or requisition is canceled.
02C046-02C049.	Reserved.	
02C050.	Telephone order files (GRS 12/2e). Records created in providing telephone installations, changes, or equipment. Included are requests, orders, changes in listings, drawings and diagrams, and related records.	Temporary. Cut off at end of fiscal year after work is performed or requisition is canceled. Destroy 2 years after cutoff.
02C051.	Telephone equipment inventories (NC1-269-78-1). Documents showing complete inventory of telephone equipment by office indicating branch number, number of extensions, wiring, individual locations, charge information, and related data.	Disposable. Destroy when superseded or obsolete.
02C052.	Telephone directory service (GRS 11/3). Documents accumulated in compiling directories.	Disposable. Destroy 2 months after issuance of listing.
02C053-02C059.	Reserved.	
02C060.	Rosters (NC1-269-78-1). Documents accumulated in the preparation and maintenance of rosters of GSA employee names, telephone numbers, addresses, or other data. Included are page changes, key personnel lists, certifications, and related records.	Disposable. Destroy when superseded or obsolete.
02C061-02C064.	Reserved.	
02C065.	General telecommunications records (GRS 12/2a). Documents and records relating generally to the administration and operation of the GSA internal telecommunications program.	Temporary. Cut off at end of fiscal year. Destroy 2 years after cutoff.
02C066-02C069.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02C070.	Parking control records (NC1-269-81-2). Documents accumulated in collecting and controlling parking permits; applications; reports; and related records.	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.
02C071-02C074.	Reserved.	
02C075.	Credentials records (GRS 11/4). Identification credentials and related records.	
	a. Identification credentials including cards, badges, parking permits, photographs, motor vehicle operation permits, property and visitor passes, and other identification credentials.	Temporary. Destroy 3 months after return to issuing office.
	b. Receipts, indices, listings, and accountable records.	Disposable. Destroy after all listed credentials are accounted for.
02C076-02C079.	Reserved.	
02C080.	Library administration (NC1-269-78-1). Documents pertaining to library administration not included in other items in this handbook.	Temporary. Cut off at end of fiscal year. Destroy 2 years after cutoff.
02C081-02C084.	Reserved.	
02C085.	Shelf listings (NC1-269-78-1). Documents listing books in the library, normally arranged in order to reflect classification, title, author, and voucher number.	Temporary. Destroy after items are permanently removed from the library.
02C086-02C089.	Reserved.	
02C090.	Library catalog cards (NC1-269-78-1). Cards showing authors, titles, cross-references, and subjects, arranged in alphabetical order and indicating descriptive details and shelf location of books.	Disposable. Destroy after associated books are permanently removed from the library.
02C091.	Bibliographical services (NC1-269-78-1). Documents accumulated in preparing and providing bibliographies, including requests, replies, studies, and workpapers.	
	a. Bibliographies.	Disposable. Transfer with related collection or destroy when superseded or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other documents.	Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.
02C092-02C094.	Reserved.	
02C095.	Mail control records (GRS 12/6f). Documents showing receipt, routing, and dispatch of mail, including delivery receipt books, lists of remittances, or other valuables received or delivered, and similar documents used by mailrooms, except postal records and classified document records.	Disposable. Cut off and destroy at 6 month intervals.
02C096-02C099.	Reserved.	
02C100.	Postal records (GRS 12/5). Documents (prescribed in postal regulations and small parcel common carrier regulations) showing receipt, handling, and dispatch of registered, certified, or insured mail and mail pouches. Included are return receipts; reports of loss, delay, or other improper treatment of mail; and all related or similar records.	Temporary. Cut off at end of fiscal year. Destroy 1 year after.
02C101-02C104.	Reserved.	
02C105.	Mail volume and mail volume report files (GRS 12/6d). Documents created in recording and reporting data on the volume of incoming and outgoing mail services used, special mail services used, anticipated changes in mail volume, and similar data used to negotiate reimbursement to the U. S. Postal Service and to analyze mail practices.	Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.
02C106.	Official penalty mail reports (GRS 12/7). Documents reflecting GSA's agreement with the U. S. Postal Service to pay equivalent postage for mail services received. Included are copies of the agreement and related records.	Temporary. Cut off at the end of the fiscal year after the agreement is negotiated. Destroy 6 years after cutoff.
02C107-02C109.	Reserved.	
02C110.	Mailroom service files (GRS 12/6g). Guides and other documents or instructions used in mailrooms and other offices responsible for services performed by GSA mailrooms. Included are mailroom routing guides, messenger routes, pickup and delivery schedules, mail sorting and dispatch guides and directives, and related records.	Disposable. Destroy when superseded or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02C111-02C114.	Reserved.	
02C115.	Credit card approving official and cardholder records (- -). Documents include account set-up and account maintenance information for each approving official, including GSA Form 20, level 4 setup forms, A.O. set-up and maintenance forms, renewal information, delegations of authority, funding authorization memoranda and other correspondence for each cardholder within an approving official account.	Temporary. Cut off at the end of the fiscal year after all accounts on the master account are closed. Destroy 2 years after cutoff.
02C116-02C119.	Reserved.	
02C120.	IMPAC financial summary records (- -). Documents include RMBCS summary reports of credit card account activity for the billing cycle.	Temporary. Cut off at the end of the fiscal year after the end of the last billing cycle. Destroy 3 years after cutoff.
02C121-02C124.	Reserved.	
02C025.	Merchant activity reports (- -). Documents include quarterly reports on vendors where cardholders made purchases during the quarter. Records are filed by date within quarter.	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.

This appendix provides maintenance and disposition instructions for records compiled as a result of providing ADP services for internal GSA use and in operating GSA data processing facilities.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
02D001.	ADP acquisition case records (NC1-352-81-1). Documents relating to planning for, selecting, evaluating, procuring, installing and reviewing the performance of automatic data processing equipment and major auxiliary items. Included are preliminary designs, feasibility and application studies, system specifications and reports, manufacturers's proposals and evaluations, installation documents, readiness reviews and performance evaluations and related records.	Temporary. Cut off at end of fiscal year following installation of equipment or system, or determination that equipment or system will not be installed; destroy 5 years after cutoff.
02D002-02D004.	Reserved.	
02D005.	ADP equipment requests (NC1-352-81-2). Documents resulting from the preparation of requirements for ADP equipment, accessories, and modifications. Included are justifications, annual equipment rental requisitions, copies of maintenance contracts, discontinuing lease letters and related records.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
02D006-02D009.	Reserved.	
02C010.	ADP system records (NC1-352-81-2). Documents created in the planning; coordinating; preliminary feasibility application and system design; testing; and maintenance of ADP or data conversion systems. Included are detailed systems and test documents, staffing and economic studies, enhancement project requests, impact studies, documents relating to system security, and other records relating to system maintenance.	
	NOTE: Record copies of system manual, including unpublished sections, except program cards and tapes, should be identified and filed in accordance with instructions in 02A035, Directive Case Files.	
	a. Office responsible for development of the system. Included are detailed systems and test documents, staffing and economic studies, enhancement project requests, impact studies, documents relating to system security, and other records relating to system maintenance.	Temporary. Cut off at the end of the fiscal year after the system installation date and retire to FRC. Destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>b. Documents of offices other than that responsible for developing the system. Included are detailed systems and test documents, staffing and economic studies, enhancement project requests, impact studies, documents relating to system security, and other records relating to system maintenance.</p> <p>c. ADP program change requests (NC1-269-77-1). Documents accumulated in requesting changes to computer programs and coordinating changes with data processing personnel. Included are requests, design and feasibility studies, and related records.</p>	<p>Disposable. Cut off at the end of the fiscal year following completion or discontinuance of design effort; destroy 2 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year that program change is discontinued; destroy 3 years after cutoff.</p>
02D011-02D014.	Reserved.	
02C015.	Invoice certification (NC1-352-81-2). Records accumulated by data processing offices while reviewing, certifying and forwarding invoices to accounts payable and other documents related to billing for equipment leases and maintenance services. Included are billable time reports, meter readings, additional-use authorizations, copies of vendor invoices, and related records.	Temporary. Cut off at the end of the fiscal year; delete 4 years after cutoff.
02D016-02D019.	Reserved.	
02C020.	Technical information memorandums and dispatches (NC1-352-81-2). Documents accumulated in preparing and issuing documents to report hardware and software problems, data processing system deficiencies, and data processing facts for inclusion and dissemination in published technical information memorandums.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
02D021-02D024.	Reserved.	
02C025.	ADP supply records (NC1-352-81-1). Documents created in specifying requirements for and to coordinate the procurement of tapes, punched cards, marginally punched custom-made forms, or comparable supplies. Included are justifications and notifications for actions taken regarding tape procurement; annotated card, form listings; and related records.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.

SCHEDULE 3. AUDIT AND INVESTIGATION RECORDS

1. General. This schedule provides documentation and maintenance instructions and disposition instructions for records created to support GSA audit and investigation programs. These instructions are contained in:
 - a. Appendix 3-A. Audit and Investigation Program Records
 - b. Appendix 3-B. Audit Resolution Program Records
 - c. Appendix 3-C. Transportation Audit Program Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
 - e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.
 - f. Paper copies used to create electronic records may be destroyed as soon as the record copy is verified.

The records described in this appendix are accumulated in providing investigative services and in examining or auditing internal and contractor operations to ensure proper protection of assets; adherence to policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. Audit program records are created in carrying out the assigned functions set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2000 and 2600 subject classification series. This appendix does not apply to documents accumulated by other offices in responding to audits of their program areas. Documents of this nature are scheduled in app. 1-B, or identified and filed with the contract or transaction to which the particular investigation or audit pertains. The system of records described in 3A56 of this appendix is exempt from the Privacy Act of 1974.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
03A001.	Audit guidance (NC1-269-82-3). Documents created in preparing, clearing, and issuing instructions and guides for use by auditors in GSA internal and contract audits, but not documents relating to instructions issued under the directives system. Included are record copies of audit guides and instructions, clearance actions, and related reports. Excluded are copies of audit guides included as part of the Audit Case File (03A025)	Temporary. Cut off at the end of the fiscal year when superseded or canceled; destroy 3 years after cutoff.
03A002-03A009.	Reserved.	
03A010.	Audit summaries (NC1-269-82-3). Documents created in preparing and circulating summarized information on the status of audit activities, selected audit findings and recommendations, and other audit matters. Included are periodic audit digests and summaries, reports of actions taken as a result of the summaries, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
03A011-03A014.	Reserved.	
03A015.	Audit planning (NC1-269-82-3). Documents created in identifying areas for audit, defining the scope of planned audits, and scheduling audits.	Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.
03A016-03A019.	Reserved.	
03A020.	Audit report chronological file (NC1-269-82-3). Records accumulated for reference and referral to contract audits, internal audits, clearances, and related information. Included are copies of final contract and internal audit reports.	Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 10 years after cutoff.

03A021-03A024.	Reserved.	
03A025.	Audit case files (GRS 22/2). Case files of internal audits of agency programs, operations and procedures, and of external audits of contractors and grantees. Included are audit reports, correspondence, memoranda, and related information.	<p>Temporary. Cut off at the end of the fiscal year in which case is closed; hold 2 years and retire to FRC. Destroy 8 years after cutoff.</p> <p>NOTE: Records may be held rather than retired to the FRC if:</p> <p>(1) An implementation review is scheduled or will be scheduled;</p> <p>(2) The file relates to an ongoing investigation or ongoing litigation; or</p> <p>(3) The file relates to a significant audit that is expected to generate continued inquiries from parties outside the OIG.</p>
03A026-03A039.	Reserved.	
03A040.	Area audit office inspections (NC1-269-82-3). Documents accumulated in inspecting the activities of field audit offices for the purposes of increasing operational and administrative effectiveness. Included are inspection reports and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
03A041-03A044.	Reserved.	
03A045.	Audit administrative subject files (NC1-269-82-3). Documents relating to the routine operation and administration of the audit function, but not general administrative files described in Schedule 01B. Included are pertinent laws, copies of contracts or other authoritative documents relating to specific audit functional areas; organizational charts and functional statements; surveys of procedures and controls; statistical tabulations; contractors' financial statements; analyses of cost trends; and significant findings of prior audits in each functional area. Excluded are documents filed in the Audit Case File (03A025).	Disposable. Destroy when superseded or obsolete.
03A046-03A049.	Reserved.	

03A050.	Semiannual report to the Congress (NC1-269-82-3). Documents accumulated in the compilation of summary data on Inspector General activities and achievements during the first and second 6-month periods of each fiscal year.	<p>Permanent. Cut off semiannually, hold 5 years, and retire to FRC. Transfer to NARA 10 years after cutoff in 5-year blocks.</p> <p>NOTE: Destroy other copies in office space when no longer needed for reference.</p>
	a. Final report (record set).	
	b. Other records.	Temporary. Cut off with related report; destroy or delete 5 years after cutoff.
03A051-03A054.	Reserved.	
03A055.	Subpoenas (NC1-269-82-3). Documents created in the issuance and return process of a subpoena duces tecum.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
03A056.	Investigative case files. Case files developed during investigations of known or alleged fraud or abuse and irregularities or violations of laws and regulations. Cases relate to GSA personnel and programs and operations administered or financed by GSA, including contractors and others having a relationship with GSA. This includes investigative files relating to employee and Hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.	
	a. Files containing information or allegations that do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations (GRS 22/1a).	Temporary. Place in inactive file when case is closed. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
	b. All other investigative files (GRS 22/1b).	Temporary. Place in inactive file when case is closed. Cut off inactive file at end of fiscal year; hold 2 years and retire to FRC. Destroy 10 years after cutoff.

This appendix provides maintenance and disposition instructions for audit resolution program records. The records are accumulated in controlling and monitoring the resolution and implementation of General Accounting Office (GAO) audit reports and Office of Inspector General (OIG) internal audit and contract audit reports. The GSA audit resolution and followup system is covered in GSA HB, Audit resolution and followup system (ADM P 2030.2B). The appendix does not apply to documents accumulated in examining or auditing internal and contractor operations or by offices whose programs were audited.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
03B001.	<p>Contract audit resolution case files (NC1-269-87-3). Documents created or accumulated in the resolution and implementation of contract audit recommendations. Included are audit reports, master control records, pre-negotiation and/or price negotiation memoranda, award documents, settlement agreements, contracting officers final decision letters, and related records. Included are communications with the contracting officers, finance centers, Office of Inspector General, and the Audit Followup Official, and related officials.</p> <p>a. Audit Resolution Management Controls Division.</p> <p>b. Audit resolution documents maintained by Central Office service and staff office management support offices and regional offices.</p>	<p>Temporary. Cut off at the end of the fiscal year when followup actions are complete. Hold 1 year and retire to FRC. Destroy 5 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year when followup actions are complete. Destroy 2 years after cutoff.</p>
03B002-03B004.	Reserved.	
03B005.	<p>Internal audit resolution case files (N1-269-87-3). Documents accumulated in resolution and implementation of internal audit recommendations. Included are action plans, documents developed in resolving and implementing recommendations, resolution letters from the Inspector General, closure notices to action offices, and other related correspondence and reports.</p> <p>a. Case files maintained by Audit Resolution Management Controls Division.</p>	<p>Temporary. Cut off at the end of the fiscal year when all resolution and followup actions have been taken. Hold 1 year and retire to FRC. Destroy 5 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Case file copies maintained by Central Office service and staff office management support offices and regional offices.	Temporary. Cut off at the end of the fiscal year when all resolution and followup actions have been taken. Destroy 2 years after cutoff.
03B006-03B009.	Reserved.	
03B010.	GAO audit reports (N1-269-87-3). Documents created or accumulated in the resolution and implementation of GAO audit recommendations. Included are documents resolving and implementing recommendations, responses from the Administrator of General Services to the Comptroller General, the Congress, and the Office of Management and Budget concerning recommendations.	
	a. Files maintained by the Audit Resolution Management Controls Division.	Temporary. Cut off at the end of the fiscal year when all resolution and followup actions have been completed. Hold 1 year and retire to FRC. Destroy 5 years after cutoff.
	b. Files maintained by the Central Office service and staff office management support offices and regional offices.	Temporary. Cut off at the end of the fiscal year when all resolution and followup actions have been completed. Destroy 2 years after cutoff.

The records described in this appendix are accumulated in auditing the movement of goods and persons under Government orders. The records include bills of lading, transportation (freight and passenger transportation) request vouchers; recovering overcharges on transportation payments; adjudicating transportation claims against the Government; developing regulations, billing, payment, and audit policies; and procedures governing transportation services to the government and similar records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. This appendix does not cover copies of records used to support payments that become part of the accountable officers' accounts, or are including in account postings.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
03C001.	<p>Freight and passenger transportation records (GRS 9/1). Freight and passenger transportation records accumulated in auditing the movement of goods and persons under Government orders.</p>	
	<p>a. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Included are registers and other control documents.</p>	
	<p>(1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100, except those covered by paragraph 3C1a(4). (Pending NARA approval)</p>	<p>Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>
	<p>(2) Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods. The charges are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations pursuant to Section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, except those covered by paragraph 3C1a(4). (Pending NARA approval).</p>	<p>Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>
	<p>(3) Records covering payment for all other freight and passenger transportation charges not covered by items 3C1a(1) and 3C1a(2), except those covered by paragraph 3C1a(4) of this schedule. (GRS 9/1a)</p>	<p>Temporary. Cut off at end of fiscal year; destroy 6 years after cutoff.</p>
	<p>(4) Records covering payment for freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of related paid supplemental bill, 5) voucher has</p>	<p>Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	become involved in litigation, or 6) any other condition that requires the voucher to be retained beyond the 3- or 6-year disposal period, such as detection of an undercharge. (GRS 9/1b)	
	b. Issuing offices' memorandum copies of Government or commercial bills of lading, passenger transportation vouchers (SF 113A) and transportation requests (SF 1169), travel authorizations, and supporting documents. (GRS 9/1c)	Temporary. Cut off at end of fiscal year after the period of the account; destroy 6 years after cutoff.
	c. Obligation copy of passenger transportation vouchers. (GRS 9/1d)	Disposable. Destroy when funds are obligated.
	d. Unused ticket redemption forms, such as SF 1170. (GRS 9/1e)	Disposable. Destroy when no longer needed.
03C002.	Lost or damaged shipments records (GRS 09/2) Schedules of valuables shipped, correspondence, reports, and other records related to administering the Government Losses in Shipment Act.	Temporary. Cut off at end of fiscal year. Destroy 6 years after cutoff.
03C003.	Passenger reimbursement records (Pending NARA approval). Records related to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and supporting documents related to official travel by officers, employees, dependents, or others authorized by law to travel.	
	a. Travel administrative office records.	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.
	b. Obligation copies.	Disposable. Destroy when funds are obligated.
03C004.	General travel & transportation records (GRS 9/4).	
	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions not covered elsewhere in this schedule.	Temporary. Cut off at end of fiscal year. Destroy 2 years after cutoff.
	b. Accountability records.	Temporary. Cut off at end of fiscal year after all entries are cleared. Destroy 1 year after cutoff.

SCHEDULE 3. AUDIT AND INVESTIGATION RECORDS

1. General. This schedule provides documentation and maintenance instructions and disposition instructions for records created to support GSA audit and investigation programs. These instructions are contained in:
 - a. Appendix 3-A. Audit and Investigation Program Records
 - b. Appendix 3-B. Audit Resolution Program Records
 - c. Appendix 3-C. Transportation Audit Program Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
5. Electronic mail and word processing records. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule are disposable. Electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination, are also disposable. This includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared drives that are used only to produce the recordkeeping copy.
 - a. Destroy electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule within 60 days after the recordkeeping copy has been produced.
 - b. Destroy electronic copies of records created on electronic mail and word processing systems that are maintained in addition to the recordkeeping copy for updating, revision, or dissemination when they are no longer needed for these purposes.

SCHEDULE 4. AUTOMATED DATA, INFORMATION MANAGEMENT, AND TELECOMMUNICATIONS RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions for records created to support ADP, information management, and telecommunications management programs. These instructions are contained in:

- a. Appendix 4-A. ADP Management Services Program Records
- b. Appendix 4-B. Governmentwide Information Management Program Records
- c. Appendix 4-C. Telecommunications Program Records
- d. Appendix 4-D. Electronic Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides maintenance and disposition instructions for records compiled in overall ADP policy and oversight for Federal agencies; developing and issuing ADP standards, specifications, purchase descriptions, and maintenance descriptions; and providing information or consulting services in response to requests.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04A001.	ADP technical assistance (NC1-352-82-2). Documents created when assisting other agencies to develop specifications and resolve problems; and when offering suggestions and recommendations for ADP installations of other federal agencies.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
04A002-04A004.	Reserved.	
04A005.	ADP standardization records (NC1-352-82-2). Documents relating to preparation, coordination, approval, maintenance, or cancellation of ADP standards, and specifications for industry or technical association ADP standardization documents. Included are assignment information, clearance actions, drawings, agenda and minutes of meetings, study project reports, record copies of published standardization documents and other communications and related records.	
	a. Office responsible for preparation of the ADP standard.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
	b. Records maintained by offices other than that responsible for developing the standard.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
04A006-04A009.	Reserved.	
04A010.	ADP organization (NC1-352-83-1). Documents resulting from establishing, modifying, relocating, and disestablishing ADP sharing exchanges, service centers, and equipment pools. Included are feasibility studies, recommendations, justifications, clearance actions, final determinations, agreements and related records.	
	a. Central Office.	Temporary. Cut off at end of fiscal year following discontinuance of organization or determination not to establish it. Destroy 5 years after cutoff.
	b. Regional offices.	Temporary. Cut off at end of fiscal year. Destroy 2 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04A011 04A014.	Reserved.	
04A015.	ADP service center exemptions (NC1-352-83-1). Documents responding to requests for exemptions of ADP activities from the ADP sharing program. Included are requests, justifications, approvals or disapprovals, and related records.	
	a. Central Office.	Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.
	b. Regional offices.	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.
04A016 04A019.	Reserved.	
04A020.	ADP agreements and delegations (NC1-352-83-1). Records accumulated in preparing agreements or delegating responsibilities to other Federal agencies to purchase, lease, and maintain ADP operations. These records are limited to agreements and delegations excluded from directives and other areas in this chapter.	Temporary. Cut off at end of fiscal year when canceled or obsolete, hold 5 years and retire to FRC. Destroy 10 years after cutoff.
04A021 04A024.	Reserved.	
04A25.	ADP resources availability records. (NC1-352-83-1). Documents providing information on the location of Federal and commercial ADP facilities; ADP equipment on hand; equipment hours used and available; programs; applications; and available personal services. These documents (received from ADP activities) are used to direct service requests; and to prepare or update the ADP inventory listings.	Disposable. Destroy when superseded or obsolete.
04A026 04A029.	Reserved.	
04A030.	ADP service requirements (NC1-352-83-1). Documents accumulated in recording ADP resource requirements of Federal activities. These records are limited to unfilled requirement statements or "open" service requests. Included are notifications of needs, memorandums of telephone calls, and related documents.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Filled ADP service requests.	Temporary. Withdraw when agreement for provision of service is reached. Complete the form and return it to the requesting agency.
	b. Noncurrent requirements.	Disposable. Destroy when revised, canceled, or obsolete.
04A031 04A034.	Reserved.	
04A035.	ADP services requests (NC1-352-83-1). Documents reflecting contacts, arrangements, and negotiations with ADP service centers. They discuss services to other Federal activities, which are served by the sharing exchange. Included are completed copies of ADP service requests and related records.	Temporary. Cut off at fiscal year; destroy 1 year after cutoff.
04A036 04A039.	Reserved.	
04A040.	ADP inventory, utilization, and excess equipment reports. (- -). Records documenting ADP resources or services provided by the sharing exchange or from commercial sources. Included are ADP service center reports and sharing exchange consolidated reports; reports or inventory listings of ADP resources prepared to assist other Federal agencies locate equipment and services; reports, registers and notices of excess equipment; and statistical reports.	
	a. Governmentwide reports in the office responsible for preparation.	Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.
	b. Other reports.	Disposable. Destroy when superseded or obsolete.
04A041 04A044.	Reserved.	
04A045.	ADP information publications. (NC1-352-83-1). Documents providing information on availability of ADP resources; the establishment and operation of sharing exchanges; service centers or excess ADP equipment, and similar matters. Included are ADP sharegrams, similar newsletters and related records.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.

This appendix provides documentation and maintenance and disposition instructions for records created in the management and operation of the Governmentwide telecommunications program.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04C001.	Telecommunications general records (GRS 12/21). Documents relating to telecommunication matters in general and which are not described specifically elsewhere in this chapter.	Temporary. Cut off after completion of the project, hold 2 years, and destroy.
04C002-04C004.	Reserved.	
04C005.	Telecommunications agreements (NC1-64-77-4). Documents accumulated in negotiating or otherwise entering into agreements for telecommunications services, but not agreement papers belonging in specific project or case files described elsewhere in this chapter.	
	a. Central Office. (NC1-64-77-4). Documents accumulated in negotiating or otherwise entering into agreements for telecommunications services for Central Office, but not agreement papers belonging in specific project or case files described elsewhere in this chapter.	Temporary. Cut off at end of fiscal year following expiration or cancellation of the agreements. Hold 2 years, and retire to FRC. Destroy 7 years after cutoff.
	b. Offices except CO (NC1-64-77-4). Documents accumulated in negotiating or otherwise entering into agreements for telecommunications services for offices except CO, but not agreement papers belonging in specific project or case files described elsewhere in this chapter.	Temporary. Cut off at end of fiscal year following expiration or cancellation of the agreements. Destroy 2 years after cutoff.
04C006-04C009.	Reserved.	
04C010.	Telecommunication designation files (NC1-64-77-4). Documents designating individuals responsible for, or designated to accomplish, duties associated with telecommunications activities.	Disposable. Destroy when superseded, canceled, or obsolete.
04C011-04C014.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04C015.	Communications inventory reports (GRS 12/2d(2)). Reports or inventory listings of communications resources prepared primarily to assist other Federal agencies in managing their communications resources. Included are inventory listings, listings of departmental codes, manufacturer supplier codes, equipment and circuit types, and related records.	Temporary. Cut off at end of the fiscal year; destroy 3 years after cutoff.
04C016-04C019.	Reserved.	
04C020.	General requirements and engineering records (GRS 12/2b). Documents that relate generally to telecommunications requirements and engineering matters pertinent to executive agencies and other branches of the Federal Government.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
04C021-04C024.	Reserved.	
04C025.	Telecommunications engineering development and requirements records. These records include telecommunications requirements records, proposed engineering project records, engineering project records, and research and development project.. a. Telecommunications requirements (NC1-352-80-1). Documents created in providing technical assistance in the development of, evaluating plans showing; surveying, developing, and coordinating proposals to meet; and developing and coordinating advanced and time-phased plans to accomplish; the telecommunications requirements of executive agencies, Congress, and authorized entities. The file also consists of documents created in coordinating the plans, actions, designs, engineering characteristics, equipment and facilities needed to meet the requirements. Included are visit reports, agency requirement plans, survey reports, proposals, agency acceptance notifications, advanced and time-phased plans, coordinating action documents, and related records.	Temporary. Withdraw and place in inactive file when all requirements in the accepted proposal have been met, accomplished, or otherwise reconciled. Cut off the inactive file at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.

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b. Proposed engineering project records (N1-269-96-2). Documents accumulated in providing engineering and technical support for, and taking other engineering actions associated with, the development of proposals and other data to meet telecommunication requirements of executive agencies and other branches of the Federal Government. Included are copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records.

(1) Withdrawn or accepted projects records (N1-269-96-2). Documents accumulated in providing engineering and technical support for, and taking other engineering actions associated with, the development of proposals and other data to meet telecommunication requirements of executive agencies and other branches of the Federal Government. Included are copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records.

(2) Documents other than those regarding withdrawn or accepted. Copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records.

c. Engineering and project records (NC1-352-80-1). Documents accumulated in preparing engineering plans, system design and equipment specifications, and construction and cost data for; assisting in, monitoring, and controlling the installation, modification, testing, and inspection of; and taking other action associated with; individual record, voice, or data projects initiated to meet the telecommunication requirements for executive agencies, Congress, and authorized entities. Included are proposal reviews; engineering analyses; studies; traffic analyses; drawings, layouts, and maps; specifications; carrier proposals; copies of contracts; engineering orders; test and inspection reports; and related records.

Temporary. Withdraw and place in the project file (4C25(c)) on acceptance of the proposal.

Disposable. Cut off at end of fiscal year; destroy 3 years after cutoff.

Temporary. Place in inactive file on completion or cancellation of the project, cut off inactive file at end of fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>d. Telecommunications research and development projects (NC1-352-80-1). Documents reflecting the authorization for, initiation and conduct of, testing under, and reporting on, formally established research and development projects pertinent to telecommunications equipment, facilities, and systems. Included are project proposals, initiation orders, copies of contracts, test reports, and related records.</p>	Temporary. Cut off at end of fiscal year following completion of cancellation of the project. Hold 2 years and retire to FRC. Destroy 5 years after cutoff.
04C026-04C044.	Reserved.	
04C045.	<p>Agency voice services record (NC1-64-77-4). Documents reflecting, by agency, requirements for, utilization of, and other matters pertinent to, voice telecommunication services provided to executive agencies and other authorized users of Federal telecommunications services, exclusive of specific records described elsewhere in this chapter.</p>	Temporary. Cut off at end of fiscal year; destroy 2 years.
04C046-04C049.	Reserved.	
04C050.	<p>Financial data development records (NC1-64-77-4). Documents accumulated in developing financial data pertaining to telephone operations.</p>	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
04C051-04C054.	Reserved.	
04C055.	<p>Key position directory records (NC1-64-77-4). Documents accumulated in receiving and maintaining information on office, home, and emergency phone numbers of incumbents of key positions within agencies provided telephone service.</p> <p>a. Directories.</p> <p>b. Other documents.</p>	<p>Disposable. Destroy when superseded, canceled, or obsolete.</p> <p>Disposable. Cut off at end of fiscal year following issuance of directory; destroy 1 year after cutoff.</p>
04C056-04C059.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04C060.	Telephone trouble records (NC1-64-77-4). Documents accumulated in recording trouble affecting calls, and in transmitting the information to the appropriate telephone company or system vendor. Included are trouble logs, communications with user and vendor companies, and related records.	Temporary. Cut off at end of fiscal year; destroy 1 year after cutoff.
04C061-04C064.	Reserved.	
04C065.	Voice operations liaison records (NC1-64-77-4). Documents accumulated in maintaining liaison or contact with commercial carriers, industrial concerns, and other voice system operators to keep abreast of new equipment and techniques for possible use in Federal telecommunications.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
04C066-04C069.	Reserved.	
04C070.	GSA COMSEC services records (NC1-64-77-4). Documents accumulated in providing COMSEC services to using agencies. Included are requests, negotiation documents, technical inspection reports, correspondence, and related records.	
	a. Technical inspection reports.	Disposable. Destroy when superseded.
	b. Other papers.	
	(1) Central Office.	Temporary. Cut off in 2-year blocks at end of the fiscal year, hold 2 years, and retire to FRC. Destroy 7 years after cutoff.
	(2) Regional offices.	Temporary. Cut off at end of the fiscal year, hold 2 years, and retire to FRC. Destroy 2 years after cutoff.
04C071-04C074.	Reserved.	
04C075.	Other agency COMSEC facility records (NC1-64-77-4). Documents accumulated in participating in, managing, or arranging for, the provision of technical assistance in planning, designing, constructing, installing equipment in, operating, maintaining, repairing equipment in, relocating or otherwise changing, and discontinuing or	Temporary. Review at end of fiscal year and destroy superseded or obsolete documents. Place entire folder in inactive file on discontinuance of facility. Cut off inactive files at end of fiscal year; destroy 2 years after cutoff.

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	disconnecting COMSEC facilities operated by other agencies. Included are requirements, plans, proposals, and specifications, including comments; requests for, and inspection reports about, the establishment of facilities; drawing and layouts; equipment requisitions and installation, relocation, and change orders; maintenance requests; similar documents; and related records.	
04C076-04C079.	Reserved.	
04C080.	COMSEC depot project records (NC1-64-77-4). Documents accumulated by COMSEC depots in assisting Federal agencies in the design, construction, modification, and change of COMSEC facilities. Included are plans, specifications, layouts; similar documents; and related records.	Temporary. Cut off at end of fiscal year following completion of the project; destroy 1 year after cutoff.
04C081-04C084.	Reserved.	
04C085.	COMSEC equipment evaluation records (NC1-64-77-4). Documents accumulated in evaluating or participating in the evaluation of new equipment for application to GSA COMSEC operations. Included are required determinations; test notices, plans, and reports; communications with suppliers; evaluation reports; and related records.	Temporary. Cut off at end of the fiscal year after completing the evaluation; destroy 2 years after cutoff.
04C086-04C089.	Reserved.	
04C090.	Installation and maintenance schedules (NC1-64-77-4). Documents accumulated in the preparation and issue of schedules for the installation and maintenance of COMSEC equipment. Included are schedules and related records.	Disposable. Destroy when superseded, canceled, or when schedule has expired.
04C091-04C094.	Reserved.	
09C095.	Encrypted traffic reports (NC1-64-77-4). Documents accumulated in the creation of reports showing traffic activity by system.	Temporary. Cut off at end of the fiscal year; destroy 1 year after cutoff.
04C096-04C099.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04C100.	COMSEC designations (NC1-64-77-4). Documents accumulated in appointing or designating individuals responsible for COMSEC matters, including appointment orders or letters, cancellation or relief notices, and related records.	Disposable. Destroy on cancellation or other relief from the assignment or designation.
04C101-04C104.	Reserved.	
04C105.	Crypto access records (NC1-64-77-4). Documents accumulated in requesting and authorizing access to crypto information. Included are access authorization request forms, certifications that security procedures are understood, and related records. a. Records created when a Central Office organization authorizes the review. b. Records created when regional offices authorize access.. Disposable.	Temporary. Withdraw and place in inactive file on separation of the employee or termination of access authorization. Cut off inactive file at end of fiscal year; destroy 2 years after cutoff. Destroy on separation of the employee or termination of access authorization.
04C106-04C109.	Reserved.	
04C110.	COMSEC signature records(NC1-352-81). GSA Form 1851, COMSEC Signature Record, including interim messages, reflecting signature, picture, approval of, and other data pertinent to custodians, alternate custodians, or other COMSEC personnel.	Temporary. Place in inactive file on cancellation or other relief from the related assignment or designation. Cut off inactive file at end of fiscal year; destroy 1 year after cutoff.
04C111-04C114.	Reserved.	
04C115.	Security procedure review logs (NC1-64-77-4). Logs established and maintained by COMSEC officers to show signature of employee and date when he or she last read pertinent security procedures.	Temporary. Cut off at end of fiscal year after log book or sheet is filled. Destroy 2 years after cutoff.
04C116-04C119.	Reserved.	
04C120.	Encrypted message test records (NC1-64-77-4). Encrypted incoming and outgoing messages, pages, and tapes.	

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	a. Encrypted incoming and outgoing page copies	Disposable. Destroy 1 month after creation.
	b. Encrypted incoming and outgoing message tapes.	Disposable. Destroy 1 week after creation.
04C121-04C124.	Reserved.	
04C125.	COMSEC accounting report records (NC1-64-77-4). Copies of reports and related records involving COMSEC material.	
	a. COMSEC accounting vouchers, including SF 153, COMSEC Material Report, used as a transfer report, destruction report, or possession report.	
	(1) Accounts.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
	(2) Central Office of record.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
	b. COMSEC inventory reports, listing COMSEC account holdings.	
	(1) Accounts.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
	(2) Central Office of record.	Disposable. Retain most recent inventory report in active file. Withdraw and forward superseded inventory report to emergency operating center (EOC). Destroy at EOC on receipt of succeeding inventory report.
	c. COMSEC material records, including GSA Form 2252, COMSEC Material Record, recording all COMSEC material charged to COMSEC account.	Temporary. Withdraw and place in inactive file on transfer or destruction of the material. Cut off inactive file at end of fiscal year; destroy 6 months after cutoff.
04C126-04C129.	Reserved.	
04C130.	COMSEC evaluations (NC1-64-77-4). Documents accumulated in evaluating possible compromise, defection, subversion, covert penetration, or theft.	
	a. Central Office of record.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.

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	b. Documents maintained by offices other than Central Office of Record.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
04C131-04C139.	Reserved.	
04C140.	Communication Service Authorization records (NC1-352-82-1). Documents accumulated in receiving requirements for; designing, configuring, and issuing authorization to communication carriers for; and the installation or procurement of, change to, or disconnection of, circuit facilities and related equipment. Included are drawings, diagrams, and studies; requests for services and facilities; communication service authorizations; completion notices; memo status reports; and related records.	Temporary. Place in inactive file on disconnection or termination of the circuit. Cut off the inactive file at the end of the fiscal year; hold 1 year, and retire to FRC. Destroy 5 years after cutoff.
04C141-04C144.	Reserved.	
04C145.	Circuit billing files (NC1-352-82-1). Documents accumulated in reviewing, verifying, and taking action to adjust (when required) and forward carrier invoices for payment. Included are copies of invoices, adjustment actions, and related records.	Temporary. Cut off at the end of the fiscal year; hold 1 year, and retire to FRC. Destroy 5 years after cutoff.
04C146-04C149.	Reserved.	
04C150.	Rate and cost data records (NC1-352-82-1). Documents accumulated to provide a source of information on rates, charges, costs, and savings applicable to intercity communication circuits. Included are carrier configurations, locally generated cost data, and related records.	Disposable. Destroy when superseded or obsolete.
04C151-04C159.	Reserved.	
04C160.	Communication management lists (NC1-352-82-1). Lists accumulated for verifying charges for record and data communication services. Included are inventory lists, monthly transaction lists, pending order lists, and related records.	Disposable. Destroy on receiving an updated list.

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04C161-04C169.	Reserved.	
04C170.	Communication commitment documents (NC1-352-82-1). Documents accumulated by Central Office in processing communication service, facility, equipment, supply, and maintenance requests from executive agencies and other authorized FTS users for cost coding, distributing first-year cost, recording commitments, financial planning, and possible Telpak application. Included are requests to establish and relocate services and facilities, consolidation proposals, and change requests related to telephone systems and communications stations, documents showing special requirements of agencies, copies of service authorizations and other commitment documents, cost data, and related records.	Temporary. Cut off at end of fiscal year; destroy 2 years later.
04C171-04C174.	Reserved.	
04C175.	Communication billing records (NC1-352-82-1). Documents accumulated in assessing and distributing charges to use in billing executive agencies and other approved users for communication services provided or arranged by the GSA. Included are service authorizations, congressional requests for services, documents showing cost accruals and adjustments, toll registers, wordage reports, prorated salary cost data, copies of carrier invoices, verification documents, and related papers.	Temporary. Cut off at end of fiscal year; destroy 5 years later.
04C176-04C179.	Reserved.	
04C180.	Billing copy records (NC1-352-82-1). Copies of carriers' billings that were forwarded at the GSA's request.	Disposable. Cut off at end of fiscal year; destroy 1 year later.
04C181-04C184.	Reserved.	
04C185.	Agency FTS2000 cost forecasts (NC1-352-82-1). Documents accumulated in developing forecasts of FTS2000 cost allocations and providing them to agencies for use in preparing budget estimates.	Temporary. Cut off at end of fiscal year; destroy 2 years later.
04C186-04C189.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04C190.	<p>Communications standardization records (NC1-352-82-1). Documents related to preparing, coordinating, approving, maintaining, and canceling communications standards and specifications, including documents from coordinating and adopting industry or technical association communications standards. Included are project assignment documents, clearances, drawings, agendas, minutes, study project reports, record copies of published standards, and related communications.</p> <p>a. Documents maintained by office responsible for preparing standard or specification.</p> <p>b. Standardization documents maintained by offices other than that preparing the standard or specification.</p>	<p>Temporary. Cut off at end of fiscal year after standard is superseded or canceled or on deciding not to adopt a standard or specification, hold 1 year, and retire to FRC. Destroy 5 years after cutoff.</p> <p>Disposable. Cut off at end of fiscal year; destroy 2 years later.</p>
04C191-04C199.	Reserved.	
04C200.	<p>Communications technological development records (- -). Documents created in monitoring technological developments and providing information to other agencies for use in planning their communications programs. Included are brochures, circulars, and communications with manufacturers and representatives of Federal agencies.</p>	Disposable. Destroy when superseded or obsolete.
04C201-04C209.	Reserved.	
04C210.	<p>Telecommunications plan reviews (- -). Documents accumulated from reviewing communications plans of Federal agencies, including validating data transmission requirements.</p>	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.
04C211-04C214.	Reserved.	

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04C215.

Telecommunication change reviews (NC1-352-82-1). Documents accumulated in reviewing proposed changes in telecommunication facilities and commenting on data transmission matters to OIRM. Included are comments on proposed changes, and related records.

Temporary. Cut off at end of fiscal year; destroy 2 years later.

This appendix provides maintenance and disposition instructions for electronic records maintained in automated information systems. It also covers specified hard copy or microfilm records (such as printouts used to create, maintain and use master files, input/source records and systems documentation) that are integrally related to the electronic records. It does not cover data that is created in electronic form only to produce hard copy documents; this data is scheduled in Schedule 1, Appendix C.

Retention and disposition instructions and standards contained in this appendix apply only to electronic information generated by the systems listed in this appendix. Authorization to retain or dispose of files of new systems must be coordinated with the GSA Records Officer. Coordination should be initiated at an early stage in the development of a system but at least prior to placing it in final operation. Also, requests to retain information in an existing system beyond or less than the time limits prescribed by this appendix must be approved by the GSA Records Officer.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04D001.	<p>Mainframe use files. Files/records created in central ADP facilities to create, use and maintain master files.</p> <p>a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records (GRS 20/1a).</p> <p>b. Electronic files or records used to create or update a master file, including (but not limited to) work files, valid transaction files and intermediate input/output records (GRS 20/1b).</p> <p>.</p> <p>c. Electronic files and hard copy printouts created to monitor system usage, including (but not limited to) log-in files, password files, audit trail files, system usage files and cost-back files used to assess charges for system use (GRS 20/1c).</p> <p>.</p>	<p>Note: This schedule applies only to computers in mainframe environments, not to stand-alone or mini-computers.</p> <p>Disposable. Delete or destroy when no longer needed.</p> <p>Disposable. Delete after transferring information to the master file and verifying it.</p> <p>Disposable. Hold hardcopy password file until a new password is issued, then shred (destroy) old file. Hold log-in files and audit trail files for 2 years, then destroy them unless audit department needs them. Delete or destroy other records when no longer needed.</p>
04D002.	<p>Input/source records.</p> <p>a. Nonelectronic documents or forms designed and used solely to create, update or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) or previously scheduled for permanent retention by this handbook (GRS 20/2a).</p> <p>b. Electronic records (except as noted in 27F2c) entered into the system when updating a record and that are not required for audit or legal purposes (GRS 20/2b).</p>	<p>Disposable. Destroy after converting the information to an electronic medium and verifying it, or when no longer needed to reconstruct (or serve as backup to) the master file, whichever is later.</p> <p>Disposable. Delete after entering data into the master file or data base and verifying it, or when no longer required to reconstruct (or serve as</p>

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		backup to) a master file or data base, whichever is later.
	c. Electronic records received from another agency and used as input/source records by the receiving agency, excluding records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency (GRS 20/2c).	Disposable. Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of (or serve as backup to) the master file or data base, whichever is later.
	d. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base (GRS 20/2d).	Disposable. Delete after the necessary data have been incorporated into a master file.
04D003.	Master files (including master files that are components of data base management systems) relating to administrative functions (GRS 20/3). Master files that replace, in whole or in part, administrative records scheduled for disposal in this handbook or master files that consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates. NOTE: This item does not cover master files that replace or duplicate the following items: Official Personnel Files, Employee Medical Files and statistical medical summaries, employment statistics relating to race and sex, administrative payroll reports, telecommunications operations files and Top Secret accounting and control files.	Temporary. Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.
04D004.	Data files consisting of summarized information (GRS 20/4). Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under this schedule. NOTE: This item does not cover data files that are created as disclosure-free files to allow public access to the data, data files created from a master file or data base that is uncheduled, data files that were scheduled as permanent but no longer exist, or data files that can no longer be accessed. This information cannot be destroyed before securing the approval of the GSA Records Officer.	Disposable. Delete when no longer needed for current business.
04D005.	Records consisting of extracted information (GRS 20/5). Electronic files consisting solely of Appendix 4-D	Disposable. Delete when no longer

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	records extracted from a single master file or data base that is disposable under this schedule.	needed for current business.
	NOTE: This item does not cover the following extracts that may only be deleted with the approval of the GSA Records Officer:	
	a. Disclosure-free extracts created to allow public access to the data;	
	b. Extracts produced from a master file or data base that is unscheduled or that was scheduled as permanent but no longer exists or cannot be accessed;	
	c. Extracts produced by an extraction process that changes the content of the source master file or data base.	
04D006.	Print file (GRS 20/6). Electronic file extracted from a master file or data base without changing it, used solely to produce hard copy publications and/or printouts of tabulations, ledgers, registers and reports.	Disposable. Delete when no longer needed.
04D007.	Technical reformat file (GRS 20/7). Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications. Exclude files scheduled for transfer to NARA.	Disposable. Delete when no longer
04D008.	Security backup file. Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased.	
	a. File identical to records scheduled for permanent retention by this handbook (GRS 20/8a).	Disposable. Delete after NARA has received and successfully copied the identical records or when replaced by a later security backup file.
	b. File identical to records authorized for disposal by this handbook (GRS 20/8b).	Disposable. Delete after deleting the identical records or when replaced by a later security backup file.

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04D009.	Finding aids or indexes (GRS 20/9). Electronic indexes, lists, registers and other finding aids used to provide access to records authorized for destruction by this handbook. Exclude records containing abstracts or other information that can be used as an information source apart from the related records.	Disposable. Delete with related records or when no longer needed.
04D010.	Special purpose programs (GRS 20/10). Application software necessary solely to use or maintain a master file or data base authorized for disposal by this handbook, excluding special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to NARA.	Disposable. Delete after related master file or data base is deleted.
04D011.	Documentation (GRS 20/11). Data systems specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) related to a master file or data base that has been authorized for disposal by this handbook, excluding documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to NARA. Note: This category does not apply to programmatic software, such as Lotus 1-2-3.	Disposable. Destroy or delete when superseded or obsolete, or on authorized destruction of related master file or data base.
04D012-04D019.	Reserved.	
04D020.	FSS-19 Supply (N1-137-91-1). An automated information system consisting of eight modules: Project Control (PC), Logistics Data Management (LDM), Order Processing (OP), Inventory Management (IM), Procurement (PR), Quality Control (QC), Supply Distribution (SD), and Financial Interface (FI). a. The PC module controls data flowing in and out of the FSS-19 system.. b. The LDM module maintains compatibility between GSA-managed National Stock Numbers and the DLSC cataloging and supply management data.	Disposable. Delete information in the module when no longer needed

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(1) General purpose demand file.	Temporary. Cut off at the end of the fiscal year and write off-line to magnetic tape. Delete information from tape 5 years and 6 months after cutoff.
(2) Other files.	Disposable. Delete information when no longer needed.
c. The OP module receives and processes requisitions and generates status reports.	
(1) Customer address and consummated requisition history files.	Disposable. Delete information when no longer needed on-line and transfer to microfiche. Destroy microfiche when no longer needed.
(2) Other files.	Disposable. Delete information when no longer needed.
d. The IM module processes orders against master records that reflect nationwide assets and related management data.	
(1) Stock status inquiry file.	Temporary. Cut off at the end of the month; delete all nonreceipt data at the end of the second month. Delete remaining (receipt) data 14 months after cutoff.
(2) Other files.	Disposable. Delete information when no longer needed.
e. The PR module processes orders from OP, stock replenishment requests from IM, and purchase orders. It formats inquiries and generates records for other FSS-19 modules and the procurement management information system.	
(1) Purchase order summary and detail history files.	Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.
(2) Contract history files.	Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.
(3) 72a files.	Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.

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	(4) Other files.	Disposable. Delete information when no longer needed.
	f. The QC module provides a daily update capability for all supplier/contracts in order to plan and schedule workload.	Disposable. Delete information in the module when no longer needed.
	g. The SD module processes requisitions directed to the depots..	Disposable. Delete information in the module when no longer needed.
	h. The FI module provides an interface with finance systems, such as NEAR.	Disposable. Delete information in the module when no longer needed.
04D021-04D039.	Reserved for automated information systems maintained by the Federal Supply Service.	
04D040.	PBS/IS - Increment II (NC1-121-81-1). The Increment II Information System is a comprehensive, regionally segmented database serving the major functional areas of PBS. It contains information on space assignments, buildings, leases and space requests. Extracts from the data base are used for regional and Central Office management purposes as well as for RENT billing and budget estimates.	
	a. Building (FBUDBB) and assignment records (FSADBA).	
	(1) Quarterly tapes.	Temporary. Cut off at the end of every fiscal quarter; delete 5 years after cutoff.
	(2) Year-end tapes.	Temporary. Cut off at the end of the fiscal year; delete 20 years after cutoff.
	b. Lease contract records (FLCDBL), Lease Project (FLPDBM), space request records ((FSRDBR) and building detail records (FBUDBC).	Temporary. Cut off at the end of he fiscal year; delete 5 years after cutoff.
04D041-04D059.	Reserved for automated information systems maintained by the Public Building Service.	
04D060.	ADP Equipment Data System (ADPE/DS) (NN-172-22). This system contains a data base used for collecting and disseminating information on ADP equipment in use throughout the Government.	
	a. Inventory, manpower, and cost master files.	
	b. Other files.	Temporary. Cut off at end of fiscal

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		year; delete 5 years after cutoff.
04D061-04D089.	Reserved for automated information systems maintained by the Information Resources Management Service.	
04D090-04D099.	Reserved for automated information systems maintained by the Federal Property Resource Service.	
04D100.	<p>Investigations Information System (IIS). Automated investigative case information and Hotline complaint records, investigative indices, employee personnel data, time reporting, investigative equipment and federal procurement contract data. Each investigations Field Office manages a Regional IIS with the below listed modules related specifically to their regions.</p> <p>a. Information or allegations of an investigative nature that do not relate to a specific investigation. Included are vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations (GRS 20/3).</p> <p>b. Automated investigative case file information (GRS 20/3).</p> <p>c. Automated investigative indices. Information used to provide an index to investigation case files. Included are names, dates of birth, Social Security numbers, address information of complainant, victims, witnesses, subjects, targets and other names of persons related to the conduct of an investigation.</p> <p>d. Investigative personnel data. Information maintained to assign personnel to perform and/or manage specific investigations. Included are name, date of birth, marital status, sex, Social Security number, skills, training, performance ratings and awards, education and other pertinent data (GRS 01/18a).</p> <p>e. Automated time reporting system. Record of hours charged to different tasks by investigative personnel (N1-269-90-2).</p> <p>f. Automated table of investigative equipment. Information related to all serialized and other investigative equipment in Central Office and each</p>	<p>NOTE: This system is exempt from the Privacy Act of 1974. Retention periods apply to both the Regional IIS units and to the replicated National IIS unit in Central Office.</p> <p>Temporary. Cut off at the end of the fiscal year; delete 15 years after cutoff.</p> <p>Temporary. Cut off after destroying hard copy (22B1b). Delete 5 years after cutoff.</p> <p>Temporary. Delete when automated investigative case file information (04D100b) is deleted.</p> <p>Temporary. Review annually and destroy superseded or obsolete documents. Destroy file relating to an employee within one year after separation or transfer.</p> <p>Temporary. Cut off following last pay period of calendar year. Delete 15 years after cutoff.</p> <p>Temporary. Cut off after disposal or destruction of equipment; delete 2 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Field Office (GRS 3/9).	
	g. Information obtained from the Federal Procurement Data System for investigative lead purposes (GRS 20/2c).	Disposable. Delete when no longer needed.
04D101.	Debarred Bidders List System (- -) . Provides Federal, State, and local agencies and the private sector access to the names of firms and persons forbidden to participate in Federal contracting and assistance programs, usually for violating a regulation.	Temporary. Unscheduled record; hold pending NARA approval of scheduling.
04D102.	Personnel Information Resources System (PIRS) (- -) . The Personnel Information Resources System (PIRS), consists of four modules: Active (CA), Experience (CE), History (CJ) and Training (CM). Data is maintained within each module in three record status's: active (1), projected (6), and separated (8). Data is utilized in five Functional Users (FU's). They are: primary (SA), alternate (SB), previous month (MA), primary test (TA) and alternate test (TB).	
	a. Status 1 records: Current GSA employee data.	Disposable. Maintain until the employee is officially separated from GSA, then convert to status 8.
	b. Status 6 records: Projected employee or position data.	Disposable. Delete when prospective employee is brought on board or when no longer needed.
	c. Status 8 records: Separated employee data.	Disposable. Cut off at the end of the fiscal year and hold on active system one more year, then write records to tape. Maintain tapes 5 years, then delete.
	d. CA records. Data on current, projected, and separated employees accessed by Social Security Account Number (SSAN) or Civilian Personnel Control Number (CPCN).	Disposable. Delete information in module when superseded.
	e. CE records. Chronological data on past experience of employees, including training instances; accessed by SSAN.	Disposable. Earliest occurrence deleted as new occurrences added.
	f. CJ records. Personnel transactions in chronological order, including information on appraisals, awards, and other personnel actions.	Disposable. Earliest occurrence deleted as new occurrences added.
	g. CM records. Training instances accessed by document control number.	Temporary. Cut off at end of fiscal year and hold on active system one

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		more year. Then, write older records to tape. Maintain tapes 5 years, then delete.
	h. SA FU. Status 1, 6, and 8 records for CA, CE, CM, and CV modules.	Disposable. Maintain until superseded. Delete when no longer needed.
	i. SB FU. Status 1, 6, and 8 records for CJ module.	Disposable. Maintain until superseded. Delete when no longer needed.
	j. MA FU. Copy of the SA FU created after month end processing has been accomplished, used for reports generation.	Disposable. Overwrite upon creation of copy of the next month's SA FU. Maintain library for life of system or until contents are superseded.
	k. TA FU. Small portion of the SA data base.	Disposable. Delete when superseded.
	l. TB FU. Small portion of SB data base.	Disposable. Delete when superseded.
04D103.	Inputs and outputs created by PIRS (- -).	
	a. AUTODIN or pseudo processing tapes created by remote entry or by the data base administrator on-site.	Disposable. Destroy after 30 days or when no longer needed for recovery.
	b. Listing outputs from EOD processing. May include utility lists, personnel file controllers, duplicate record lists, AUTODIN lists, DESIRE summaries, pseudo-remote lists, strength reports, etc., used for the management and control of PIRS.	Disposable. Destroy after 90 days.
	c. Transaction registers.	Disposable. Destroy after 90 days or when no longer needed, whichever is later.
	d. Reject listings and reconciliation reports used to identify and correct errors.	Disposable. Destroy after 6 months.
	e. Central and local tables on hardcopy and microfiche used for coding, translating codes, and verifying system routines.	
	(1) Operational level.	Disposable. Destroy when replaced by new listing or microfiche.
	(2) CPP.	Temporary. Maintain microfiche for life of system.

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| f. Documents supporting system updates such as personnel coding sheets used to prepare input transactions. | Disposable. Destroy 3 months after input or when no longer needed. |
| g. PIRS data verification products such as DESIRE listings used to obtain information, identify discrepancies, effect corrections, measure management and control of personnel office responsibilities, and provide quality control measures, etc. | Disposable. Destroy after 1 year or when no longer needed. |
| h. Trouble shooting and exception reports generated by CPP. | Disposable. Maintain at CPP while using AF software. |
| i. System change requests generated by AFMPC. | Disposable. Maintain at CPP while using AF software. Destroy PSM's after 3 years, or when no longer needed, whichever is later. |
| j. System change requests generated by GSA and client agencies. | Disposable. Maintain at CPP while using AF software. |
| k. RIP products containing individual or position data not covered by the schedule for the Official Personnel Folder (OPF) used for audit and verification of data input, or as part of the PIRS record, or used for functional documentation. | Disposable. Destroy after 3 months or when no longer needed. |
| l. Daily LOA tapes. | Disposable. Maintain for 21 days then overwrite. |
| m. Month-end LOA's and history database dumps.. | Disposable. Maintain for 1 year, then overwrite. |
| n. Year-end and quarterly history database dumps. | Disposable. Maintain indefinitely or until tape is not usable (5 years is the normal life of a tape). |

SCHEDULE 5. CONTRACT AND PROCUREMENT PROGRAM RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions for contract and procurement programs. These instructions are contained in:
 - a. Appendix 5-A. General Procurement Records
 - b. Appendix 5-B. Procurement Activities Records
 - c. Appendix 5-C. Purchase and Contract Transaction Records
 - d. Appendix 5-D. GSA Board of Contract Appeals Program Records
 - d. Appendix 5-E. Machine Generated Program Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
 - e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides documentation and maintenance and disposition instructions for general procurement program records. For the purposes of this appendix, the term "general procurement" refers to preparing, issuing, or providing procurement plans and internal records; studying, surveying, and solving procurement problems; advisory committee deliberations and actions; reviewing and determining contractual actions; providing assistance to other Federal agencies in the development and execution of their procurement programs; and general procurement matters not referred to in other appendixes to this schedule. General procurement program records are created in accordance with the responsibilities set forth in the GSA Organization Manual (OHR P 5440.1), procedures contained in orders and handbooks in the 2800 and 2900 subject classification series, and provisions of Federal Acquisition Regulation (FAR) and General Services Administration Acquisition Regulation (GSAR).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05A001.	Procurement general subject records (GRS 03/2). Correspondence and other documents relating to procurement operations matters in general that cannot be filed with specific categories described elsewhere in this schedule.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
05A002-05A004.	Reserved.	
05A005.	GSA Contracting Intern Program (N1-269-90-3). Information created in establishing and maintaining the Contracting Intern Program. Included are the intern recruitment package and related records.	Temporary. Cut off when Contracting Intern Program is completed; destroy 1 year after cutoff.
05A006-05A014.	Reserved.	
05A015.	Procurement assistance files (N1-137-90-2). Documents accumulated in giving advice and assistance on procurement activities of other Federal agencies. Included are requests and replies; nonstandard item procurement requests, justifications and approvals; and related records.	Temporary. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
05A016-05A019.	Reserved.	

This appendix provides documentation and maintenance and disposition instructions for records created as the result of activities supporting procurement transactions. Procurement activities include preparing and distributing Federal Supply Schedules; consulting with contractors and other participants in the procurement process; planning and managing purchasing activities; and creating and distributing mailing lists and procurement guides. Procurement activities records are created according to the responsibilities in the GSA Organization Manual (OHR P 5440.1), procedures contained in orders and handbooks in the 2800 and 2900 subject classification series, and provisions of the Federal Acquisition Regulation (FAR) and General Services Administration Acquisition Regulation (GSAR).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05B001.	Catalog and purchase description letters (NC1-137-77-3). Letters used to transmit catalogs, GSA-related forms and covering information to regional offices. Records are arranged in serial number sequence to ensure continuity of receipt.	Disposable. Cut off quarterly; destroy 1 year after cutoff.
05B002-05B004.	Reserved.	
05B005.	Commercial business accreditations (NN-171-42) Documents relating to approvals and disapprovals of business solicitation activities on GSA premises. Included are requests for and authorizations of accreditation; removal of accreditation of companies, agents, vendors, salesmen and solicitors; and related records.	Temporary. Cut off at the end of the fiscal year in which accreditation is terminated. Destroy 3 years after cutoff.
05B006-05B009.	Reserved.	
05B010.	Contracting officer designations (NC1-269-87-2). Documents designating individuals by name, organizational title, or position to serve or act as contracting officers. Included are GSA Form 3409, Personal Qualification Statement for Appointment as Contracting Officer; GSA Form 3410, Request for Appointment; delegations of authority; limitations on scope of authority; designation revocations; and related records.	Temporary. Place in inactive file following reassignment, termination of employment, or revocation of designation. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.
05B011-05B014.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05B015.	Contractor performance files (NC1-137-77-3) Documents accumulated to provide information on the performance or qualifications of contractors or proposed suppliers of program items or services. Included are financial statements, past performance records, credit ratings, facilities and equipment evaluations, reports of orders received and shipments made, correspondence, and related records.	Temporary. Destroy individual documents when superseded. Place the entire contractor folder in inactive file after the end of the contract or after 3 years without an award, whichever is sooner. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
05B016-05B019.	Reserved.	
05B020.	Contractor's statement of contingent and other fees (GRS 03/16). Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	Temporary. Review at the end of the fiscal year; destroy when no longer needed.
05B021-05B024.	Reserved.	
05B025.	Contractors' payroll files(GRS 03/11). Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, antikickback affidavits and other related records	Temporary. Cut off at the end of the fiscal year on completion of contract; destroy 3 years after cutoff unless contract performance is subject of enforcement action on such date.
05B026-05B029.	Reserved.	
05B030.	Contractors' reports of orders received(N1-137-90-2). Reports (submitted by contractors) of orders received under Federal Supply Schedule contracts (GSA Form 72A, Contractor's Report of Orders Received), copies of consolidated and summary reports, and related correspondence.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after contract period ends.
05B031-05B034.	Reserved.	
05B035.	Contractor/participant debarment and suspension records (NC1-269-83-4). Information relating to investigations of (1) bidders and contractors for debarment or suspension from contracting with the Federal government and/or for exclusion from acting as individual sureties, and (2) participants for debarment or suspension from participating in certain types of Federal financial and non-financial assistance and benefits. Included are	

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case files that generally contain a copy of the investigative report, indictments and/or convictions, incorporation papers, debarment or suspension notices (including those received from other Federal agencies), General Services Board of Contract Appeals (GSBCA) hearing files, and other general correspondence. Also included are the hardcopy versions of the Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs (Lists) and related correspondence.

a. Case files.

Temporary. Cut off at the end of the fiscal year following decision on debarment or suspension; destroy 6 years and 3 months after cutoff.

b. Other records.

Disposable. Review at the end of the fiscal year; destroy when no longer needed.

05B036-
05B039.

Reserved.

05B040.

Customers' procurement (NC1-137-77-3). Documents accumulated in preparing customers' procurement guides that reflect current Federal Supply Schedules, catalogs and mailing codes.

Disposable. Review at the end of the fiscal year; destroy when no longer needed.

05B041-
05B044.

Reserved.

05B045.

Federal Supply Schedules (NC1-137-77-3). One copy of each Federal Supply Schedule, including amendments, maintained as a reference set.

Disposable. Review at the end of the fiscal year; destroy when no longer needed.

05B046-
05B049.

Reserved.

05B050.

Federal Supply Schedule history files (NC1-352-81-2). These files consist of one copy of each Federal Supply Schedule with schedule price list and related amendments.

a. Case files.

Temporary. Cut off at the end of the fiscal year following completion of contract; hold 2 years and retire to FRC. Destroy 10 years after cutoff.

b. Other records.

Disposable. Review at the end of the fiscal year; destroy when no longer needed.

05B051-
05B054.

Reserved.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05B055	<p>Publication Mailing lists (NC1-137-77-3). Documents accumulated in maintaining mailing lists for sending publications to contractors and interested parties. Included are mailing lists, requests, and related records.</p> <p>a. Mailing lists.</p> <p>b. Other records.</p>	<p>Disposable. Review at the end of the fiscal year; destroy when no longer needed.</p> <p>Temporary. Cut off at the end of the fiscal year following expiration of effective date of schedule; hold 1 year and destroy.</p>
05B056-05B059.	Reserved.	
05B060.	<p>New item files. Documents accumulated in evaluating and testing; investigating the need for; determining the methods of purchase, unit of issue, and packaging characteristics for; and accepting or rejecting new and improved items for inclusion in the Federal Supply System. Included are applications and requests, evaluations of trial results, acceptance or rejection determinations, specification and purchase description development requests, temporary purchase descriptions, and related records.</p> <p>a. Supply system items (NC1-137-77-3).</p> <p>b. New Building material files (NN-171-42). Documents related to purchasing and evaluating new equipment, materials, and services for possible use in maintaining and operating buildings. Included are requests to determine interest, requests to establish projects, test reports, and related records.</p> <p>(1) Central office.</p> <p>(2). Other offices.</p>	<p>Temporary. Place in the accepted or rejected item files following determination. Cut off at the end of the fiscal year following acceptance or rejection; destroy 3 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year after completing evaluation or finding of no interest; hold 2 years and retire to FRC. Destroy 5 years after cutoff.</p> <p>Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05B061-05B064.	Reserved.	
05B065.	Planning files (N1-137-90-2). Documents created in developing and releasing advance planning information to suppliers for use in future planning and bidding. Included are procurement plans and synopses, lists of suppliers, inquiries and replies, reports and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
05B066-05B069.	Reserved.	
05B070.	Procurement management files (NC1-137-77-3). Files of reports on supply requirements and procurement matters submitted for supply management purposes. Included are copies of specifications; originals of GSA-related forms; documents regarding specifications, including the related GSA forms; and correspondence reflecting method of purchase study, project study, and requests for supply status code changes. All information is filed in chronological order and is arranged by name of commodity, FSC class and title of specification.	Disposable. Remove obsolete documents or entire folders when commodity is discontinued and file in inactive file. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff. Earlier destruction of obsolete documents is authorized.
05B071-05B074.	Reserved.	
05B075.	Procurement management reviews (N1-269-87-2). Information created in performing procurement management reviews (PMR's). Included are copies of PMR reports, background information, implementation/status reports, and related records.	
	a. Reports.	Disposable. Review at the end of the fiscal year; destroy when no longer needed.
	b. Other correspondence.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
05B076-05B079.	Reserved.	
05B080.	Federal Supply Schedule production (NC1-137-77-3). Documents used in scheduling the production of Federal Supply Schedules that reflect target date for preparation and issue of each schedule, issue of invitation for bid, bid opening and	Disposable. Place in inactive file following issue of the schedule for the next succeeding contract period. Cut off inactive file every 3 months; destroy 3 months after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	tabulation, and contract award. Included are schedules, printing services requisitions, and related records.	
05B081-05B084.	Reserved.	
05B085.	Small and disadvantaged business utilization files (GRS 03/17). Correspondence, reports, studies, goal statements and other records relating to the small and disadvantaged business utilization program, as required by Pub. L. 95-507.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.

This appendix provides documentation and maintenance and disposition instructions for purchase and contract transaction records. These transactions include preparation of invitations to bid/requests for proposals; award and administration of contracts; protests and appeals; and related actions. Purchase and contract transaction records are created according to the responsibilities set forth in the 2800 and 2900 subject classification series, and provisions of the Federal Acquisition Regulation (FAR) and General Services Administration Acquisition Regulation (GSAR).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05C001-05C004	Reserved.	
05C005.	Bid and award and contract administration information (NC1-137-77-3). Duplicate records accumulated in transmitting invitations for bid/requests for proposals; information on contracts awarded for release, publication, or display in the Commerce Business Daily Synopsis; and sales and contract awards. Included are transmittal letters, invitations to bid/requests for proposals, lists of contracts awarded, and related records.	Disposable. Cut off at the end of the fiscal year following award; destroy 1 year after cutoff.
05B006.	Contract administration records (NC1-137-77-3). Documents related to administering contracts awarded by regional offices and field offices, such as inspection reports, invoices, schedules, receiving reports, correspondence, and related records.	Temporary. Send documents to the regional contracting officer for consolidation with the official contract file after contract is completed by delivery and acceptance of material, property, or service, or when contract ended.
05C007-05C009.	Reserved.	
05B010.	Bidder commodity code files (NC1-121-82-1). Documents accumulated in establishing, maintaining, approving, authorizing changes to, and informing other offices of commodity codes used in establishing bidder mailing lists. Included are commodity code lists; commodity code change requests, approval, and authorizations; and related records.	Disposable. Destroy when no longer needed.
05C011-05C019.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05C020.	<p>Contract appeals case files (N1-137-90-2). Contract appeals case files arising under the Contract Disputes Act of 1978 and maintained by contracting officers. They contain copies of documents forwarded to and documents reflecting actions taken by the GSA Board of Contract Appeals and other organizations responsible for hearing, rendering decisions on, settling, or otherwise handling contractors' appeals and protests. Included are notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related records.</p>	<p>Temporary. Destroy upon final clearance or settlement, or after the specified retention period for the document in this schedule has expired, whichever is later.</p> <p>NOTE: Contract appeal case files maintained by the GSA Board of Contract Appeals must be filed under 05D001.</p>
05C021-05C024.	Reserved.	
05C025.	<p>Contract case files. Documents accumulated in procuring supplies and services for executive agencies and other authorized organizations. Included are invitations for bids/requests for proposals and any amendments; Commerce Business Daily Synopsis; rejected/unsuccessful bids; bidders mailing lists; abstracts of bids and tabulations; records of receipts for bids and responses; architect/engineering, fine arts, and other professional services documents; notices of award; the contract and its modifications including GSA Form 3420 (Contract/ Modification File Checklist); File Format (Administration); contract summaries; purchase orders; procurement source documents; laboratory test/bid sample records; contractor insurance records; purchase case progress records; purchase file transmittals; correspondence and related information pertaining to contract award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy and related records.</p>	

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(1) Procurement or purchase organization copy and related records. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000 (GRS 3/3a(1)).	Temporary. Place in inactive file following completion of contract by delivery and acceptance of all materials, property, or services; termination of the contract; or completion of contract period in the case of multiple award contracts. Cut off the inactive file at the end of the fiscal year; hold 2 years and retire. Destroy 6 years and 3 months after cutoff.
(2) Procurement or purchase organization copy and related records. Transactions of \$25,000 or less and construction contracts under \$2,000 (GRS 3/3a(2)).	Temporary. Place in inactive file following completion of contract by delivery and acceptance of all materials, property, or services; termination of the contract; or completion of contract period in the case of multiple award contracts. Cut off the inactive file at the end of the fiscal year; destroy 3 years after cutoff.
b. Obligation copy (GRS 3/3b).	Disposable. Destroy when funds are obligated
c. Other copies of records described in a. and b. used by component elements of a procurement office for administrative purposes (GRS 3/3c)	Disposable. Destroy upon termination or completion.
d. Documents showing the receipt of, and accounting for, petty cash or imprest funds used for small purchases. Included are receipts, reimbursement vouchers, and related records (NC1-121-82-1).	Temporary. Cut off at the end of the fiscal year; destroy 4 years after cutoff.
e. Documents related to self-service credit card purchases, certified invoices, Fedstrips, and blanket purchase arrangements (NC1-121-82-1).	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
f. Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, antikickback affidavits and other related records (GRS 03/11).	Temporary. These documents may be maintained with the contract case file (05C025a). When maintained separately, cut off at the end of the fiscal year on completion of contract; destroy 3 years after cutoff unless contract performance is subject of enforcement action on such date.

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g. Award protests: documents reflecting actions taken in settling protests on the award of contracts. Included are copies of bids, contracts and notices of award; decisions and similar documents; and related records (N1-137-90-2).

Temporary. These documents may be maintained with the contract case file (05C025a). When maintained separately, place in inactive file following final determination. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 6 years and 3 months after cutoff.

h. Contract termination documents accumulated in terminating procurement contracts. Included are documents used to reflect the status of contracts under termination proceedings; documents used to control terminated contracts; contractor settlement proposals; recommendations, determinations, and decisions; lists of supplies, materials, and work in process involved in the terminated contracts; correspondence; and directly related records (N1-137-90-2).

Temporary. Place original termination documents in the contract case file (05C025a) on termination of the contract. Dispose of duplicates and other nonrecord materials.

05C026.

Lease records.

a. Real Property Lease Records. Documents created in leasing of real property for Government use. Included are requests for space, approval, and supporting documents; bids; abstracts and analyses; solicitations with findings and determinations; analyses and cost statements; Central Office approvals; letters of acceptance and rejection; condemnation assemblies; progress inspection reports; initial survey reports; lease digests; alteration, improvement, and repair records; claims; and related records (NC1-121-81-1).

(1) Central office.

Temporary. Place in inactive file after award. Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy 8 years after cutoff.

(2) Other offices.

Temporary. Place in inactive file when lease ends or is terminated. Cut off at the end of calendar year; hold 1 year and retire to FRC. Destroy 6 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Lease Management (NC1-121-82-1). Documents related to the leasing of space and the administering of leases, including maintaining, operating, and repairing leased space. Included are space acquisition requests, prelease service cost estimates, suitability inspections and condition survey reports, recommendations, copies of lease abstracts and modifications, and related records.	Temporary. Cut off at the end of the fiscal year; retain files until the termination of the lease. Destroy 3 years later.
05C026-05C029.	Reserved.	
05C030.	Contract clearance reports (N1-269-90-3). Copies of information created in reviewing contract actions by Central Office and regional services and staff offices. Included are findings, deficiency reports, correspondence, and related records.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff. NOTE: These are copies of contract clearance files for review. The original records are maintained by the contracting officer.
05C031-05C034.	Reserved.	
05C035.	Contract summaries (NC1-137-77-1). GSA forms related to contract summaries, excluding forms required for filing in contract files.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
05C036-05C044.	Reserved.	
05C045.	Defense order priority register (NC1-137-77-3). Copies of purchase orders maintained as a register of Defense Order Priority ratings received by GSA.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
05C046-05C049.	Reserved.	
05C050.	Delivery orders (NC1-121-82-1). Internal delivery orders issued against a contract awarded by GSA and maintained as a separate file. Included are GSA Form 49, Requisition/Procurement Request for Equipment, Supplies or Services, and other records used to order supplies, equipment, equipment maintenance and support services established through the contract. Temporary. Cut off at the end of the fiscal year in which delivery or service expires or is terminated. Destroy 6 years after cutoff.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05C051-05C054.	Reserved.	
05C055.	Item identification records (NC1-137-77-3). Federal Item Logistic Data Record (FILDR), arranged by catalog code number and thereunder by name of commodity or by identification number.	Disposable. Destroy microfiche when no longer needed.
05C056-05C064.	Reserved.	
05C065.	Purchase order copies (NC1-137-77-3). Extra copies of purchase orders and GSA-related forms identifying the vendor, merchandise, quantities, sell price, destination terms and similar information. Includes open end and definite quantity contract purchase orders held by purchasing offices for administrative or reference purposes.	Disposable. Cut off at the end of the fiscal year. Destroy 1 year after cutoff. Earlier destruction is authorized if no longer needed.
05C066-05C069.	Reserved.	
05C070.	Returned merchandise/equipment files (NC1-137-77-3). Documents covering return of merchandise and equipment to vendors for credit, repair or replacement because of overshipment, damage/defects, nonconformance, etc. Includes requests and approvals for return by exchange, vendor's agreement to accept, shipping particulars, freight bills, bills of lading and related information.	Temporary. Cut off at the end of the fiscal year that vendor is advised of movement and amount vendor's account will be debited. Destroy 6 years after cutoff.
05C071-05C074.	Reserved.	
05C075.	Service contract index (NC1-137-77-3). Documents accumulated in preparing and distributing indexes of approved term contracts and schedules for services. The index informs buying activities of existing service contracts in other regions or areas, including degree of activity and dollar volume. Included are copies of published indexes and documents used in their preparation.	Temporary. Cut off in 6 month blocks; destroy 1 year after cutoff.
05C076-05C079.	Reserved.	
05C080.	Solicited and unsolicited bids and proposals.	
	a. Successful bids and proposals (GRS 03/5a).	Temporary. Destroy with related contract case file.
	b. Solicited and unsolicited unsuccessful bids and Appendix 5-C	

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proposals.

(1) Relating to small purchases as defined in the FAR, 48 CFR Part 13 (GRS 03/5b(1)).

Temporary. May be retained with the contract case file (05C025a(2)). If retained separately, destroy 1 year after date of award or final payment, whichever is later.

(2) Relating to transactions above the small purchase limitations in 48 CFR Part 13.

(a) Transactions above the small purchase limitation; when filed separately from contract case files (GRS 03/5b(2)(a)).

Temporary. Destroy when related contract is completed.

(b) Relating to transactions above the small purchase limitation, when filed with contract case files (GRS 03/5b(2)(b)).

Temporary. Destroy with related contract case file.

c. Canceled solicitations files.

(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) that were canceled before award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened before the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation (GRS 03/5c(1)).

Temporary. Cut off at the end of the fiscal year following cancellation; destroy 5 years after cutoff.

(2) Unopened bids. Late bids, modification of bids, or withdrawal of bids not considered for award. Included are the bid itself; a statement of the date and hour of mailing, filing, or delivery; a statement of the date and hour of receipt; the determination, with supporting facts, as to whether or not the late bid was considered for award; a statement of the disposition of the late bid; and the envelope, or other covering, if the late bid was considered for award (GRS 03/5c(2)).

Temporary. Hold bids unopened (unless opened for identification) until after award. Place in file with other unsuccessful bids and dispose of in accordance with 05C080b.

d. Lists or card files of acceptable bidders (GRS 03/5d).

Disposable. Destroy when no longer needed.

e. No bid responses (NC1-137-77-1). Correspondence and other responses received from bidders not interested in submitting bids

Disposable. Destroy after posting to the appropriate record in the purchase case files.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	f. Bid Mistake files. Documents accumulated in reconciling, making administrative decisions on, and obtaining determinations from the Comptroller General on mistakes in bids. Included are statements and related documents requested and received from bidders and contractors, documents reflecting actions taken, copies of administrative decisions, decisions of the Comptroller General, bids, contracts, and related records (NC1-137-77-3).	Temporary. Place in inactive file following settlement by administrative actions or final determination by the Comptroller General. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.
05C081-05C084.	Reserved.	
05C085.	Solicitation reference files (NC1-137-77-3). Original of each invitation to bid issued and distributed.	Disposable. Cut off at the end of the fiscal year; destroy when no longer needed.

This appendix describes program records accumulated by the GSA Board of Contract Appeals. These records are created as a result of hearing, considering and determining appeals from decisions by contracting officers; ADP protests filed by vendors and other interested parties; reconsideration of Board decisions; and special cases assigned by the Administrator. This appendix does not apply to records retained in offices of contracting officers. These records are described in app. 5A, 5B, and 5C.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05D001	Appeal case files (NI-269-95-2). Contract appeals case files arising under the Contract Disputes Act of 1978 and ADP protests filed pursuant to the Competition in Contracting Act. The case files are maintained by contracting officers. They contain copies of documents forwarded to and documents reflecting actions taken by the GSA Board of Contract Appeals and other organizations responsible for hearing, rendering decisions on, settling, or otherwise handling contractors' appeals and protests. Included are notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related records.	Temporary. Cut off following disposition of case; hold for 6 months and then retire to FRC. Destroy 5 years after cutoff.
05D002-05D009	Reserved.	
05D010.	Appeal history cards (NC1-269-80-10). Cards reflecting names of appellants, case docket numbers, digest of matters in dispute, dates of appeals, assignments, dates of prehearing conferences and/or hearings, decisions rendered and dates thereof, references to incoming correspondence and other pertinent information. Cards are arranged by name of appellant and by docket number.	Disposable. Destroy when no longer of administrative or legal use to GSA.
05D011-05D014	Reserved.	
05D015.	Final action and decisions (NC1-269-80-10). Final actions and decisions, pertinent determinations made by the Administrator and supplementary decisions and amendments that are maintained in the GSA Board of Contract Appeals library.	Disposable. Destroy when no longer of administrative or legal use to GSA.
05D016-05D019	Reserved.	
05D020.	Special assignment case files (NC1-269-80-10). Documents accumulated in deciding, or in reviewing	Temporary. Place in inactive file following completion or settlement

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and making recommendations to the Administrator on cases specially assigned by the Administrator to the Associate Administrator for Acquisition Policy or the Special Counsel for Ethics and Civil Rights. Included are transcripts, exhibits and correspondence from parties concerned; recommendations; and final actions and decisions.

of case or assignment. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

This appendix provides documentation and maintenance and disposition instructions for input/source records and machine-generated paper records created as a result of procurement activities and transactions. The service maintaining the records is identified in parentheses. Official records maintained in an automated information system are scheduled under Schedule 4, Appendix D.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05E001	Batch control log (FSS) (N1-137-90-2). Documents used in controlling the transmission of, and recording information shown on, batch control sheets used in inputting/processing contract and purchase order documents into FSS-19.	Temporary. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
05E002.	Batch records (FSS) (NN-171-61). Documents providing information for data entry into FSS-19. Included are batch listings, code sheets, error listings, and similar documents for contracts and purchase orders.	
	a. Error listings.	Disposable. Destroy after initiation of actions necessary to correct all errors shown on the listing.
	b. Other information.	Temporary. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
05E003-05E004	Reserved.	
05E005.	Contract award data reports (FSS) (N1-137-90-2). Reports generated by FSS-19 reflecting data on contracts awarded by vendor, location, FSC, etc., including Contract Register (RCN 5438).	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
05E006.	Daily buying lists (N1-137-90-2) Lists generated by FSS-19 used by buying activities to record receipt of requisitions, assignment of orders to buyers and assignment of identification numbers to procurement cases.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
05B007.	Procurement operations report (FSS) (N1-137-90-2). Reports generated by FSS-19 summarizing month and cumulative contract award and purchasing volume data (RCS FS-285) by report office with a nationwide report office summary (GSA Form 338, Procurement Operations Report). Included are feeder and nationwide reports.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
05E008-05E009	Reserved.	
05E010.	Purchase volume reports (FSS) (N1-137-90-2).	Temporary. Cut off at the end of the

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Reports generated by FSS-19 reflecting values of orders placed by type of procurement, FSC, vendor, location, etc.	fiscal year; destroy 5 years after cutoff.
05E011.	Socioeconomic reports (FSS) (N1-137-90-2). Reports generated by FSS-19 reflecting dollars for purchase orders and contract awards from small, disadvantaged, labor surplus and other categories of businesses.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
05E012.	Special order procurement reports (FSS) (N1-137-90-2). Semiannual reports generated by FSS-19 on the use of the Special Order Program.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
05E013-05E014.	Reserved.	
05E015.	Special or onetime reports (FSS) (NN-171-61). Reports generated by FSS-19 prepared on request or other reports that cannot be filed in categories described elsewhere in this appendix.	Disposable. Destroy when no longer needed.
05E016.	Unordered balance reports (FSS) (NN-171-61). Reports generated by FSS-19 prepared on request or other reports that cannot be filed in categories described elsewhere in this appendix.	Temporary. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
05E017.	Work in process lists (FSS). Lists generated by FSS-19 reflecting orders suspended in the buying activity. a. Weekly inventory listings (NN-171-61). b. Monthly reports (N1-137-90-2).	Disposable. Destroy following receipt of the next monthly listing for the same period. Disposable. Cut off at the end of the month; destroy 1 year after cutoff.
05E018.	Acquisition Management System reports (N1-269-87-2). This information system collects acquisition information from all purchasing offices, including policy changes and interpretations of instructions. The information obtained is analyzed for accuracy and completeness. Quarterly data is extracted that provides input to the Governmentwide Federal Procurement Data System (FPDS).	Disposable. Review at the end of the fiscal year; destroy when no longer needed.

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05E019.

Federal Procurement Data System (FPDS) reports (all services) (GRS 03/3D). Data submitted to the FPDS under the Federal Procurement Data Center (FPDC) Reporting Manual, consisting of information on all procurements (other than small purchases) and relating to FPDC policy issues and interpretations of FPDC reporting requirements.

Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.

SCHEDULE 6. DESIGN AND CONSTRUCTION PROGRAM RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions for Federal building design and construction programs. These instructions are contained in:

- a. Appendix 6-A. General Design and Construction Records
- b. Appendix 6-B. Design and Construction Drawing and Specification Records
- c. Appendix 6-C. Design and Construction Project Supervision Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides documentation, maintenance, and disposition instructions for files relating to general design and construction (D&C) functions. For the purpose of this appendix, the term "general D&C" applies to design and construction matters in general and to files accumulated by committee, panels, and special groups established to review, evaluate, advise on, and report on, architect-engineer (AE) qualifications and services, and project priorities. It also applies to files documenting the control of Great Seals and document exhibit cases, construction material and equipment research, and similar matters which, because of their general nature, cannot logically be filed with records described in other appendixes of this schedule.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
06A001	Design and construction general correspondence (- -). Correspondence relating to general construction management matters which cannot be filed with the more specific files described in this schedule. Use this paragraph instead of subpar. 01B002.	
	a. Central offices.	Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 9 years after cutoff.
	b. Other offices.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
06A002-06A003	Reserved.	
06A004.	Design and construction project planning records (- -). Documents accumulated during the preliminary planning and programming of potential projects. Included are site surveys, prospectuses, feasibility studies, sketches, preauthorization estimates, and related records. Upon authorization of a project, the material in this file which is relevant to the project shall be transferred to the design concept drawings file, 06B001.	Upon authorization of project, transfer to 06B001; destroy irrelevant records.
06A005.	PBS Project Review Committee Records (NN-171-42). Documents accumulated in reviewing and advising on construction and alteration program progress and projects, including project schedules and priorities. Included are records of committee meetings, PBS Agenda Staff meetings, copies of recommendations and evaluations, reports, and related records.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Committee chairmen's files.	Permanent. Cut off at the end of fiscal year; hold 5 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. Other member's files.	Disposable. Destroy when no longer needed.
06A006-06A014.	Reserved.	
06A015.	AE Evaluation and Deficiency Committee (NN-171-42). Documents accumulated in evaluating the professional qualifications, reputations, and registrations of candidates; and in collecting and reporting information about, and submitting recommendations for selecting architects and engineers for construction projects, and recommending remedies for deficiencies in designs, drawings, specifications, contract awards, and project supervision; exclusive of copies required for filing in the professional services contract files, par. 42B10. Included are deficiency and visit reports, reports of AE negligence; and committee minutes, source selection panel records, and related papers.	Temporary. Remove and file in inactive file following completion of final action on the deficiency. Cut off inactive records at end of fiscal year; hold 2 years, and retire to FRC. Destroy 4 years after cutoff.
06A016-06A029.	Reserved.	
06A030.	Design and Construction Research Records (NN-171-42). Documents accumulated in conducting , coordinating, and monitoring research on construction methods, materials, and equipment; engineering technology; and trends in architectural design. These research results are used in updating PBS guide specifications, design data, standard drawings, and technical handbooks. Included are studies, analyses, and reports; brochures and technical literature; and similar documents	
	a. Record copies of reports of research conducted or contracted for by Design and Construction.	Permanent. Cut off at the end of fiscal year; hold 2 years, and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. Reports prepared by other agencies and commercial concerns, duplicate copies of reports of research conducted or contracted for by D&C, brochures and trade publications, and similar technical documents.	Disposable. Destroy when superseded or obsolete.
	c. Other papers	Temporary. Cut off at the end of

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		fiscal year; hold 2 years, and destroy.
06A031-06A034.	Reserved.	
06A035.	Fixed equipment inspection records (NN-171-42). Inspection reports and related documents reflecting the inspection of elevators, escalators, and dumbwaiters; pneumatic systems; boilers; pressure valves; high voltage electrical switchgear; and similar fixed equipment.	Temporary. Cut off at the end of fiscal year; hold 2 years, and destroy, except that reports having potential research value may be retained until no longer needed.
06A036-06A039.	Reserved.	
06A040.	Building general records (- -). Documents accumulated by regional Design and Construction Divisions that relate generally to individual building, but not documents pertaining to specific construction, contract projects or other documents described elsewhere in this schedule.	Transfer to NARA for determination of continued historical value. NOTE: Copies may be transferred to new nongovernmental owner or custodian on request. Temporary. Destroy when building is sold, traded, donated or demolished.

This appendix provides maintenance and disposition instructions for drawing and specification files used in the design and construction of Federal buildings. For the purpose of this appendix the term "construction" is defined to include construction of new buildings; extension, remodeling, conversion, alteration, and repair of Government-owned or operated buildings; and associated work related to equipment and grounds.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
06B001	Design concept drawings (NN-173-42). Reproducible drawings depicting site plans; floor and roof plans; elevations; transverse and longitudinal sections; basic designs; circulation areas; entrances; stairways; elevators, if any, space assignments; mechanical and electrical equipment spaces; rest rooms; stacks; wire closets; column locations; grades; and story heights.	Temporary. Place in inactive file following completion of construction contract or when contract is terminated. Cut off inactive file at the end of fiscal year, hold 2 years, and retire to FRC. Destroy 10 years after cutoff.
06B002-06B004.	Reserved.	
06B005.	Tentative drawings (NN-173-42). Drawings which expand the diagrammatics into the initial comprehensive presentation of the basic design. These drawings identify rooms and spaces; special space requirements; unusual mechanical, electrical, or structural needs; floor dimensions; ceiling heights; details of exterior walls; and similar data.	Temporary. Place in inactive file following completion of construction contract or when contract is terminated. Cut off inactive file at the end of fiscal year, hold 2 years, and retire to FRC. Destroy 10 years after cutoff.
06B006-06B009.	Reserved.	
06B010.	Design data (NN-173-42). Drawings prepared for use in developing project drawings and in communicating project design requirements for bid and contract documents. Included are design and data drawings and documents created in their preparation.	Disposable. Destroy when no longer needed.
06B011-06B014.	Reserved.	
06B015.	Standard detail drawings (NN-173-42). Drawings reflecting standard design requirements for use in developing contract plans and specifications. Copies of these drawings may supplement or become part of the bid or contract documents. Included are standard detail drawings and documents created in their preparation.	Disposable. Destroy when no longer needed.
06B016-06B029.	Reserved.	
06B030.	Original and as built drawings, project specifications, change orders and visual	

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documentation. Record sets of architectural and engineering drawings, including master tracings and acceptable reproducible relating to design and construction of Federal Buildings; and specifications prepared for specific construction, extensions, conversion, remodeling, repair, and improvement projects. Specifications describe material requirements for the project and prescribe the materials and manufactured items depicted on the related drawings. Records include bound sets of blueprints for construction of and changes to buildings.

a. **Original and as built drawings, project specifications, change orders and visual documentation (N1-121-90-2).** Drawings and specifications of all buildings EXCEPT: warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.

(1) Drawings and specifications that have not been microfilmed or otherwise duplicated.

Permanent. Place in inactive file on completion of building sale, donations or demolition. Cut off inactive file at end of fiscal year and retire to FRC. Transfer to NARA 10 years after cutoff.

(2) Drawings and specifications that have been microfilmed or otherwise duplicated.

Permanent. Transfer to NARA after microfilmed or duplicate copy has been verified.

NOTE: These original drawings and specifications are permanent records and may not be transferred to new, non-Government owners of buildings. Provide copies to new owners on request.

b. **Original and as built drawings, project specifications, change orders and visual documentation (N1-121-90-2).** Drawings and specifications of warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.

Temporary. Place in inactive file on completion of building's sale, trade, donation or demolition. Cut off at end of fiscal year. Destroy when no longer needed.

NOTE: These drawings may be transferred to new, nongovernmental owners of buildings on request.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	c. Original and as built drawings, project specifications, change orders and visual (GRS 17/4). Blueprints of electrical, plumbing, heating or air conditioning systems.	Disposable. Destroy when superseded or no longer needed for administrative purposes.
06B031-06B049.	Reserved.	
06B050.	Shop drawing controls (NN-173-42). GSA Forms 2400, Shop Drawing Record, comparable forms, letters to contractors, and related documents reflecting the drawings submitted, approved, disapproved, and resubmitted for each project.	Temporary. Cut off at completion of construction contract; hold 3 years and retire to FRC. Destroy 8 years after cutoff.
06B051-06B054.	Reserved.	
06B055.	Shop drawings (NN-173-42). Architectural, structural, and mechanical or electrical drawings prepared by manufacturers of products to be made or assembled in their shops. They are also prepared as guides for assembling products at the job site.	Temporary. Cut off at completion of construction contract; hold 3 years and retire to FRC. Destroy 8 years after cutoff.
06B056-06B059.	Reserved.	
06B060.	Outline floor plans (NN-173-42). Drawings depicting skeleton floor plans for buildings and building improvement, alteration, extension, and conversion projects which are for use in the assignment of space. Included are plastic reproducibles and reproduced plans, including other plans and sketches created in their preparation.	
	a. Reproducibles.	Disposable. Destroy when superseded or when building is sold, traded, or demolished.
	b. Plans and sketches used in preparation of reproducibles.	Disposable. Destroy after the reproducibles are approved.
	c. Reproduced plans.	Disposable. Destroy when no longer needed.
06B061-06B064.	Reserved.	

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06B065.

Guide and standard specifications (NN-173-42).
Documents relating to the preparation, coordination, and issue of guide and standard specifications governing basic requirements and quality standards for the selection and use of construction material and equipment. Included are copies of the issued guide and standard specifications and related documents.

Disposable. Destroy when no longer needed.

This appendix provides maintenance and disposition instructions for drawings, specifications, computations, and other technical/project files which are used in supervising the design and construction of Federal buildings. This reference source is used in planning and designing future projects. For the purpose of this appendix, the term "construction" is defined to include construction of new buildings; extension, remodeling, conversion, alteration, and repair of Government-owned or operated buildings; and associated work related to equipment and grounds.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
06C001	<p>Project control schedule records (NN-173-42). Documents accumulated in scheduling and reporting progress on construction projects. These records are accumulated by schedule and control representatives and offices generating feeder information. This paragraph is not applicable to records described in sch. 5.</p> <p>a. Schedule and control representatives' files.</p> <p>b. Other office files.</p>	<p>Temporary. Place in inactive file following completion of project. Cut off inactive file in 5-year blocks and retire to FRC. Destroy 10 years after cutoff.</p> <p>Disposable. Destroy when no longer needed.</p>
06C002-06C004.	Reserved.	
06C005.	<p>D&C project records (- -). Documents accumulated in planning, designing, and supervising the construction, conversion, extension, remodeling, alteration, and repair of buildings and grounds. Included are preconstruction conference reports, change estimates and orders, specification clarifications, drawing approvals and rejections, inspection reports, and documents in correlated records requirements for, authorizing contracts for supply of, and the ordering of, Great Seals of the United States and historical document exhibit cases, regional requirements, contract authorizations (to FSS), copies of contracts, sets of seals, and related records.</p>	<p>Temporary. Cut off at the end of fiscal year; hold 2 years, and retire to FRC. Destroy 10 years after cutoff.</p>
06C006-06C009.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
06C010.	Project cost estimates records (NC-173-42). Documents accumulated in preparing and reviewing cost estimates for proposed projects and for authorized building design, construction, modification, remodeling, and lease restoration projects. Included are preauthorization estimates, project feasibility confirmations, sketches, detailed estimates, and related records.	Temporary. Remove and file in inactive file following completion of contract by acceptance of all work and material, termination of the contract, or disapproval of the project. Cut off at end of fiscal year, hold 3 years and retire to FRC. Destroy 10 years after cutoff. Earlier retirement is authorized.
06C011-06C024.	Reserved.	
06C025.	Structural project records (- -). Records containing structural engineering data related to existing and proposed Federal buildings. Included are foundation investigation reports, soil tests and boring data, drawings and topographical survey reports, details of building approaches and landscaping; and electrical, mechanical, air conditioning, and elevator details, site survey reports, construction data, correspondence, and related records.	Temporary. Destroy when building is sold, traded, donated or demolished. If requested, acceptable copies may be made and turned over to the new owner or custodian. The records shall be offered to the National Archives and Records Administration for determination of continued historical value.
06C026-06C029.	Reserved.	
06B030.	Structural computations (NN-171-42). Documents, prepared manually or by computer, tapes, or microforms showing summaries of engineering computation for structural framings and foundations, including design loadings and assumptions, design techniques, unit loadings, summaries of estimated cost details abstracted from other records and used for reference during project construction, and related materials.	Temporary. Place in inactive file when contract is completed, hold 2 years, and retire to FRC. Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian if requested.
06C031-06C034.	Reserved.	
06C035.	Mechanical and electrical computations (NN-171-42). Documents prepared manually or by computer showing engineering computations for the various mechanical and electrical systems in the building, including heating and air-conditioning loads, electrical connection loads, electrical maximum demands, incoming electrical services, illumination levels, plumbing loads, and elevator requirements.	Temporary. Place in inactive file when contract is completed, hold 2 years, and retire to FRC. Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian if requested.
06C036-06C039.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
06C040.	<p>Construction progress photographs (NN-171-42). Photographs taken during construction, extension, and alteration to show various degrees of progress being made on a project.</p> <p>a. Record set.</p> <p>b. Other copies.</p>	<p>Permanent. Place in inactive file when contract is completed. Cut off inactive file in 5-year blocks, hold 5 years, and retire to FRC. Transfer to NARA 10 years after cutoff.</p> <p>Disposable. Destroy when no longer needed.</p>
06C041-06C044.	Reserved.	
06C045.	<p>Final construction photographs (NN-171-42). Photographs of completed projects accumulated for historical purposes.</p> <p>a. Record set.</p> <p>b. Other copies.</p>	<p>Permanent. Cut off in 5-year blocks, hold 5 years, and retire to FRC. Transfer to NARA 10 years after cutoff.</p> <p>Disposable. Destroy when no longer needed.</p>
06C046.	<p>Construction engineer and branch records (NN-173-42). Copies of documents showing actions taken from initiation to completion of a construction project. The subparagraphs below indicate representative examples of documents included in, provide some maintenance instructions for, and collectively constitute a guide for the subdivision of, construction engineer and branch files.</p> <p>Subsections under j and m correspond to the contract specification index.</p> <p>a. Administration.</p> <p>b. Funds.</p> <p>c. Payments to contractor.</p> <p>d. Equal employment opportunity (EEO).</p> <p>e. General correspondence.</p>	<p>Temporary. Destroy on completion of contract by acceptance of all work and material or on termination of the contract except that shop drawings shall be turned over to the buildings manager.</p>

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

- f. Using agency correspondence.
- g. Safety.
- h. Purchase order, etc.
- i. Contract documents.
- j. Technical matters:
 - C2-0330 - Concrete (structural),
 - C2-0344 - (subnumbers correspond to contract index),
 - C2-0420 - Masonry.
- k. Beneficial occupancy, turnover, guarantee.
- l. Meetings.
- m. Shop drawings:
 - C5-0330 - Concrete (structural),
 - C5-0344 - (subnumbered files generally used by CE, only),
 - C5-0420 - Masonry.
- n. Samples.
- o. Change orders, including related correspondence (Establish a separate file folder for each CE number or change order).
- p. Requests for proposals.
- q. Inspections.
- r. Diaries.
- s. Progress (progress meetings).
- t. Critical path method (CPM).
- u. Photographs.
- v. Reports to higher authority.

SCHEDULE 7. FACILITIES AND REAL PROPERTY MANAGEMENT RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions for contract and procurement programs. These instructions are contained in:
 - a. Appendix 7-A. Buildings Management Program Records
 - b. Appendix 7-B. Buildings Services, Maintenance and Utility Program Records
 - c. Appendix 7-C. Concession Program Records
 - d. Appendix 7-D. Physical Security Program Records
 - e. Appendix 7-E. Safety and Environmental Program Records
 - f. Appendix 7-F. Repair and Alteration Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Microfilming records. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
5. Electronic records.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

This appendix describes and gives maintenance and disposition instructions for program records accumulated in planning, supervising, administering, and evaluating buildings services and maintenance and utility functions. Buildings services include cleaning and custodial work, sanitation, grounds maintenance, snow removal, elevator and escalator operations, and related services. Maintenance and utility functions, on the other hand, deal with buildings maintenance and repair, such as painting, caulking, and patching buildings; preventive and other maintenance on building equipment; and managing and operating buildings utility services. The records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and the provisions of orders and handbooks in the 5800 subject classification series. They are accumulated by Facility Management Office of Real Property Management, PBS, regional counterparts, and by offices of PBS district managers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07A001.	Real property management and safety general subjects (NI-121-91-1). Documents accumulated in administering buildings management program functions, but not records described elsewhere in this schedule or in sch. 1.	
	a. Central Office.	Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 7 years after cutoff.
	b. Other offices.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
07A002-07A004.	Reserved.	
07A005.	Individual building records (NN-171-42). Case files established for each Government-owned or operated building in the area, region, or nation. They include (but are not limited to) dedication documents; name change recommendations; new building evaluations; preoccupancy background papers and brochures; preoccupancy start-up guides and reports; layouts; comments on plans; space assignment records; seal, plaque, and memorial installation approvals or disapprovals; tenant noncompliance reports; requests and justifications for health units; inspection reports not included in the inspection binder or described elsewhere; permit, license, and easement requests and recommendations; and related records. Excluded are records described elsewhere in this appendix.	
	a. Central Office.	Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 10 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other offices.	Disposable. Cut off at the end of fiscal year; destroy 3 years after cutoff.
07A006-07A019.	Reserved.	
07A020.	Inspection (NC1-121-82-1). Inspections of buildings and repair and maintenance activities.	
	a. Inspection scheduling (NC1-121-82-1). Copies of requests for inspections and documents related to preparing and issuing inspection schedules except schedules published in directives.	Disposable. Destroy on next comparable survey, inspection, or when an evaluation is conducted.
	b. Operations inspections. Documents created in surveying, inspecting, or evaluating the operation and management of a building or field office. The inspections are done to promote coordination, detect problems, and ensure compliance with policies, procedures, schedules, and orders. Included are buildings manager inspection reports, higher-echelon inspection reports, and related records, but not inspection reports required for filing in the contract, project, or case files, or described elsewhere in this chapter or in sch. 1.	
	(1) Original inspection reports and related documents (NC1-121-82-1)..	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
	(2) Building manager copies of reports and related documents (NC1-121-82-1)..	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
	c. Repair and alteration inspections (NC1-121-82-1). Schedules for, reports of, and records related to, R & A inspections (by buildings managers) of buildings within a group, except inspection reports in R & A project/contract records.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
07A021.	Nonfederal inspections (N1-121-82-1). Documents created in cooperating with local governments or other organizations in inspecting Government-owned or -occupied facilities. This record category is limited to documents that cannot be identified with a specific record category described elsewhere in this chapter.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
07A022-07A034.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07A035.	Posting records (NN-171-42). Documents accumulated in receiving and approving requests to display materials on the premises of Government buildings and to post material on bulletin boards.	
	a. Bulletin board lists.	Disposable. Destroy when superseded or obsolete.
	b. Other records.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
07A036-07A039.	Reserved.	
07A40.	Monthly workload change reports (NN-171-42). Reports showing workload data on new buildings, building start-up confirmation reports, workload transfer reports, workload survey reports, and related records.	Disposable. Cut off at the end of fiscal year; hold 2 years and destroy.
07A041-07A049.	Reserved.	
07A050.	Laboratory service arrangement records (NN-171-42). Documents pertaining to arranging for laboratory services on buildings management material and equipment problems encountered by, and for, GSA organizational elements and other Government agencies.	Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.
07A055.	New methods and materials information records (NN-171-42). Documents accumulated in collecting, compiling or developing, and disseminating information on new ideas, techniques, and materials for use in building maintenance and operation activities. Included are documents containing contributions and comments, copies of memorandums, and related records.	Disposable. Destroy when no longer needed for reference.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07A056-07A059.07A060.	<p>Reserved.</p> <p>Building specifications and standards (NN-171-42). Documents accumulated in studying, preparing, and clearing standards and specifications for materials and equipment used in operating, maintaining, repairing, and improving buildings and building equipment. Included are studies, clearances, copies of standards and specifications, and related records.</p> <p>a. Office responsible for preparing specification or standard.</p> <p>b. Other offices.</p> <p>(1) Specifications and standards.</p> <p>(2) Other records.</p>	<p>Permanent. Place in inactive file when superseded, canceled or obsolete. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Transfer to NARA 20 years after cutoff.</p> <p>Disposable. Destroy when superseded, canceled or obsolete.</p> <p>Disposable. Cut off at the end of fiscal year; destroy 2 years after cutoff.</p>
07A061-07A064.07A065.	<p>Reserved.</p> <p>Building cost reports (NN-171-42). Reports showing receipts and expenditures for salaries, rents, utilities, and contracts. They are used to keep costs in line with funding estimates and allotments. Included are GSA-operated building costs, building management cost summaries, building operating costs, job order costs, cost analyses and related records.</p> <p>a. Monthly reports.</p> <p>b. Annual reports.</p>	<p>Disposable. Cut off at end of fiscal year; destroy 1 year later.</p> <p>Temporary. Cut off at end of fiscal year, hold 3 years and retire to FRC. Destroy 10 years after cutoff.</p>
07A066-07A074.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07A075.	Building startup schedules and reports (NC1-121-82-1). Documents created in establishing target dates for actions leading to, and in reporting problems and accomplishments in preparing to occupy a new building. Included are schedules, reports, and related records.	Disposable. Cut off at the end of the fiscal year after occupying the building; destroy 3 years after cutoff.
07A076-07A079.	Reserved.	
07A080.	Building name and dedication records (NC1-121-82-1). Documents related to dedicating, the naming or renaming, and installing seals, plaques, and memorials in, a building, except records described elsewhere in this chapter.	Disposable. Destroy when no longer needed for reference.
07A081-07A084.	Reserved.	
07A085.	New building evaluation records (NC1-121-82-1). Documents created in conducting and reporting on the evaluation of new buildings to ensure good features in future designs. Included are checklists, reports, and related records.	Temporary. Cut off after completing report for the third year of occupancy; destroy 2 years after cutoff.
07A086-07A089.	Reserved.	
07A090.	Employee assignment designations (NC1-121-82-1). Copies of documents appointing GSA employees for special duties in the area of buildings management and protection.	Disposable. Destroy when superseded or obsolete.
07A091-07A094.	Reserved.	
07A095.	Occupant documents (NC1-121-82-1). Documents from occupants, indicating requirements for, and information about, continuing or nonstandard services.	Disposable. Destroy when superseded or obsolete.
07A096-07A099.	Reserved.	
07A100.	Space use surveys (NC1-121-82-1). Reports of, and other records related to, inspecting or surveying space use.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
07A101-07A104.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07A105.	Credential control records (NC1-121-82-1). Documents created in recording and controlling the issuance of credentials. Included are requests, receipts, accountability records, reports of lost credentials and related records.	Temporary. Cut off at end of fiscal year, after the returning or accounting for the related credential; destroy 1 year after cutoff.
07A106-07A109	Reserved.	
07A110.	Credentials (GRS 11/4a). Identification cards, passes, letters of authorization, and similar credentials issued and controlled by offices of buildings managers.	Temporary. Destroy 3 months after return to issuing office.
07A111-07A114.	Reserved.	
07A115.	Permit, license, and easement records (NC1-121-82-1). Documents related to, and used in controlling the issuing of, licenses, permits, easements, and similar documents. This category is limited to documents that do not relate to case files described elsewhere in this chapter.	
	a. Records related to permits, licenses, or easements issued by the buildings manager.	Temporary. Cut off at end of fiscal year after denying or revoking permit or when document expires. Destroy 3 years after cutoff.
	b. Records related to documents issued by higher officials.	Temporary. Cut off at the end of the fiscal year; destroy 2 years later.
07A116-07A119.	Reserved.	
07A120.	Health unit records (NC1-121-82-1). Documents related to establishing and operating health units. Included are occupant requests to establish units, interagency agreements, justifications, communications regarding operation, and related records.	Disposable. Destroy when superseded or obsolete.
07A121-07A124.	Reserved.	
07A125.	Community activities (NC1-121-82-1). Documents created in approving, controlling, and ensuring removal of Living Building Program activities, community exhibits, review stands, and advertisements in Government-owned and -occupied buildings, but not documents related to federally recognized charitable campaigns.	Temporary. Cut off at end of fiscal year; destroy 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07A126-07A134.	Reserved.	
07A135.	Staff-hour distribution records (NC1-121-82-1). Documents showing staff-hours expended by employee(s) by project, activity, or item. Included are GSA Form 1079, FBF-Daily Time Report, and FBF Time Summaries and comparable documents but not employee time and attendance records.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
07A136-07A139.	Reserved.	
07A140.	Monthly change reports (NC1-121-82-1). Documents created in preparing and submitting reports of changes in personnel, official addresses, telephone numbers and workload.	Disposable. Cut off at end of fiscal year; destroy 1 year later.

This appendix describes and gives maintenance and disposition instructions for program records accumulated in planning, supervising, administering, and evaluating buildings services and maintenance and utility functions. Buildings services include cleaning and custodial work, sanitation, grounds maintenance, snow removal, elevator and escalator operations, and related services. Maintenance and utility functions, on the other hand, deal with buildings maintenance and repair, such as painting, caulking, and patching buildings; preventive and other maintenance on building equipment; and managing and operating buildings utility services. The records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and the provisions of orders and handbooks in the 5800 subject classification series. They are accumulated by Facility Management Office of Real Property Management, PBS, regional counterparts, and by offices of PBS district managers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07B001	Buildings design review (NN-171-42). Documents accumulated in reviewing the design of proposed buildings to ensure that they include features that allow economical and effective service, maintenance, and operation. Included are drawings, specifications, comments, and related records.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
07B002-07B004.	Reserved.	
07B005.	Buildings management study records (NN-171-42). Documents accumulated in conducting industrial engineering studies to evaluate efficiency and to recommend or install improved methods, tools, materials, and equipment. Included are studies, comments, and related records.	Temporary. Cut off at end of fiscal year following completion of the study; hold 5 years and retire to FRC. Destroy 20 years after cutoff.
07B006.	Craft personnel records (NC1-121-82-1). a. Requirement books and tour assignments. Documents accumulated in developing and submitting force account staff-hour requirements for tour assignment, maintenance and operation, repair and improvement, and service calls, and documents showing tours of duty for craft personnel. b. Productive staff-hour summaries. Daily, monthly, or other summaries of productive staff-hours programmed and expended.	Disposable. Destroy when superseded or obsolete. Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.
07B007-07B009.	Reserved.	
07B010.	Cleaning and sanitation records (NN-171-42).	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

	<p>a. Building cleaning survey records. GSA Form 469, Building Cleaning Survey - Standard Level, related forms, and similar records reviewed and used by regional offices in verifying the need for cleaning funds and spaces.</p>	Disposable. Destroy when superseded or obsolete.
	<p>b. Cleaning standard records. Documents related to developing, clearing, and distributing cleaning standards not made a part of directives or other instructions. Included are proposed standards, clearances, and related records, but not copies of GSA Form 469.</p>	Temporary. Cut off at the end of fiscal year when superseded, canceled or obsolete; destroy 2 years after cutoff.
	<p>c. Cleaning schedules. Schedules, layouts, and related records showing areas and items to be cleaned and the dates for cleaning.</p>	Disposable. Destroy when superseded or obsolete.
	<p>d. Cleaning assignments, reports, and inspection records. Documents used to assign cleaners, report work done, and evaluate work done. Included are work assignment and accomplishment forms, inspection reports, complaints, notices of cleaning required, and related records.</p>	
	<p>(1) Permanent work assignments.</p>	Disposable. Destroy when superseded or obsolete.
	<p>(2) Periodic work assignments and inspections.</p>	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
	<p>(3) Records other than permanent or temporary work assignments.</p>	Disposable. Cut off at the end of the fiscal year; destroy 2 months after cutoff.
	<p>e. Safety belt records. Documents used to record identification, repair, and other data about window-washers' safety belts.</p>	Disposable. Destroy after disposing of the belt.
07B011-07B024.	Reserved.	
07B025.	Equipment operation reports (NN-171-42). Documents accumulated while operating equipment at field offices, but not records described elsewhere in this schedule.	Disposable. Cut off at the end of fiscal year; destroy 2 years after cutoff.
07B026.	Plan operation logs (N1-121-82-1). Logs (often attached to or kept in or near heating or other plants) to record equipment operation and condition, action taken, and occurrences during the shift, but not equipment records described elsewhere in this	Disposable. Destroy 5 years after log book or sheet is filled, or on disposing of the equipment

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07B027-07B028.	schedule. Reserved.	
07B029.	Heating, refrigeration and air conditioning schedules (NC1-121-82-1).	
	a. Schedules. Schedules for operating heating and air conditioning plants, including related records.	Disposable. Destroy when superseded or obsolete.
	b. Operating records. Operating records used to record daily operating data for air conditioning and refrigeration systems.	Disposable. Cut off at end of the calendar year; destroy 1 year after cutoff, except that one copy showing typical daily readings for each year may be kept for as long as needed to provide a record of operating conditions.
	c. Ashes and cinder delivery records. Documents used to record ashes and cinders delivered by contractors.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
07B030.	Vertical transportation records (NN-171-42). Documents related to operating elevators, escalators, and dumbwaiters.	
	a. Elevator operation authorizations. Supervisor's copy of authorizations to operate elevators, but not field office copies, which are filed under sch. 1B, subject code OAD 1, administration of office personnel.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
	b. Vertical transportation operation schedules. Documents created in developing, maintaining, and revising schedules for operating elevators and escalators. Included are traffic survey data, schedules, and related records.	
	(1) Schedules.	Disposable. Destroy when superseded or obsolete.
	(2) Traffic survey data and related records.	Disposable. Cut off annually; destroy 2 years after cutoff.
	c. Vertical transportation inspection schedules. Vertical transportation inspection schedules. Documents scheduling inspections of elevators, escalators, and dumbwaiters. Included are schedules and related records.	Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

d. Vertical transportation inspection records.

Documents accumulated in arranging inspections of elevators, escalators, and dumbwaiters, and in receiving and acting on documents and reports about shutdowns, freeing passengers from stalled elevators, and related matters.

(1) Certificates.

Disposable. Destroy when the spaces provided are filled or when a new form is required due to wear.

(2) Acknowledgments.

Disposable. Destroy on receiving next inspection acknowledgment.

(3) Documents, other than certificates and acknowledgments, accumulated in arranging inspections of elevators, escalators, and dumbwaiters, and in receiving and acting on documents and reports about shutdowns, freeing passengers from stalled elevators, and related matters.

Temporary. Cut off at the end of calendar year; destroy 2 years after cutoff.

e. Elevator data cards. Card records containing identification, location, operation, repair, and alteration data for each elevator.

Disposable. Destroy on replacing or removing the elevator, or on donating, selling, or demolishing the building.

07B031-
07B034.

Reserved.

07B035.

Parking records (NC1-121-82-1). Parking records including communications about parking, communications with tenant agencies; records concerning allotting and controlling parking provided to tenant agencies; and cards or other documents showing names of persons assigned parking spaces.

a. Parking general. Documents related to parking matters not described elsewhere in this schedule. Included are communications about parking, communications with tenant agencies, and similar records.

Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.

b. Parking area allotments. Documents accumulated in allotting and controlling parking provided to tenant agencies.

Disposable. Destroy when superseded or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07B036-07B038.	<p>c. Parking space controls. Documents accumulated by offices of buildings managers responsible for assigning and controlling parking spaces. Included are cards or other documents showing names of persons assigned parking spaces.</p> <p>Reserved.</p>	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
07B039.	<p>Lighting records (NC1-121-82-1). Reports of lighting surveys that did not result in the preparing of an order for, or the installing of, new or altered lighting; logs recording burnout's and replacements; and related records.</p>	Temporary. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
07B040.	<p>Snow removal records (NN-171-42). Documents accumulated in coordinating, reviewing, and approving snow removal plans and changes, and in supervising or participating in snow removal operations. Included are copies of snow removal plans and changes, clearances, communications with local officials, copies of weather reports, clearing operation logs and reports, and related records.</p> <p>a. Plans. Documents accumulated in coordinating, reviewing, and approving snow removal plans and changes.</p> <p>b. Other records. Documents created in supervising or participating in snow removal operations.</p>	<p>Disposable. Destroy when superseded, canceled or obsolete.</p> <p>Disposable. Cut off at the end of fiscal year; destroy 2 years later.</p>
07B041.	<p>Grounds improvement coordination records (NC1-121-82-1) Documents accumulated in coordinating the operation, maintenance, and improvement of grounds, sidewalks, on street parking areas, approaches, and roads with local officials and community organizations. The records are limited to documents not identified with a repair and improvement project or other case files described elsewhere in this schedule.</p>	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
07B042-07B043.	<p>Reserved.</p>	
07B044.	<p>Preventive maintenance guide development (NC1-121-82-1) Documents accumulated in requesting development of preventive maintenance guides for items not covered by published standards.</p>	Disposable. Cut off at the end of the fiscal year after approving guide; destroy 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07B045.	Equipment inspection records (NN-171-42). Documents related to inspecting boilers, condensers, and similar equipment. Included are inspection arrangement documents, inspection reports, inspection certificates, documents identifying building mechanical equipment used as an aid in inspections and similar records.	Disposable. Destroy on receiving next inspection report for the item.
07B046.	Maintenance control cards (NC1-121-82-1). Cards used to notify supervisors when preventive maintenance is due on an item and to record the date of, and staff-hours devoted to, the maintenance.	Disposable. Destroy when card is filled and information is brought forward to new card or on disposing of the item or building.
07B047-07B048.	Reserved.	
07B049.	Service call work authorizations. Documents used to record calls for nonreimbursable services and to authorize and report work done.	
	a. Suspense copies (NC1-121-82-1). Suspend copies of documents used to record calls for nonreimbursable services.	Disposable. Destroy after original returned when work completed.
	b. Originals (- -). Record copy of documents used to record calls for nonreimbursable services and to authorize and report work done.	Temporary. Cut off monthly; destroy 3 years after cutoff.
	c. Work authorization orders (NC1-121-82-1). Documents used to authorize and account for work required in managing buildings. Included are requests, justifications, approvals, job orders, work orders, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	d. Work authorization registers (NC1-121-82-1). Registers used to record information on the receipt of, work called for by, number assigned to, and other data on job and work orders.	Temporary. Destroy 2 years after register sheet or book is filled.
	e. Work authorization controls (NC1-121-82-1). Forms kept by shop supervisors, showing job order estimates by shop and labor and material expended to date.	Disposable. Destroy when job is completed.
07B050.	Equipment inspection scheduling records (NN-171-42) Documents accumulated in establishing and maintaining schedules for inspecting boilers, condensers and other equipment, except elevators. Included are inspection schedules, controls, and similar records.	Temporary. Cut off at the end of fiscal year; destroy 2 years later.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07B051.	Equipment repair cards and repair notice tags (NC1-121-82-1). Documents used by shop employees to identify and control equipment received for repair, or to indicate maintenance and repair work done, such as danger tags, open-valve tags, follow-up forms, and similar records.	Disposable. Destroy when equipment is picked up or returned or work is complete.
07B052.	Reserved.	
07B053.	Guaranty and warranty records (NC1-121-82-1). Guarantees and warranties obtained with, that applies to, materials and equipment, including related records.	Disposable. Destroy when guaranty or warranty expires.
07B054.	Equipment history cards (NC1-121-82-1). Cards used to record the maintenance and repair history of selected items of equipment.	Disposable. Transfer with equipment or destroy after disposing of equipment.
07B055.	Painting program records (NC1-121-82-1). Documents created to schedule interior and exterior painting, identify painting requirements, and report progress. Included are painting program documents, coded drawings, card files identifying paintable units, work schedules, approvals, progress reports, and related records. a. Progress reports. b. Other records.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff. Disposable. Destroy when superseded or obsolete.
07B056-07B059.	Reserved.	
07B060.	Painting accomplishment (NN-171-42). Documents reflecting progress in accomplishing the scheduled painting workload.	Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.
07B062-07B064.	Reserved.	
07B065.	Water treatment records (NN-171-42). Documents related to treating water for use in boilers or other equipment in buildings within the area or region. Included are copies of communications with the Bureau of Mines, test reading reports and logs, and related records.	Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.
07B066-07B079.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07B080.	Craft workload requirement documents (NN-171-42). Documents showing building and field office workloads for crafts. Included are maintenance and operation, repair and improvement, staff-hour tour and watch, preventive maintenance, service calls, and summary staff-hour documents; equipment inventories; and related records.	Disposable. Destroy when superseded or obsolete.
07B081-07B084.	Reserved.	
07B085.	Productive staff-hour summaries (NN-171-42). Summary reports and related papers showing productive staff-hours expended in relation to staff-hours programmed.	Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.
07B086-07B089.	Reserved.	
07B090.	Preventive Maintenance Guide development (NN-171-42) Documents accumulated in processing requests for, and developing and issuing preventive maintenance guides for, items not covered by preventive maintenance standards. Included are requests, lists of duties, copies of guides, and related records.	Disposable. Destroy on supersession of guide.
07B091-07B104.	Reserved.	
07B105.	Utility analysis records (NN-171-42). Documents accumulated in investigating, inspecting, and evaluating the consumption of steam, water, air-conditioning, electrical, utility analysis, Energy Usage and Analysis (EUAS) or other utilities to determine services required and to ensure that utilities are provided at minimum costs and effectively used. Included are economic analyses forms, copies of rate schedules, proposed rate changes, requests for, and other communications about, additions or changes in services, and related records.	
	a. Rate changes and schedules.	Disposable. Destroy when superseded or obsolete.
	b. Other records.	Temporary. Cut off at the end of fiscal year; destroy 3 years after cutoff.
07B106-07B109.	Reserved.	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

07B110.

Flag records (NN-171-42).

Documents related to notices and authorizations to fly flags at half-mast when certain people die and to other matters related to displaying the flag. Included are requests concerning the notice list, notices, authorizations, and related records.

Disposable. Cut off at the end of fiscal year; hold 2 years and destroy, except that notice lists are destroyed when a new list is issued or the existing one becomes obsolete.

This appendix describes and gives maintenance and disposition instructions for records created in determining the need, type, and scope of concessions required in Federal buildings and leased space; issuing permits and licenses for establishing and operating concessions; and managing and inspecting concessions. Concession management and operation program records are created as the result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 5800 subject classification series. They are accumulated in the Office of Real Property Management and Safety, PBS, regional counterparts and by offices of PBS district area managers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07C001	<p>Agency agreement records (NN-171-42). Documents related to administrative or policy agreements between GSA and other Government agencies concerning planning, establishing, operating, or disestablishing concessions. This file category is limited to agreements not incorporated in directives.</p> <p>a. National agreements accumulated at Central Office.</p> <p>b. Documents related to administrative or policy agreements between GSA and other Government agencies concerning planning, establishing, operating, or disestablishing concessions EXCEPT national agreements accumulated at Central Office.</p>	<p>Permanent. Cut off at the end of fiscal year when agreement is superseded, canceled, or obsolete; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.</p> <p>Temporary. Cut off the agreement at the end of fiscal year when superseded, canceled, or obsolete; destroy 2 years after cutoff.</p>
07C002-07C004.	Reserved.	
07C005.	<p>Concession establishment records (NN-171-42). Documents accumulated in planning, programming, and establishing concessions (including furnishings and equipment in government-owned or -leased buildings). Included are detailed requirements, recommendations, and justifications; surveys for proposed food service facilities; reviews and approvals or disapprovals; layouts; planning data; correspondence; and similar documents.</p>	<p>Temporary. Place in inactive file upon completing the project. Cut off the inactive file at the end of the fiscal year; destroy 3 years after cutoff.</p> <p>Note: Withdraw documents from cutoff file when they relate to a later action and incorporate them with the later action for filing in the concession operations file (7C20).</p>
07C006-07C009.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07C010.	Concession inspection reports (NN-171-42). Documents accumulated in conducting inspections of concessions to ensure conformance with standards for sanitation and safety; quantity and quality of food; physical facilities; decor; and general acceptability. Included are GSA Form 1782, Buildings Manager Concession Inspection Record; follow-up actions; correspondence; and related records.	Temporary. Cut off at the end of fiscal year; destroy 1 year after cutoff.
07C011-07C014.	Reserved.	
07C015.	Concession operation reports (NN-171-42). Documents accumulated in recording and reporting fees payable or paid to GSA as a result of concession operations, vending machine commissions, utilities furnished for concessions and related collections. Included are reports on concessions operations; correspondence; and related records.	Temporary. Cut off at the end of fiscal year; destroy 3 years after cutoff.
07C016-07C019.	Reserved.	
07C020.	Concession operation records (NN-171-42). Documents created in evaluating concession services, surveying concession facilities, requesting and coordinating banking services, monitoring and coordinating interior decorating, procuring furnishings and equipment, and similar activities not related to contract administration. Included are survey reports, service requests, copies of work orders, questionnaires, space assignment documents, floor plans, photographs, correspondence, and related records.	Temporary. Cut off in 2-year blocks; hold 3 years and destroy except that service questionnaires may be destroyed when they are no longer needed.
07C021-07C029.	Reserved.	
07C030.	General concession administrative records (NN-171-42). Documents that apply to concessions as a group rather than as separate units, or that cannot be filed with program files described elsewhere in this schedule or app. 01B002.	Temporary. Cut off in 2-year blocks; hold 3 years, and destroy.
07C031-07C034.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07C035.	Concession equipment control records (NN-171-42). Documents accumulated in recording the acquisition, status, and location of GSA equipment used in operating concessions. Included are GSA Form 715, Equipment Control Record and comparable documents.	Disposable. Place in inactive file upon disposing of or transferring equipment or when information is brought forward to a new card. Cut off inactive file at the end of fiscal year; destroy 1 year after cutoff.
07C036-07C039.	Reserved.	
07C040.	Vending machine records (NN-171-42). Documents showing data related to vending machines and pay telephones installed in buildings under GSA's jurisdiction.	Disposable. Place in inactive file on removing vending machine or when information is brought forward to a new card. Cut off inactive file at the end of fiscal year; destroy 1 year after cutoff.
07C041-07C044.	Reserved.	
07C045.	Concession records (NN-171-42). Record of concessions and related documents that show the status of, and other information about, each concession.	Disposable. Place in an inactive file on completing or terminating the contract, permit, license, or agreement. Cut off inactive file at the end of fiscal year; destroy 1 year after cutoff.
07C046-07C049.	Reserved.	
07C050.	Cafeteria project books (NN-171-42). Documents accumulated in maintaining project books containing current information on the managing and operating of cafeterias. Included are work sketches, photographs, copies of contracts and amendments, copies of inspection reports and follow-up actions, and related documents.	Disposable. Destroy documents when superseded or obsolete. Destroy the book on discontinuing the cafeteria or requirement for the project book.

This appendix describes and gives maintenance and disposition instructions for, program records documenting the plans, procedures, and guides for, and the administration of, the physical protection function. This function deals with measures to prevent and report on property damage and personal injury as a result of thefts, demonstrations, civil disorders, and other unlawful acts. These records are created under the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 5900 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07D001	Physical security surveys Documents accumulated in conducting surveys and inspections to evaluate the adequacy of physical security services, facilities, equipment, and activities. Included are checklists, survey forms, findings and recommendations, reports, corrective and followup actions, and related records.	
	a. Federally owned buildings (GRS 18/9).	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff, or upon discontinuance of facility, whichever is sooner.
	b. Privately owned buildings (GRS 18/10).	Temporary. Cut off at end of fiscal year. Destroy 4 years after cutoff or when security cognizance is terminated, whichever is sooner.
07D002-07D004.	Reserved.	
07D005.	Special designations (NN-171-42). Documents related to appointing employees as special uniformed, and non-uniformed police, or dealing with similar designations. Included are appointment documents, withdrawals and revocations, and related records.	Temporary. Place in inactive file when appointment is revoked or when the individual is no longer employed as designated. Cut off inactive file at end of fiscal year, destroy 2 years after cutoff.
07D006-07D009.	Reserved.	
07D010.	Special designation registers (NN-171-42) Registers showing the appointment of employees as special, uniformed, or police, or assigning employees on special details.	Disposable. Cut off at end of fiscal year after register sheet or book is filled. Destroy 2 years after cutoff.
07D011-07D014.	Reserved.	
07D015.	PSLE training records. Documents relating to the continuing program of providing training for uniformed and other physical and law enforcement personnel (PSLE) in the field, including programmed training, sight and sound packages, and	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	instructions by supervisory officers. Included are course curriculums, qualifications records, notices, schedules, rosters, handout materials, training bulletins, texts, audiovisual aids, and related records.	
	a. Central Office (NN-171-42).	Permanent. Cut off at end of fiscal year. Retire to FRC 2 years after cutoff. Transfer to NARA 10 years after cutoff.
	b. Other offices (GRS 1/29b).	Disposable. Cut off at end of fiscal year destroy when superseded or obsolete.
07D016-07D019.	Reserved.	
07D020.	PSLE Academy records (NN-171-42). Documents relating to training of students at PSLE Academy. Included are course curriculums, schedules, rosters, testing records, attendance records, firearm training and certification, and training aid.	Temporary. Place in inactive file after discontinuance of the academy. Cut off inactive file at the end of the fiscal year. Destroy 2 years after cutoff.
07D021-07D029.	Reserved.	
07D030.	Firearm and badge control records. Documents concerning the qualifying of FPO personnel in handling and using firearms. Included are firing score records, qualification records, rosters of qualified and unqualified individuals, and related documents.	
	a. Rosters and qualification records (NN-171-42).	Disposable. Destroy when superseded or obsolete.
	b. Arms issue records (GRS 18/19d).	Temporary. Destroy 3 months after return of arms.
	c. Other records (NN-171-42).	Disposable. Cut off at the end of the calendar year; destroy 1 year after cutoff.
07D031-07D034.	Reserved.	
07D035.	Physical security agreements (NN-171-42). Documents accumulated in preparing, negotiating, and clearing agreements with other organizations, including local law enforcement organizations, regarding technical assistance, mutual assistance, jurisdictions, and physical security matters. Included are agreements, clearances and related documents	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. National agreements.	Permanent. Cut off at end of fiscal year after cancelling the agreement or when obsolete, hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. Other agreements.	Disposable. Cut off at end of fiscal year when canceled or obsolete. Destroy 2 years after cutoff.
07D036-07D039.	Reserved.	
07D040.	Security coverage records (NN-171-42). Documents giving information on the physical security at a facility. Included are completed security assignment records, detail sheets, reviews, and related records.	Disposable. Remove and destroy upon discontinuing protection.
07D041-07D044.	Reserved.	
07D045.	Special security measures (NN-171-42). Case files covering special physical security measures taken to protect VIP's visiting GSA-controlled buildings and grounds.	Temporary. Cut off at the end of fiscal year after visit, hold 2 years, and retire. Destroy 3 years after cutoff.
07D046-07D049.	Reserved.	
07D050.	Disturbance control plans (NI-121-91-1). Documents related to contingency plans for protecting personnel and facilities in case of demonstrations, riots, and other civil disorders. Included are plans, clearances, and related records.	
	a. Central Office.	Permanent. Place in inactive file when new plan is issued or current one becomes obsolete. Cut off at end of fiscal year; retire to FRC 5 years after cutoff. Transfer to National Archives in 5-year blocks 20 years after cutoff.
	b. Other offices.	Disposable. Place in inactive file when new plan is issued or existing one becomes obsolete. Cut off at end of fiscal year. Destroy 2 years after cutoff.
07D051-07D054.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07D055.	Disturbance control cases (NN-171-42). Regional Office copies of case files created in planning and implementing actions to control actual or expected demonstrations, riots, bomb threats, or other events.	Permanent. Cut off at end of fiscal year after completing action; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
07D056-07D059.	Reserved.	
07D060.	Property theft records. Documents related to property stolen in Government buildings or grounds. Included are theft reports, ledger records and related documents. a. Ledger files (GRS 18/15a). b. Reports, loss statements, receipts, and other documents relating to lost and found articles (GRS 18/15b).	Temporary. Cut off at end of fiscal year after final entry. Destroy 3 years after cutoff. Temporary. Cut off at end of fiscal year; destroy 1 year after cutoff.
07D061-07D069.	Reserved.	
07D070.	Plan review records (NN-171-42). Documents created in reviewing designs of proposed buildings and commenting on plans for, layouts of, or proposed changes to, buildings and grounds, including parking areas, to ensure that security systems are included. Includes drawings, specifications, and comments on project development studies.	Temporary. Cut off at the end of fiscal year when building construction/alteration is completed and security requirements are met. Destroy 2 years after cutoff.
07D071-07D074.	Reserved.	
07D075.	FPO duty and assignment records (NC1-121-82-1). Documents showing tour of duty schedules, days off, FPO post assignments, and other information about duties and hours of assignment. This category is limited to duplicates of documents included in, and documents not required for filing in, FPO desk books.	Disposable. Destroy when schedule expires, is canceled, or becomes obsolete.
07D076-07D079.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07D080.	Special orders (NN-171-42). Documents created in issuing special instructions and guidance governing FPO actions in situations not covered by directives. Included are special orders, standing operating procedures, and related papers, except copies of instructions maintained in FPO desk books.	Disposable. Destroy when superseded or obsolete.
07D081-07D084.	Reserved.	
07D085.	Officers' registers (NC1-121-82-1). Filled register sheets used by guard officers to record inspection of a building or area.	Disposable. Cut off at end of calendar year; destroy 1 year after cutoff.
07D086-07D089.	Reserved.	
07D090.	Personnel and vehicle controls (NC1-121-82-1). Registers, or visitors record of time of arrival and departure from buildings, or other documents created in recording arrival departure, or other information about personnel, packages, and vehicles entering or leaving Government premises.	
	a. Registers.	Disposable. Destroy 1 year after last entry.
	b. Other documents, including register sheets.	Disposable. Cut off at the end of the calendar year; destroy 1 year after cutoff, except control copies of visits or other entry permits or decals that may be destroyed on completion and return of the original permit or decal.
07D091-07D094.	Reserved.	
07D095.	Emergency action reports (NC1-121-82-1). Copies of drawings, layouts, and similar documents showing switches, valves, or points that require attention in case of emergencies, and other documents prescribing or controlling emergency actions.	Disposable. Destroy when superseded, obsolete, or no longer needed
07D096-07D099.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07D100.	Lost and found property records (NC1-121-2-1). Documents created in reporting, receiving, handling, accounting for, and disposing of, lost and found property, including lost and found books, receipts, found property tags, reports of unclaimed property, and related papers.	
	a. Found property tags.	Disposable. Destroy on returning property to owner or on disposing of property.
	b. Other papers.	Temporary. Cut off at the end of the calendar year; destroy 3 years after cutoff.
07D101-07D109.	Reserved.	
07D110.	Key control records (NC1-121-82-1). Documents accumulated in issuing and controlling keys. Included are registers of keys made, filled and closed records of keys issued, authorizations to make keys, reports of lost keys, reports of nonroutine use or issuance of keys, and related records. (See subpar. 07D125g for current key issue records.)	
	a. Records of keys made.	Disposable. Destroy when all information is superseded or forwarded to a new register sheet or card.
	b. Other papers.	Disposable. Cut off at end of calendar year; destroy 1 year after cutoff.
07D111-07D114.	Reserved.	
07D115.	FPO equipment records (NC1-121-82-1). Documents used in accounting for equipment assigned to the FPO force, such as firearms, but not firearm and badge issuance records, and memorandum receipt records, such as individual name folders maintained by stockrooms. Included are GSA Form 1051, Firearms and Guard Equipment Control Register, and similar records.	Temporary. Cut off at the end of the calendar year; destroy 2 years after cutoff.
07D116-07D119.	Reserved.	
07D120.	FPO logs (NC1-121-82-1). Logs and other documents created in recording information	Temporary. Cut off at the end of the calendar year; destroy 2 years after

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	concerning FPO tours of duty. Included are logs of incidents, and completed telephone and radio logs.	cutoff.
07D121-07D124.	Reserved.	
07D125.	FPO deskbooks (NC1-121-82-1). Looseleaf binders maintaining instructions, records, and reports related to building FPO activities.	
	a. General information. Documents providing general information not found elsewhere in the deskbook, such as issuances, assignments, and duty schedules of higher-level officials.	Disposable. Destroy when canceled or obsolete.
	b. Special orders. Documents giving instructions for situations not covered by issuances of higher officials.	Disposable. Destroy when superseded or obsolete.
	c. Arrivals and departures from buildings. GSA Form 139, Record of Time of Arrival and Departure from Buildings (during security hours), or comparable documents used to record the time that individuals entered and left the building.	Withdraw and file under par. 07D090 one month after last entry on the sheet.
	d. Emergency procedures. Documents reflecting procedure to be followed in, and key personnel to be notified in case of, emergency.	Disposable. Destroy when superseded, canceled, or obsolete.
	e. Lost and found. GSA Form 1039, Record of Property Found and Attempts to Contact Owner, or comparable documents.	Withdraw 30 days after last entry and file under 07D100.
	f. Theft reports. Reports of thefts of Government property and personal items.	After 30 days withdraw and file under par. 07D105.
	g. Key issue reports. Documents reflecting temporary and permanent issue of keys.	Withdraw 1 month after last entry and file under par. 07D110, or on return of all keys listed.
	h. FPO equipment. GSA Form 1051, Firearms and FPO Equipment Control Register, or comparable documents.	Withdraw 1 month after last entry and file under par. 07D115.
	i. FPO logs. GSA Form 1103, Officers' Operations Log, or comparable form.	Withdraw individual log sheets 10 days after last entry and file under par. 07D120.
07D126-07D129.	Reserved.	
07D130.	General FPO records (NC1-121-82-1). Documents concerning FPO or physical protection Appendix 7-D	Temporary. Cut off at the end of the calendar year when agreement

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	activities, exclusive of records described elsewhere in this schedule.	expires, or is terminated; destroy 2 years after cutoff.
07D131-07D139.	Reserved.	
07D140.	Police report records (NC1-121-82-1). Reports of incidents, circumstances, and conditions, such as the serving of warrants and subpoenas, fires and fire drills, and related documents.	Temporary. Cut off at the end of the calendar year; destroy 1 year after cutoff.
07D141-07D144.	Reserved.	
07D145.	Patrol records (NC1-121-82-1). Documents showing patrol routes or checks completed.	Temporary. Cut off at the end of the calendar year; destroy 1 year later.
07D146-07D149.	Reserved.	
07D150.	Arrest records (NC1-121-82-1). Documents created in arresting, releasing, and obtaining statements concerning offenses from persons suspected of committing criminal offenses on Government property.	Temporary. Cut off at the end of the calendar year; destroy 5 years after cutoff.
07D151-07D154.	Reserved.	
07D155.	Traffic enforcement records (NC1-121-82-1). Documents created in enforcing regulations regarding motor vehicle movement and parking on Federal premises. Included are police reports of traffic accidents, traffic violation notices, and similar documents.	Temporary. Cut off at the end of the calendar year; destroy 1 year after cutoff.
07D156-07D159.	Reserved.	
07D160.	Property passes (NC1-121-82-1). Documents (collected by police units) authorizing the removal of items from Government property.	Temporary. Cut off at the end of the calendar year; destroy 3 years after cutoff.
07D161-07D164.	Reserved.	
07D165.	Security alarm system records (- -). Project files established for each Government-owned or -operated building in GSA regions requiring the survey, installation, maintenance, and/or repair of security systems. Records include, but are not limited to, layout, photographs, floor plans, estimates, comments on plans, requests, specifications, inspections and reimbursable/direct	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>funding information.</p> <p>NOTE: Security system contracts and contract administration documents are filed under 05C025.</p> <p>a. Documents relating to design, procurement, installation, and maintenance of security systems and drawings associated with security systems design, installation, repairs, and/or maintenance.</p> <p>b. Security systems program status reports reflecting the monthly and year-end financial status of the security systems project/contract program.</p>	<p>Temporary. Cut off when project is completed; hold 2 years and retire to FRC. Destroy 5 years after cutoff.</p> <p>Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>
07D166-07D169.	Reserved.	
07D070.	<p>Control Center alarm records (- -).</p> <p>a. Log of telephone and radio transmissions recorded in Control Center.</p> <p>b. Computerized log book of alarm system codes for buildings.</p> <p>c. Sescoa tapes maintained to record alarms and authorize entrance into Federal buildings after duty hours.</p>	<p>Disposable. Cut off after 30 days, extract and re-record information needed for further reference, and destroy superseded information.</p> <p>Disposable. Cut off at end of fiscal year or when superseded. Destroy 2 years after cutoff. Earlier disposition is authorized.</p> <p>Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.</p>
07D171-07D174.	Reserved.	
07D175.	<p>Radio frequency records (- -). Documents relating to policies, rules, and restrictions governing the allocation of frequencies. Includes application for frequency assignments, modifications, 5-year review, authorizations, and Interdepartment Radio Advisory Committee (IRAC).</p>	<p>Disposable. Destroy when superseded or obsolete.</p>
07D176-07D179.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07D180.	Control Center communications records (- -) . Records relating to design, installation, and maintenance of telecommunications equipment used in zone, districts, and regional control centers, including National Crime Information Center (NCIC), National Law Enforcement Telecommunications Systems (NLETS), documents such as the Operating Manual, Update, Newsletter, and control terminal officer assignments.	Disposable. Destroy when superseded or obsolete.
07D181-07D184.	Reserved.	
07D185.	Assignment records (- -) . Documents reflecting tour of duty schedule, days off, and post assignments for officers and contract guards. Records include GSA Form 1847, Hours of Duty Schedule, and related records.	Disposable. Cut off at end of fiscal year; destroy 3 years after cutoff.

This appendix describes and gives maintenance and disposition instructions for program records created in planning, evaluating and executing the GSA Safety and Environmental Management Program. These records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 5900 subject classification series.

The term "safety and environmental management programs" includes records elements relating to general safety issues, occupational health matters, fire prevention and fire protection activities, and all environmental concerns.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07E001	<p>Safety and environmental management agreements. Document relating to the negotiation of agreements concerned with the provisions of, responsibility for, or otherwise dealing with, safety and environmental management matters.</p> <p>a. Safety and environmental management agreements (NN-171-42). Document relating to the negotiation of agreements concerned with the provisions of, responsibility for, or otherwise dealing with, safety and environmental management matters.</p> <p>b. Document relating to the negotiation of agreements concerned with the provisions of, responsibility for, or otherwise dealing with, safety and environmental management matters (NI-121-91-1).</p>	<p>Permanent. Cut off at end of fiscal year when new agreement is issued or terminated. Hold for 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year when superseded, terminated, or obsolete. Destroy 5 years after cutoff.</p>
07E002.	<p>Environmental records (NC1-121-81-1). Documents created and accumulated in preparing, reviewing, and maintaining environmental projects. Included are environmental impact assessments (EIA), findings of no significant impact, environmental impact statements (EIS), historical records on EIA/EIS master plans, site studies, landscape plans, specialty contract studies, and related records.</p>	<p>Permanent. Place in inactive file on completing project and cut off at end of fiscal year. Hold 5 years and retire to FRC. Transfer to NARA 10 years after cutoff in 5-year blocks.</p>
07E003-07E004.	<p>Reserved.</p>	
7E005.	<p>Safety designations (NI-121-91-1). Documents showing persons appointed to perform safety or environmental management responsibilities.</p>	<p>Temporary. Cut off at end of fiscal year when designation is superseded or obsolete. Destroy 1 year after cutoff.</p>
07E006-07E009.	<p>Reserved.</p>	
07E010.	<p>OSH committees. Documents reflecting deliberations and activities of GSA safety or environmental management committees. Included</p>	<p>Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	are listings of members, agenda, minutes of meetings, copies of program documents or schedules, and related papers.	
07E011.	Accident and fire prevention planning records (NC1-121-81-1). Plans for, and schedules of, activities to improve accident and fire prevention programs.	Disposable. Destroy when plan or schedule no longer applies.
07E012.	Safety inspection and survey records (NI-121-91-1). Safety inspection and survey records.	
	a. Documents related to facility safety and health inspections and fire protection surveys and inspections.	Temporary. Cut off at end of calendar year; destroy 5 years after cutoff or upon discontinuing the facility, whichever is sooner.
	b. Copies of protection inspection reports, self-inspection reports, technical survey reports, preoccupancy inspection reports, similar reports, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
07E013-07E014.	Reserved.	
07E015.	Accident reports. Documents accumulated in reporting any type of injury, illness, fire, property damage, unhealthy conditions, or motor vehicle accident, to anyone or anything where GSA is involved through employment, visitors, activities, or responsibility.	
	a. Records involving GSA employee injury or illness (GRS 1/31).	Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.
	b. Records involving fires.	Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.
	c. Motor Vehicle Accident Records.	Temporary. Cut off when case is closed; destroy 6 years after cutoff.
07E016-07E019.	Reserved.	
07E020.	Employee work injury/illness logs (GRS 1/31). Logs and summaries used to record receipt and disposition of employee reports of occupationally related injuries and illnesses relating to GSA work injury treatment and compensation benefit program.	Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07E021.	Equipment operation permit and training records (NC1-121-82-1). Documents accumulated in training, issuing permits to, and reporting on, operators using power tools or other possibly dangerous equipment. Included are requests for training, permit and authorization controls, notices of permits or authorizations records.	
	a. Permit and authorization controls not kept in the personnel information file.	Temporary. Destroy when employee separates, or when authorization is revoked or expires.
	b. Other requests.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
07E022-07E034.	Reserved.	
07E035.	Accident statistics and analyses (NI-121-91-1). Data and analyses accumulated in determining the scope, nature and cause factors of the mishap trend, and in measuring results of program efforts, but exclusive of documents relating to specific accidents or fires.	
	a. Records relating to recognized Federal mishap reduction programs.	Temporary. Cut off following discontinuance of program to which statistics apply; destroy 3 years after cutoff.
	b. Other records.	Temporary. Cut off at the end of fiscal year; destroy 3 years after cutoff.
07E036-07E039.	Reserved.	
07E040.	Fire protection (NI-121-91-1). Documents relating to nonmishap type fire protection systems (e.g., sprinkler and alarm deficiencies) on GSA-operated or leased premises.	Temporary. Cut off at end of fiscal year; destroy 4 years after cutoff.
07E041-07E044.	Reserved.	
07E045.	SEM and OSH surveys (NI-121-91-1). Information accumulated in conducting and reporting on surveys and inspections to evaluate safety, fire, or environmental management programs, detect hazards, and recommend	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	preventative measures. Included are checklists, inspection reports, findings and recommendations, and related records.	
07E046-07E054.	Reserved.	
07E055.	Safety promotional and award records. Documents resulting from efforts to stimulate supervisory and employee interest in accident and fire prevention.	
	a. Charts, and other materials used in publishing safety achievements and special events (NN-171-42)..	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
	b. Award and commendation records created to support the participation, preparation, evaluation for recommending winners of, and contest or other incentive programs promoting presentation of various safety, health and fire prevention activities (NI-121-91-1).	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
07E056-07E059.	Reserved.	
07E060.	Annual safety and environmental management reports (NI-121-91-1). Documents showing program development, execution, accomplishment, and evaluation. Included are regional reports and related records.	Temporary. Cut off at the end of fiscal year; destroy 5 years after cutoff.
07E061.	Safety meetings (NC1-121-82-1). Minutes of, and related records about, accident and fire prevention meetings, protection council meetings, or other safety group meetings.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
07E062-07E069.	Reserved.	
07E070.	Hazardous area and operation designations (NN-171-42). Documents identifying areas and operations where the working environment requires special engineering controls to manage the risk potential, or personal protective clothing and equipment.	Disposable. Destroy when superseded or obsolete.
07E071-07E074.	Reserved.	
07E075.	Hazardous operation control records. Documents accumulated in monitoring, and exercising safety controls, over potentially	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	hazardous operations to ensure that people are trained and safety requirements are understood and followed. Included are lists of employees trained or issued permits, revocations of permits, progress reports, technical advice, list of hazardous materials used in support of GSA activities or operations, and other related records.	
	a. Lists of employees trained or issued permits (NN-171-42).	Disposable. Destroy when superseded or obsolete.
	b. Revocations of permits, progress reports, technical advice, list of hazardous materials used in support of GSA activities or operations, and other related records (NI-121-91-1).	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
07E076.	Hazardous materials inventories. Lists of hazardous materials used in support of GSA activities or operations. Included are material safety data sheets for separate materials.	Disposable. Cut off at the end of the fiscal year while current inventories and data sheets are in use or storage. Destroy when obsolete.
07E077-07E079.	Reserved.	
07E080.	Design review records (NI-121-91-1). Documents accumulated in reviewing plans, drawings, specifications, layouts, purchase requisitions, etc., in support of identifying unsafe or unhealthy conditions of workplaces, equipment or supplies and potential safety or fire hazards.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
07E081-07E089.	Reserved.	
07E090.	Indoor air quality and radon program records (NI-121-91-1). Documents relating to indoor air quality and radon.	
	a. Record copy of documents relating to indoor air quality and radon.	Permanent. Cut off at the end of fiscal year while documents on indoor air quality and radon are active. Hold for 2 years and retire to FRC. Transfer to NARA when 10 years old.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Working copies (i.e., copies other than CO record copies) of documents relating to indoor air quality and radon. Temporary. Cut off at the end of fiscal year when superseded, terminated, or obsolete.	Destroy 5 years after cutoff.
07E091-07E094.	Reserved.	
07E095.	Hazardous waste program records (NI-121-91-1). Documents accumulated in support of the hazardous waste program.	
	a. Record copy.	Permanent. Cut off at end of fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. Copies retained for convenience of reference.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
07E096.	Asbestos program records (00-000-000). Documents accumulated in support of the asbestos program, monitoring usage of asbestos in Federal buildings. Note: This category does not include circulars, or records of an individual's exposure to asbestos. Individual exposure records are maintained with individual Medical Records, in category 12F001.	
	a. Hard copy of documents that are imaged and retained in electronic form.	Temporary. Cut off when records are imaged; destroy hard copy when image has been verified.
	b. Electronic image of asbestos program documents.	Temporary. Label as inactive when building is excessed or otherwise leaves GSA custody. Destroy 10 years after cutoff.
	c. Documents that are retained in hard copy.	Temporary. Cut off at the end of fiscal year after building is excessed or otherwise leaves GSA custody, and retire to FRC. Destroy 10 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07E097.	Polychlorinated Biphenyls - PCB program records (NI-121-91-1). Documents accumulated in support of the PCB program.	Temporary. Cut off following the close of the project; hold 2 years and retire to FRC. Destroy 20 years after cutoff.
07E098.	Drinking water quality records (NI-121-91-1). Records associated with the quality and standards of drinking water.	
	a. Bacterial records.	Temporary. Cut off at the end of fiscal year. Destroy 5 years after cutoff.
	b. Chemical records.	Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.
	c. Sanitary survey reports.	Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.
07E099.	Underground storage tanks (NI-121-91-1). Records associated with underground storage tanks.	Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 20 years after cutoff.
07E100.	Civil defense and disaster planning records (NC1-121-82-1). Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans, similar plans, and correspondence, reports, and other records relating to their preparation, maintenance, and execution.	
	a. Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans, similar plans.	Disposable. Destroy when superseded, obsolete, or no longer needed.
	b. Correspondence, reports, and other records relating to plan preparation, maintenance, and execution.	Disposable. Cut off at the end of the fiscal year; destroy 2 years later.
07E101-07E104.	Reserved.	
07E105.	Damage control records (NC1-121-82-1). Documents accumulated in establishing, assigning, training members of, reporting on, and participating in other activities of, civil defense and disaster control organization. Included are assignment designations, shelter designations, shelter stock reports, civil defense status reports, training notices and reports, and related records.	
	a. Records of assignment designations and shelter designations.	Disposable. Destroy when superseded or obsolete.

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b. Records of shelter stock reports, civil defense status reports, training notices and reports, and related records.

Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.

This appendix provides descriptions of, and maintenance and disposition instructions for, files documenting the repair and alteration program. Records cover those created in providing for repair, improvement, alteration, remodeling, conversion, extension, and equipping of Government-owned and -leased space. These files are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 6800 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
07F001	<p>Building repair and alteration (NI-121-91-1). Case files established for each Government-owned or -operated building in GSA regions. Records include but are not limited to name change recommendations; new building evaluations; preoccupancy brochures and background papers thereto; prospectuses; layouts; comments on plans; seal, plaque, and memorial installation approvals or disapprovals; tenant noncompliance reports; inspection reports not included in the inspection binder or described elsewhere; permit, license, and easement requests and recommendations; and related records permit, license and easement requests and recommendations; and related records. Excluded are records described specifically elsewhere in this appendix.</p> <p>a. Central Office record case files established for each Government-owned or -operated building in GSA regions.</p> <p>b. Regional copies of case files established for each Government-owned or -operated building in GSA regions.</p>	<p>Permanent. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.</p> <p>Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.</p>
07F002-07F004.	Reserved.	
07F005.	<p>Facility records (NC1-121-82-1) Documents showing requirements for, status of, and other information related to, projects for repairing and altering buildings. Included are maps, photographs, floor plans, occupancy permits, retention and disposal recommendations, repair and improvement work item inventories, building equipment obsolescence data, occupancy reports, copies of inspection reports, and related records.</p>	<p>Temporary. Withdraw documents when they are superseded or become obsolete. Destroy entire file on selling, donating, or demolishing the building, or on transferring the building to another agency.</p>
07F006-07F009.	Reserved.	
07E010.	<p>Prospectus project records (NN-171-42). Documents accumulated in proposing, justifying, estimating costs of, reviewing, approving or</p>	<p>Withdraw and include in the 7F15 R&A program records when prospectus project approved or</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	disapproving, and monitoring prospectus projects. Included are proposals, justifications, preliminary cost estimates, field inspection reports, prospectuses, clearances, committee recommendations, project revisions, approvals, notifications of congressional actions, project schedules, and related records.	disapproved.
07F011-07F014.	Reserved.	
07E015.	R&A program records (NN-171-42). Documents accumulated in establishing, approving, justifying, and defending the annual program for R&A. Included are documents reflecting target amounts, lists of work in the building evaluation reports, list support in budget requests, R&A operating schedules, and related records.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
07F016-07F019.	Reserved.	
07E020.	R&A program status reports (NI-121-91-1). Computer printout summary reports reflecting the monthly and year-end financial status of the R&A appropriation by building.	
	a. Monthly Computer printout summary reports reflecting the monthly financial status of the R&A appropriation by building.	Disposable. Destroy after 2 months.
	b. Year End computer printout summary reports reflecting the year-end financial status of the R&A appropriation by building.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	c. Microfilmed copies of R&A program status reports.	Disposable. Forward to Region 3 for salvage when no longer needed.
07F021-07F024.	Reserved.	
07F025.	Reimbursable work authorizations (NI-121-91-1). Documents accumulated related to reimbursable work authorizations, to authorize use of agency funds for work requested by the agency. Included are work authorization requests and related records.	Temporary. Cut off at end of fiscal year when work authorization is completed, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
07F026-07F029.	Reserved.	
07F030.	R & A Project records (NN-171-42). Case files documenting actions taken on R and A projects	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	from start to finish. Included are project requests, Intrabudget Activity Authorizations (IBAA), GSA Form 3286, completed prospectus project files, project authorizations and comments, preconstruction conference minutes, pre-market meeting minutes, charge orders, and related documents.	
	a. Central Office record copies of case files documenting actions taken on R and A projects from start to finish.	Temporary. Place in inactive file when project is canceled or completed, hold 2 years and retire to FRC. Destroy 10 years after cutoff.
	b. Regional copies of case files documenting actions taken on R and A projects from start to finish.	Disposable. Place in inactive file on canceling or completing the project. Destroy 3 years after cutoff.
07F031-07F034.	Reserved.	
07F035.	RACATS reports (NI-121-91-1). RACATS - Repair and Alteration and Construction Automated Tracking System. Included are monthly reports for inventory-active and design, construction reports, history, canceled in design, and canceled in construction.	Disposable. Destroy on receipt of next month's report.
07F036-07F039.	Reserved.	
07F040.	National Register files (NN-171-42). Documents related to the National Register of buildings, structures, and sites that have historical or cultural importance. Included are copies of the National Register with changes, lists of regional buildings in the register, and related records. NOTE: Clearances (supplementing the Register) of R&A proposals involving properties that have local importance file in 7F2.	Disposable. Destroy when superseded or obsolete.
07F041-07F044.	Reserved.	
07F045.	Building evaluation report records (NN-171- 42). Documents that reflect the requirements for, status of, and other information about, projects for repair and alteration, demolition of the building and operation and R&A responsibility to another agency, provided information on the disposition has been entered into RACATS system. Included are maps, photographs, floor plans, occupancy permits, retention and disposal recommendations, description reports, repair and alteration work inventories,	Disposable. Destroy individual documents when superseded or obsolete. Destroy the entire record on sale, donation, or demolition of the building and operation and R&A responsibility to another agency, provided information on the disposition has been entered into RACATS system.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	building equipment obsolete data, occupancy reports, copies of National Register documents, copies of inspection reports, and related records.	
07F046-07F054.	Reserved.	
07F055.	Plan review records (NN-171-42). Documents created in reviewing and commenting on plans for, layouts of, or proposed changes to, buildings and grounds, including parking areas.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.

SCHEDULE 8. FINANCIAL MANAGEMENT AND BUDGET RECORDS

1. General. These records relate to GSA Financial Management and Budget functions. These instructions are contained in:

- a. Appendix 8-A. General Accounting Records
- b. Appendix 8-B. Accounting Control Records
- c. Appendix 8-C. Accounts Payable Records
- d. Appendix 8-D. Accounts Receivable Records
- e. Appendix 8-E. Property Financial Accounting Records
- f. Appendix 8-F. Payroll Accounting Records
- g. Appendix 8-G. Imprest Fund Cashier and Collection Officer Records
- h. Appendix 8-H. Budget Formulation and Execution Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

General accounting records are those that relate to accounting in general. More specifically, these records concern the development and provision of financial training courses, evaluation of accounting operations, review and consolidation of financial reports and other financial matters. These records are created pursuant to responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and in accounting orders and handbooks under the 4200 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08A001	<p>Accounting administrative files. Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.</p> <p>a. Files used for workload and personnel management purposes (GRS 6/5a).</p> <p>b. All other files (GRS 6/5b).</p>	<p>Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.</p>
08A002-08A004.	Reserved.	
08A005.	<p>Financial management program files (NC1-269-77-1). Documents created in planning, scheduling, approving, and disseminating annual programs for evaluating and improving financial management. Included are schedules of work programs, approvals, and related records.</p>	Temporary. Cut off at the end of the fiscal year concerned; destroy 5 years after cutoff.
08A006-08A009.	Reserved.	
08A010.	<p>Financial management projects. Case files created in studying, developing, installing, and reviewing procedures for accounting and reporting programs and related systems. Included are coordinating actions, project reports, and related records.</p> <p>NOTE: Organizational units of the Office of Finance should use this file category instead of 02A035, even when a project results in a formal directive.</p>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Records accumulated by office directing and approving the project. (NC1-269-90-4).	Temporary. Withdraw and place in inactive file when a directive or other instruction resulting from the project is canceled, or when the project ends. Hold 2 years and retire to FRC. Destroy 12 years after cutoff.
	b. Records accumulated by Executive Office or other organizations participating in or coordinating portions of the project (N1-269-96-1).	Temporary.. Cut off at the end of the fiscal year after the project ends. Destroy 3 years after cutoff.
08A011-08A014.	Reserved.	
08A015.	Financial management surveys (NC1-269-77-1). Documents created in planning and evaluating financial operations, analyzing findings, recommending improvements and checking follow-up on recommendations. Included are survey reports, comments, follow-up actions, and related records.	
	a. Office making the survey.	Temporary. Place in inactive file after the next survey. Cut off inactive file at the end of fiscal year; destroy 3 years after cutoff.
	b. Surveyed office copies.	Disposable. Destroy after next survey.
08A016-08A024.	Reserved.	
08A025.	Accounting reports. Copies of financial and statistical reports received, reviewed, summarized, and maintained by Central Office except report files described elsewhere in this chapter.	
	a. Combined annual reports (NC1-269-77-1).	Permanent. Cut off at the end of the fiscal year; hold 5 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. Monthly, quarterly, and semiannual reports (N1-269-90-4).	Temporary. Cut off at the end of the fiscal year; hold 5 years and retire to FRC. Destroy 10 years after cutoff or sooner if not needed for administrative use.
08A026-08A029.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08A030.	<p>Real property inventory reports (NC1-269-77-1). Governmentwide reports of real property owned by, leased by, or under the jurisdiction of, the U.S. Government. Included are agency reports and related records.</p>	
	a. Record copy.	Permanent. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. GSA file copy.	Disposable. Destroy when no longer needed.
	c. Agency reports and related records.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.

Accounting control records concerning classifying cash and cost documents by account, reconciling transactions and subsidiary accounts with control accounts, and preparing and interpreting financial statements and reports. The records are created under accounting, credit, and finance orders and handbooks of the 4200 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08B001	Central Office and regional office accounting reports (NC1-269-77-1). These files contain reports prescribed by the Comptroller HB, Accounting Policy and Procedures Manual (COM P 4251.1) not described elsewhere in this chapter, as well as locally required financial reports. They include papers related to the reports except the documents filed in reports control case files described in ch. 11.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
08B002.	National Electronic Accounting and Reporting (NEAR) Vouchers (GRS 6/1a). Documents created in charging other GSA funds and appropriations, such as printing services, interfund transfer documents, adjustment documents and other related records.	Temporary. Cut off at the end of the fiscal year; destroy 6 years and 3 months after cutoff.
08B003-08B004.	Reserved.	
08B005.	Monthly general ledger detail (NC1-269-90-4). Report of general ledger summary totals with monthly totals for each account..	Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 4 years after cutoff.
08B006-08B009.	Reserved.	
08B010.	Daily allowance status reports (NC1-269-90-4). Records of both obligations and cost reports and related information.	Disposable. Destroy daily reports when monthly is received.
08B011-08B014.	Reserved.	
08B015.	Trial balances (NC1-269-90-4). File copies of trial balance reports (general, trust, and revolving funds). Included are trial balance reports, transcripts, and related records; Monthly trial balances from October through September of each fiscal year, reports, transcripts, and related records.	Temporary. Cut off at end of fiscal year, hold 2 years and retire to FRC. Destroy 6 years and 3 months after cutoff.
08B016-08B019.	Reserved.	
08B020.	NEAR valid accounting transactions (VAT) reports (NC1-269-90-4). A report output from	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	each accounting cycle that includes the original entries submitted, along with the budgetary and expense entries generated in open items processing which passed all the edit checks.	
	a. Originals.	Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 4 years after cutoff.
	b. Copies.	Disposable; Cut off at end of fiscal year; destroy 2 years after cutoff.
08B021-08B024.	Reserved.	
08B025.	History listings (NC1-269-90-4). Record copies of history list that show accounting and cost details. Included are documents relating to obligation, cost, income and work authorization detail.	Temporary. Cut off at end of fiscal year; hold 1 year and retire to FRC. Destroy 6 years and 3 months after cutoff.
08B026-08B029.	Reserved.	
08B030.	Cost distribution/control registers (NC1-269-90-4). Registers recording the distribution of costs, and distribution reports.	Temporary. Cut off at end of fiscal year; hold 1 year and retire to FRC. Destroy 6 years and 3 months after cutoff.
08B031-08B034.	Reserved.	
08B035.	Appropriation warrants (NC1-269-77-1). Central Office documents showing warrants received by GSA authorizing the withdrawal of funds from the Treasury.	Temporary. Cut off at end of fiscal year; hold 3 years and retire to FRC. Destroy 8 years after cutoff.
08B036-08B039.	Reserved.	
08B040.	Allowance status reports (NC1-269-77-1). Included are monthly, quarterly and annual allowance status and cost reports and related records.	Temporary. Cut off at the end of fiscal year; hold 1 year and retire to FRC. Destroy 6 years and 3 months after cutoff.
08B041-08B044.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08B045.	FBF (TID) Batch Control Record (NC1-269-77-1). GSA Form 2939 used to transmit documents for processing into the NEAR System.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
08B046.	Daily cash proof reports (NC1-269-90-4). Lists and related papers used as proof of collections in daily batches.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
08B047-08B054.	Reserved.	
08B055 Delete. Use 02C010c	ADP program change requests (NC1-269-77-1). Documents accumulated in requesting changes to computer programs and coordinating changes with data processing personnel. Included are requests, design and feasibility studies, and related records.	Temporary. Cut off at end of fiscal year that program change is discontinued; destroy 3 years after cutoff.
08B056-08B064.	Reserved.	
08B065.	Stock registers (NC1-269-77-1). Monthly stock status histories reflecting inventory transactions; summary registers of sales, receipts, and adjustments; and registers of in transit accounts.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.

Accounts payable records concern obligations, administrative audits of invoices, and disbursement schedules for transmittal to Department of Treasury disbursing offices. The records are created as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and in accounting, credit, and finance orders and handbooks of the 4200 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08C001	<p>Payment files. Descriptions of, and maintenance and disposition instructions for, GAO site audit payment files and transportation documents.</p> <p>a. GAO site audit payment files (GRS 6/1a). This series is kept on paper or on microfiche, and both are acceptable by GAO for auditing and NARA for storage. Included are Standard Form 1166, Voucher and Schedule of Payments; disbursement listings and summary fund breakdowns; vendor invoices; and documents, such as purchase order contracts, lease digests, receiving reports, Act Number Control Records, and similar records.</p> <p>b. Transportation documents (NC1-269-82-2). Voucher and Schedule of Payment; ADP coding documents; carrier bills; Government Bill of Lading (GBL) memorandum copies; disbursement listings; reports of discrepancies; transportation requests (carbons); and payment records.</p>	<p>Temporary. Cut off at end of fiscal year. If in paper form, retire to FRC 1 year later. (Keep microfilm records in current office space.) Destroy 6 years and 3 months after the period of the account.</p> <p>Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.</p>
08C002-08C004.	Reserved.	
08C005.	<p>Contract officers' copy files (NC1-269-82-2). Copies of contracts; memorandum copies of vouchers; and copies of invoices, purchase orders, gasoline sales tickets, receiving reports, and other payment documents on paper or microfilm, but not documents required for GAO site audit payment files or transportation document files.</p>	Temporary. Cut off at end of fiscal year. Destroy 3 years later or after audit by GAO, whichever is earlier.
08C006-08C009.	Reserved.	
08C010.	<p>Unliquidated obligations listings (NC1-269-82-2). Microfilm or paper lists of Unliquidated obligations and accounts payable.</p>	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
08C011-08C014.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08C015.	Lost GBL and GTR registers (NC1-269-82-2). Registers used to record the issuing of and other information about lost Government bills of lading and lost Government transportation requests. These registers are used to make sure that duplicate payments were not made.	Temporary. Cut off at end of fiscal year; destroy 3 years later.
08C016-08C024.	Reserved.	
08C025.	Lease and fixed service contract listings (NC1-269-82-2). Microfilm or paper lists showing master file records for fixed payments under leases and service contracts. They are reconciled with the fixed payment register.	Disposable. Cut off at end of fiscal year, destroy 1 year later.
08C026-08C044.	Reserved.	
08C045.	Vendor payment history listings (NC1-269-82-2). Lists or microfiches showing names and addresses of vendors, funds involved, GSA document and invoice numbers, and schedule numbers and amounts for payments, as well as Treasury check numbers.	
	a. Filmed records.	Temporary. Cut off at end of fiscal year after account is closed. Destroy 6 years and 3 months after cutoff.
	b. Paper records reproduced on microfilm.	Destroy paper records when certain that filmed copies meet standards listed in ch. 3 of OAD P 1820.2A, and can serve as the official record.
08C046-08C049.	Reserved.	
08C050.	Payee name and address listing (NC1-269-82-2). Lists or microforms showing vendor's name, address and identification number used to code incoming invoices.	
	a. Monthly updates.	Disposable. Destroy when superseded by the next monthly update.
	b. Annual report and related purges.	Temporary. Cut off at end of fiscal year; destroy 7 years later.
	c. Office of Finance: Records created on or after October 1, 1989.	Temporary. Cut off after the account period ends. Maintain in microform or hard copy for GAO.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		Destroy 6 years and 3 months after cutoff.
08C051-08C054.	Reserved.	
08C055.	GAO exceptions (NC1-269-82-2). Documents relating to exceptions taken by GAO as a result of audits.	Temporary. Cut off at end of fiscal year after GAO clears the exception; destroy 1 year later.

Accounts receivable records involve computing the cost of, billing customers for, and collecting and recording income from property, materials, and services provided or sold by GSA. They also include billing debtors for, and the collection and recording of income for, claims arising from GSA activities. The records are created as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and accounting credit and finance orders and handbooks of the 4200 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08D001	GAO site audit collection records (GRS 06/1a). GAO site audit records created in billing customers for supplies and services provided, and in billing debtors for claims arising from GSA programs. Documents include bill copies and detailed backup.	Temporary. Cut off at the end of the fiscal year after end of period covered by account. Hold 1 year, and then retire to FRC. Destroy 6 years and 3 months after cutoff.
08D002.	Noncash Transfer Documents (GRS 06/4). Documentation to support collections made by no-check transfer systems, including OPAC, SIBAC, inter- and intra-fund transfers, and customer account offsets. Documents include listings, reports, bill copies, coding documents, and other support documents.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
08D003-08D004.	Reserved.	
08D005.	Federal Reserved Bank Deposit collection (NC1-269-77-1). Copies of documents, including checks, documents received supporting these checks, invoice vouchers or OPAC, certificates of deposit (CD's), collection registers, registers of remittance or mechanized or filmed registers, and copies of all coding documents or mechanized listings related to booking collections.	Temporary. Cut off at end of fiscal year at end of period covered by the account; hold 1 year and retire to FRC. Destroy 6 years and 3 months after cutoff.
08D006-08D019.	Reserved.	
08D020.	Address and code table changes and other desk records (NC1-269-77-1). Forms, listings, and other related documents used to update tables, and desk records not specifically referred to in other categories of this appendix.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08D021-08D024.	Reserved.	
08D025.	Accounts receivable reports, subsidiaries, and listings (NC1-269-77-1). Customer and debtor subsidiaries from the Automated Accounts Receivable Systems, and PC produced subsidiary listings. Also included are records used to reconcile subsidiaries and reports to the General Ledger accounts; and other records, reports, and documentation in support of billings and income.	Temporary. Cut off at end of fiscal year; destroy 4 years after cutoff.
08D030	Accounts written off (NC1-269-77-1). Documents maintained to support the write-off of uncollected claims and billings.	Temporary. Cut off at end of fiscal year; destroy 8 years after cutoff.

Property financial accounting records accumulated as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and accounting, credit, and finance orders and handbooks. This appendix does not apply to accounting records or property accounting records accumulated by property management officers, or acquisition and control units.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08E001	<p>Property accounting system establishment (NC1-269-77-1). Records created in reviewing (in cooperation with GAO) the acceptability of accounting principles in property accounting systems proposed by and for other executive agencies. Included are copies of documents for systems and review comments, and related records.</p> <p>NOTE: Paragraph 10A035b covers documents accumulated in developing Governmentwide policies, procedures, and standards for property accounting sent to FSS for inclusion in the FPMR.</p>	Temporary. Cut off at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 7 years after cutoff.
08E002-08E004.	Reserved.	
08D005.	<p>Property accounting technical assistance (NC1-269-77-1) Correspondence and other documents accumulated in providing technical assistance to other executive agencies in designing and installing property accounting systems, resolving property accounting problems, implementing property accounting survey recommendations, and related records.</p>	Temporary. Cut off at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 7 years after cutoff.
08E006-08E014.	Reserved.	
08E015.	<p>GAO audit report (NC1-269-77-1). Documents accumulated in reviewing and commenting on GAO audit reports, property accounting systems, and practices of agencies. Included are audit reports, comments, and related records.</p>	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
08E016-08E019..08E020.	<p>Reserved.</p> <p>Property survey board files (NC1-269-77-1). Documents accumulated by boards considering action to recover the cost of missing, damaged, destroyed, deteriorated, or obsolete personal and real property. Included are reports of property for surveys, findings, recommendations, appeals, and similar records.</p>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Files of cases involving pecuniary liability	Temporary. Cut off at end of fiscal year following completion of action on case, hold 2 years, and retire to FRC. Destroy 8 years after cutoff.
	b. Files of other cases.	Temporary. Cut off at the end of the fiscal year; destroy 4 years after cutoff.
08E021-08E024.	Reserved.	
08E025.	Property survey control registers (NC1-269-77-1). Registers used to record serial numbers and dates of action on, and other information about, reports of survey cases.	Temporary. Cut off at the end of the fiscal year; destroy 8 years after cutoff.
08E026-08E029.	Reserved.	
08E030.	Property officer designations (NC1-269-77-1). Copies of designations of accountable officers.	Disposable. Cut off when superseded or canceled; destroy 2 years after cutoff.
08E031-08E034.	Reserved.	
08E035.	Real property accounting records (NC1-269-77-1). GSA Form 712, Real Property Accounting Record, or comparable documents used to enter transactions posted to the general ledger.	Temporary. Place in inactive file when property is disposed of or when card is superseded or canceled. Cut off inactive file at end of year, hold 2 years, and retire to FRC. Destroy 10 years after cutoff.
08E036-08E039.	Reserved.	
08E040.	Property account posting media (NC1-269-77-1). Documents that affect the accountability and value of personal property, which are posted to general ledger accounts. Included are copies of documents included in GAO site audit files, such as receiving reports; property transfer authorizations, receipts, and release documents; reports of excess; surplus property applications; property for survey reports; other agency purchase advises; and related records.	Temporary. Cut off at end of fiscal year; destroy 4 years after cutoff.
08E041-08E044.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08E045.	Property inventory lists (NC1-269-77-1). Inventory lists of personal property by class, value, and account. Included are detailed listings, master record listings, and similar records.	
	a. Detailed lists.	Disposable. Destroy on receiving the master listing covering the same period.
	b. Master lists.	Temporary. Destroy when 3 years old.
08E046-08E049.	Reserved.	
08E050.	Property inventory files (NC1-269-77-1). Documents created in inventorying personal property and reconciling inventory accounts with property accounts. Included are copies of master and detailed property lists, physical inventory reports for overages and shortages, reconciliation lists, and related records.	Temporary. Cut off at end of fiscal year, hold 3 years, and destroy.
08E051-08E059.	Reserved.	
08E060.	Operating property account reconciliation's (NC1-269-77-1). Documents created in reconciling operating equipment and stockroom supply account records with general ledger accounts. Included are adding machine tapes, reconciliation statements, and related records.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
08E061-08E064.	Reserved.	
08E065.	Projection listing (NC1-269-77-1). Machine listing providing annual depreciation of operating equipment.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff
08E066-08E069.	Reserved.	
08E070.	Equipment account change reports (NC1-269-77-1). Machine reports showing changes in equipment accounts.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff
08E071-08E074.	Reserved.	
08E075.	Motor pool inventory lists (NC1-269-77-1). Lists Appendix 8-E	Temporary. Cut off at the end of the

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of vehicles by tag numbers. These are used in inventorying vehicles and returned to accounting centers by motor pools.

fiscal year; destroy 3 years after cutoff.

Payroll accounting records encompass the payment of all entitled employees, proper disposition of authorized deductions, creation of payroll records in support of valid payments, and preparation of reports for management and budget purposes. The records result from responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and in accounting, credit, and finance orders and handbooks of the 4200 subject classification series. Disposition of payroll accounting records is based on audit by and receipt of report or notification of audit from, the General Accounting Office (GAO). All documents related to exceptions taken by GAO, even though authorized for destruction elsewhere in this appendix, must be kept until the exception is cleared.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08F001 Delete. File as gen. Corr. (01B002)	Payroll general correspondence (GRS 02/24). Correspondence and related records on payroll operations, that cannot logically be included in files described elsewhere in this chapter or in sch. 1.	Disposable. Cut off at end of each calendar year; destroy 2 years later.
08F002-08F004.	Reserved.	
08F005.	Unemployment compensation liaison (NC1-269-77-1). Documents created during liaison with the Department of Labor relating to unemployment compensation for former employees. Included are inquiries and answers, findings, statements of determination of Federal service, and related records.	Temporary. Cut off at end of each calendar year, destroy 2 years later.
08F006-08F009.	Reserved.	
08F010.	Payroll audit (NC1-269-77-1). Letters and related records showing notice of completing GAO or internal audit of pay and leave accounts, and resulting action taken.	Temporary. Cut off at end of each calendar year; destroy 3 years later.
08F011-08F019.	Reserved.	
08F020.	Payroll site audit files (GRS 06/1(a)). These payroll records are kept for GAO site audits and include audit folders and schedule folders. These records include: a. Audit folders. These folders are set up by Social Security number control group for each pay period and contain automated comprehensive payrolls; automated employee master records; Standard Form 50, Notification of Personnel Action; Standard Form 1126, Payroll Change Slip; and permanent and temporary cycle change lists.	Temporary. Cut off at end of calendar year after the period of the account. Hold 2 years and retire or retire upon receipt of GAO audit completion letter. Destroy 6 years and 3 months after cutoff.

RECORD
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DESCRIPTION OF RECORD

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b. **Schedule folders.** These are set up by pay period and contain schedules of payments (biweekly by Treasury station number showing the amounts paid, withheld, and contributed by the Government); earning to net distribution attached; retirement; and total disbursing office (DO) check tape lists. Schedule folders also contain supporting documents used for making nonroutine deductions from amounts due descendants, such as Standard Form 1152, Designation of Beneficiary-Unpaid Compensation of Deceased Civilian Employee; Standard Form 176, The Federal Employees Group Life Insurance Program; Standard Form 1098, Schedule of Canceled Checks; Standard Form 1081, Voucher and Schedule of Withdrawals and Credits; SF 2812, Report of Withholding and Contributions for Health Benefits, Life Insurance and Retirement; and other records.

08F021.

Agency audit records. These payroll files include lists supporting the summary disbursement schedules in the GAO site audit files, input forms changing the Employee Master Records and salary, and attendance records and reports supporting leave. The records are required for GSA internal audit, to reconstruct action and to process claims of employees received within 6 full years after the date a claim first occurred.

a. **Detail listings and microfiche (NC1-269-83-3).** Included are machine lists and microfiche of union dues withholding, charity contributions, health insurance deductions, bonds issued, consolidated electronic fund transfer payments to financial organizations, thrift savings plan deductions and calendar year reference lists.

Temporary. Cut off at end of calendar year, hold 2 years, and retire to FRC. Destroy 4 years after cutoff.

b. **Time and attendance clerk records (NC1-269-83-3).** Included are GSA Form 3575, Time and Attendance Record; Standard Form 1150, Record of Leave Data Transferred; Leave Data Report; Time and Attendance Register; statements of compensation received for court service; and related records.

(1) **Leave application file.** These records may include any document used by an employee to request leave, including electronic requests.

(a) If timecard (GSA Form 3575) has been

Disposable. Destroy SF 71,

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initialed by the employee (GRS 02/6a).

Application for Leave, or other leave application, at end of applicable pay period.

(b) If timecard (GSA Form 3575) has not been initialed by employee (GRS 02/6b).

Temporary. Cut off at end of the leave year; destroy SF 71 or other leave application 3 years later or after GAO audit, whichever is sooner.

(2) Time and attendance report files.

(a) Copies of GSA Form 3575, Time and Attendance Record.

Disposable. Cut off at end of the leave year; destroy 6 months later.

(b) Time and attendance source records, including flexitime registers. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. (GRS 02/7).

Temporary. Cut off at the end of the leave year; destroy 6 years after cutoff or after GAO audit, whichever occurs first.

(c) Time and attendance input records, used to input time and attendance data into a payroll system (GRS 2/8).

Temporary. Cut off at the end of the leave year; destroy 6 years after cutoff or after GAO audit, whichever occurs first.

(3) Time and attendance records that are not leave application files (08F021c(1)) or time and attendance report files (08F021c(2)) (GRS 23/1).

Temporary. Cut off at the end of the leave year; destroy 2 years after cutoff.

d. Final time and attendance records (NC1-269-83-3). Includes GSA Form 3575, Time and Attendance Record; Standard Form 1150, Record of Leave Data; Leave Data Report; Time and Attendance Register; statements of compensation received for court service; and related records.

(1) Separations by death.

Withdraw and include in the schedule folders, schedule 08F020b.

(2) Separations by transfer, resignation, and retirement, except as indicated in 08F021d(3).

Withdraw and forward to the personnel division for inclusion in the official personnel folder

(3) Separations before completing one full pay period on the agency's rolls, when there is no leave credit for earlier service.

Retire with, and destroy with, other time and attendance records.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	(4) Other time and attendance records.	Temporary. Cut off at end of leave year, hold 2 years, and retire to FRC. Destroy 4 years after cutoff.
08F022.	Direct Deposit Sign-up Form (SF 1199A)(GRS 2/17).	Temporary. Destroy when superseded or after separation.
08F023.	Savings Bond Purchase files (GRS 2/14).	
	a. U.S. Savings Bond Authorization, SF Form 1192, or equivalent.	Disposable. Destroy when superseded or after separation of employee.
	b. Bond registration files. Issuing agent's copies of bond registration stubs.	Disposable. Destroy 4 months after date of issuance of bond.
	c. Bond receipt and transmittal files. Receipts for and transmittals of U.S. Savings Bonds.	Disposable. Destroy 4 months after date of issuance of bond.
08F024.	Combined Federal Campaign and other allotment authorizations (GRS 2/15). Documents used to authorize deductions from the pay of individuals.	
	a. Authorization for individual allotment to the Combined Federal Campaign.	Temporary. Cut off at end of fiscal year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner.
	b. Other authorizations, such as union dues and savings.	Temporary. Cut off at end of fiscal year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner.
08F025	Thrift Savings Plan Election Form (GRS 2/16). Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	Temporary. Destroy when superseded or after separation of employee.
08F026.	Tax files. Documents used to certify exemptions from Federal, State, or local income taxes.	
	a. Withholding tax exemption certificates, such as IRS Form W-4, and similar State tax exemption forms (GRS 02/13a).	Temporary. Cut off when form is superseded or obsolete; destroy 4 years after cutoff.
	b. Returns on income taxes withheld, such as IRS Form W-2 (GRS 2/13b).	Temporary. Cut off at the end of the calendar year; destroy 4 years after cutoff.
	c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports	Temporary. Cut off at the end of the calendar year; destroy 4 years after

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	relating to income and Social Security taxes, such as IRS Form 941, Employer's Quarterly Federal Tax Return; IRS Form 941C, Statement to Correct Information; IRS Form W-2C, Statement of Corrected Income and Tax Amounts; and IRS Form W-3C, Transmittal of Corrected Income and Tax Statements (GRS 02/13c).	cutoff.
08F027-08F029.	Reserved.	
08F030.	Payroll history files (NC1-269-77-1). This file consists of GSA Form 553, Request for Authorization to Transfer Salary Costs Between Funds; GSA Form 1655, Employee Clearance Statement; and similar records.	Temporary. Cut off at end of each calendar year; destroy 3 years after cutoff.
08F031-08F034.	Reserved.	
08F035.	Miscellaneous reports (NC1-269-77-1) Documents created in reporting data on bond participation, Federal civilian employment, geographic distribution of Federal payrolls, or other matters.	Temporary. Cut off at end of each calendar year; destroy 3 years later.
08F036-08F044.	Reserved.	
08F045.	Employee cumulative pay record (GRS 02/1b). Individual earning and service cards, such as Optional Form 1127 or equivalent, reflecting earnings, deductions, adjustments, and year-to-date totals. NOTE: If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with the OPF.	Temporary. Cut off at end of calendar year, hold 3 years, retire to the National Personnel Records Center. Destroy 56 years after the date of the last entry on the card.
08F046-08F054.	Reserved.	
08F055.	Individual retirement records (NC1-269-77-1). Documents used to record amounts deducted from the pay of employees subject to the Retirement Act (46 Stat. 468; 5 U.S.C. 691-738) as amended, for deposit in the Office of Personnel Management Retirement and Disability Funds. Included are Standard Form 2806, Individual Retirement Record (CSC); SF Form 3100, Individual Retirement Record (FERS); forms used for the same purpose; and related records.	Temporary. When the individual is separated or transferred to another agency, send the Standard Form 2806 or 3100 or similar record to the Retirement Division, U.S. Office of Personnel Management (OPM), Washington, DC 20415. However, when the affected agencies and OPM agree, the retirement record may be up-dated (as of date of transfer) and

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		sent to the gaining agency.
08F056-08F059.	Reserved.	
08F060.	Retirement files.	
	a. Reports, registers or other control documents, and other records relating to retirement, such as SF 2807, Register of Separations and Transfers - Civil Service Retirement System; SF 3103, Register of Separations and Transfers - Federal Employees Retirement System; or other equivalent forms (GRS 2/28).	Temporary. Cut off at the end of the calendar year; destroy 3 years after cutoff.
	b. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits..	Disposable. Cut off at the end of the calendar year; destroy 1 year after cutoff.
08F061	Payroll change files (GRS 2/23).	
	a. Copies subject to any GAO audit.	Temporary. Cut off at end of calendar year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner.
	b. All other copies.	Disposable. Destroy 1 month after end of related pay period.
08F062-08F069.	Reserved.	
08F070.	Payroll reports (NC1-269-77-1). Management reports, including machine listings produced by the payroll system. Included are within-grade lists, leave-without-pay lists, annual leave monetized lists, sick leave award lists, and related records.	Temporary. Cut off at end of calendar year; destroy 1 year after cutoff.
08F071-08F074.	Reserved.	
08F075.	Payroll work list (NC1-269-77-1) Detail checklists of tapes transmitted to Treasury and distribution lists. Included are miscellaneous payroll office work lists; permanent and temporary cycle error lists; Standard Form 1150, Record of Leave Data, follow-up lists; separated employee list; and Fair Labor Standards Act (FLSA) overtime list.	Disposable.
	a. Checklists.	Hold for 3 pay periods and destroy.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Distribution lists.	Hold for 3 months and destroy.
	c. Miscellaneous payroll office work lists; permanent and temporary cycle error lists; Standard Form 1150, follow-up lists; and separated employee lists..	Hold for 3 months and destroy.
	d. Fair Labor Standards Act Overtime List.	Hold for 2 years and destroy.

These records are accumulated by imprest fund (petty cash) cashiers and collection officers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08G001	Cashier and collection officer designations (NN-169-125). Documents concerning the designation of individuals as imprest fund cashiers and collection officers.	Temporary. Cut off at end of fiscal year after cancellation; destroy 2 years after cutoff.
08G002-08G004.	Reserved.	
08G005.	Collection receipts (NN-169-125). Documents kept by collection officers to provide a record of the receipt and disposition of remittances and similar documents.	Temporary. Cut off at the end of the fiscal year; destroy 4 years after cutoff
08G006-08G009.	Reserved.	
08G010.	Imprest fund files (NN-169-125). Documents showing the receipt of, and accounting for, petty cash or imprest funds used in connection with small purchases. Included are receipts for funds, reimbursement vouchers, designation of imprest fund allotted balances; imprest fund quarterly audit; traveler's checks; and similar documents.	Temporary. Cut off at end of fiscal year; destroy 4 years after cutoff.

This appendix describes files created in procuring funds to finance the operation of GSA and in controlling funds within the amounts and limits specified in appropriations, apportionments, and other external and GSA administrative policies. Budget program files are created as a result of responsibilities outlined in the GSA Organization Manual (OFA P 5400.1) and pursuant to the provisions of orders and handbooks in the 2200 subject classification series. They are accumulated by the office responsible for agencywide budget formulation; elements of Central Office services and staff offices responsible for coordinating budget administration on a service- or staff office-wide basis, normally the Administrative office; and Budget Divisions of regional offices.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08H001	<p>Budget forecasts (NC1-269-76-2). Documents created or accumulated in preparing, coordinating and approving annual and supplementary budgetary forecasts and in submitting them to the Office of Management and Budget (OMB). Included are record copies of published agencywide forecasts and summaries thereof, instructions regarding preparation of the forecasts, notifications of due dates, memorandums or other papers relating to internal hearings, resumes of OMB discussions, and related records.</p> <p>a. Published record copies. Published record copies of published agencywide forecasts and summaries thereof.</p> <p>b. Instructions. Instructions regarding preparation of the forecasts, notifications of due dates, memorandums or other papers relating to internal hearings, resumes of OMB discussions, and related records.</p>	<p>Temporary. Cut off at the end of the fiscal year, hold 3 years and retire to FRC. Destroy 10 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year, destroy 3 years later.</p>
08H002-08H004.	Reserved.	
08H005.	<p>Budget estimates and justifications (NC1-269-76-2). Documents accumulated or created in preparing, reviewing, and coordinating the annual and supplemental budget estimates, budget guidelines, mail and other common costs, published estimates, allowance letters, opening statements, briefcase material, transcripts of hearings, and related records.</p> <p>a. Record Copies. Record copies of documents accumulated or created in preparing, reviewing, and coordinating the annual and supplemental budget estimates, budget guidelines, mail and other common costs, published estimates, and allowance letters.</p>	<p>Permanent. Cut off at the end of the fiscal year. Retire to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>b. Clearance Office copies. Clearance Office copies of documents accumulated or created in preparing, reviewing, and coordinating the annual and supplemental budget estimates, budget guidelines, mail and other common costs, published estimates, and allowance letters.</p> <p>Disposable. Cut off at the end of the fiscal year, hold 3 years and destroy.</p>	Disposable. Cut off at the end of the fiscal year, hold 3 years and destroy.
	<p>c. Hearing documents. Opening statements, briefcase material, transcripts of hearings, and related records.</p>	Disposable. Destroy when superseded or obsolete.
08H006-08H009.	Reserved.	
08H010.	Interim financing authorizations (NC1-269-76-2). Documents accumulated which provide interim financing authority when appropriation apportionments have not been made by the beginning of the new fiscal year. Included are copies of joint congressional resolutions, interim operating budgets, and related records.	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.
08H011-08H014.	Reserved.	
08H015.	Budgetary agreements (NC1-269-76-2). Documents accumulated for supporting requests for funds to cover reimbursable or similar operations. Included are copies of agreements and related records.	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.
08H016-08H019.	Reserved.	
08H020.	Apportionments (GRS 05/04). Documents created or accumulated in obtaining obligation of funds authorizations from OMB. Included are authorizations, apportionments and reapportionment schedules, and related records.	Temporary. Cut off at the end of the fiscal year. Destroy 2 years after cutoff.
08H021-08H024.	Reserved.	
08H025.	Budget controls (NC1-269-76-2). Documents accumulated in controlling the expenditure of funds with the limitations prescribed by the Congress, OMB, and GSA. Included are reports of budget status, master allotments, employment control	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	registers, end-of-year employment ceilings, financial targets and restriction documents, allotment advices, and related records.	
	a. Construction projects. Records relating to construction projects.	Temporary. Cut off at the end of the fiscal year, hold 5 years and retire to FRC. Destroy 10 years after cutoff.
	b. Other than construction. Executive office records and records relating to projects other than construction.	Disposable. Cut off at end of fiscal year. Destroy 3 years after cutoff.
08H026-08H029.	Reserved.	
08H030.	Estimated employee annual pay increase (NC1-269-76-2). Records created or accumulated in computing salary increases pursuant to congressional legislation. Included are announcements to OMB of what the cost will be to GSA, guidelines for computation of the cost, information issuances, and related records.	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.
08H031-08H034.	Reserved.	
08H035.	Employment records (NC1-269-76-2). Documents created in reporting information on employment of review and use in developing staffing and financial data. Included are reports of filled positions, reports of paid employment, and related records.	
	a. Responsible budget office copies.	Disposable. Destroy when supersede or obsolete.
	b. Report copies. Copies of reports of filled positions, reports of paid employment, and related records maintained in offices other than the Budget Office.	
	(1) Filled position reports.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
	(2) Paid employment reports.	Disposable. Destroy when superseded or obsolete.
08H036-08H039.	Reserved.	
08H040.	Deficiency reports (NC1-269-76-2). Reports and directly related papers reflecting the circumstances surrounding, and other data pertinent to, violations of the Anti-Deficiency Act, Public Law 85-48 (71 Appendix 8-F	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Stat. 49), but not reports accumulated by investigative offices which involved possible criminality.	
	a. Record copy. Record copy of reports and directly related papers reflecting the circumstances surrounding, and other data pertinent to, violations of the Anti-Deficiency Act, Public Law 85-48 (71 Stat. 49), but not reports accumulated by investigative offices which involved possible criminality.	Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cutoff.
	b. Reference copies. Non-record copies of reports and directly related papers reflecting the circumstances surrounding, and other data pertinent to, violations of the Anti-Deficiency Act, Public Law 85-48 (71 Stat. 49), but not reports accumulated by investigative offices which involved possible criminality.	Disposable. Cut off at the end of the fiscal year. Destroy 2 years after cutoff.
08H041-08H044.	Reserved.	
08H045.	Budget planning assumptions (NC1-269-76-2). Documents accumulated in calling for, preparing, and approving assumptions or predictions of the circumstances and conditions under which program budget plans will operate during the forthcoming planning period. Included are "calls" for budget planning assumptions, clearance actions, budget planning assumptions and revisions thereto, transmittal letters, and related records.	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.
08H046-08H049.	Reserved.	
08H050.	Program budget plans (NC1-269-76-2). Documents created in preparing, reviewing, clearing, and approving plans reflecting the factual and analytic basis for 5-year program budget proposals; detailed and summary financial plans reflecting gross resources required; and summaries of program costs and program outputs. Included are program plans, detailed and summary financial plans, special tabulations, clearance actions, transmittal plans, and related records.	Temporary. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.
08H051-08H054.	Reserved.	
08H055.	Operating schedules (NC1-269-76-2). Documents created in preparing, clearing and Appendix 8-F	Disposable. Cut off at the end of the fiscal year. Destroy 1 year after

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	approving schedules, which translate current fiscal year portions of budget plans into quarterly operating targets to be achieved through the application of available manpower and funds. Included are "calls" for schedules, operating schedules and revisions thereto, transmittal letters, and related records.	cutoff.
08H056-08H059.	Reserved.	
08H060.	Programming reports (NC1-269-76-2). Reports reflecting highlights and progress in program accomplishments and performance. Included are monthly highlight reports, quarterly progress reports, other program reports, and records directly related to them.	Disposable. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.
08H061-08H064.	Reserved.	
08H065.	Budget digests (NC1-269-76-2). Documents reflecting, in digest form, a comprehensive history of appropriations; programs; obligations; expenditures; workload, performance, cost, and employment data; and similar information about annual and supplemental budgets. (Budget digests are updated annually by page changes.)	
	a. Record copies. Record copies of documents reflecting, in digest form, a comprehensive history of appropriations; programs; obligations; expenditures; workload, performance, cost, and employment data; and similar information about annual and supplemental budgets. (Budget digests are updated annually by page changes.)	Permanent. Cut off revised pages in 5-year blocks, hold 5 years, and retire to FRC. Transfer to NARA 10 years after cutoff.
	b. Clearance copies. Clearance office copies of documents reflecting, in digest form, a comprehensive history of appropriations; programs; obligations; expenditures; workload, performance, cost, and employment data; and similar information about annual and supplemental budgets. (Budget digests are updated annually by page changes.)	Temporary. Cut off revised pages in 5-year blocks. Destroy 5 years after cutoff.

This appendix provides documentation and maintenance and disposition instructions for program records documenting credit and finance operations. Credit and finance operations are concerned with assisting in the establishment of financial terms and conditions of invitations, proposals, contracts, grants, permits, leases, and other agreements; and determining the financial responsibility and credit standing of bidders, contractors, and purchasers. Credit and finance program files are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of accounting, credit, and finance orders and handbooks of the 4200 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08I001	Financial reliability files (NN-169-125). Documents reflecting the credit standing and financial responsibilities of individuals and entities. These records are used in determining the financial ability of bidders, contractors, and purchasers to perform under the terms of the contracts. Included are financial statements, responses to letters of inquiry, memorandums of interviews with references, credit reports, copies of contracts and comments, documents regarding payments and terms of contracts, collection documentation, copies of tax payments and related papers.	Disposable. Destroy individual papers as they become obsolete or are superseded. Destroy the entire file when the individual or entity is no longer a potential contractor or purchaser.
08I002-08I004.	Reserved.	
08I005.	Credit report controls (NN-169-125). Documents showing credit agency reports ordered and received and used for verifying bills for such services. Included are registers or similar log documents.	Disposable. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
08I006-08I009.	Reserved.	
08I010.	Contract review files (NN-169-125). Documents accumulated in reviewing the financial terms of invitations, proposals, contracts, leases, and other agreements, including insurance, to detect inappropriate financial terms and to provide technical assistance to contract officers. These records are limited to contract review and do not involve extending credit or financial assistance.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
08I011-08I014.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
08I015.	Delinquent Federal accounts (NN-169-125). Documents accumulated in reviewing delinquent Federal accounts, determining causes of delinquencies, and in installing remedial procedures. Included are memorandums of telephone conversations and visits, copies of billings and statements of accounts, listings of delinquent accounts, and similar documents.	Temporary. Cut off at end of fiscal year after completing case; destroy 2 years after cutoff.
08I016-08I019.	Reserved.	
08I020.	Credit and financial assistance case files (NN-169-125). Documents related to extending financial assistance to purchasers of surplus real and personal property and supply, construction, and service contractors. Included are financial statements, credit reports, copies of contracts and comments, documents regarding payments and terms of contracts, collection documentation, copies of tax payments, and similar information.	Temporary. Place in inactive file on receipt of final payment, foreclosure, or other termination action. Destroy 3 years later.
08I021-08I029.	Reserved.	
08I030.	Credit controls (NN-169-125). Logs or registers used to record credit applications received, approved, and disapproved, and other information about credit cases.	Temporary. Destroy 5 years after log or register is filled
08I031-08I045.	Reserved.	
08I046.	Accountable Officer's Files. Accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. a. Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records	Temporary. Destroy 6 years and 3 months after period covered by account.

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and payroll records (GRS 06/1a).

b. Memorandum or extra copies of accountable officer's return, including statements of transactions and accountability, supporting vouchers, schedules, reports from charge card contractor(s), and related papers not covered elsewhere in this schedule, and freight records covered by sh. 9 and payroll records covered by app. 8-F (GRS 06/1b).

Disposable. Destroy when 1 year old.

c. Copies of travel charge card applications and employee acknowledgments (NC1-269-85-1).

Disposable. Destroy when no longer needed.

SCHEDULE 9. FLEET MANAGEMENT, TRAVEL, AND TRANSPORTATION

1. General. This appendix provides maintenance and disposal instructions for records related to managing fleet operations. It includes documents created in establishing or discontinuing fleet management centers; developing plans and procedures for managing vehicles and equipment; determining annual vehicle replacement requirements; and developing statistical data. It also includes budget justifications, and studies and surveys. Fleet management records are created under the GSA Organization Manual (OHR P 5440.1) and GSA orders and handbooks in the 5600 subject classification series. These instructions are contained in:

- a. Appendix 09-A. Fleet Management Records
- b. Appendix 09-B. Motor Vehicle Management Records
- c. Appendix 09-C. Traffic Service Records
- d. Appendix 09-D. Transportation Management Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides maintenance and disposal instructions for records related to managing fleet operations. It includes documents created in establishing or discontinuing fleet management centers; developing plans and procedures for managing vehicles and equipment; determining annual vehicle replacement requirements, and developing statistical data. It also includes budget justifications, and studies and surveys. Fleet management records are created under the GSA Organization Manual (OHR P 5440.1) and GSA orders and handbooks in the 5600 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09A001	<p>Fleet management center establishment (- -). Documents resulting from establishing, modifying, relocating, or discontinuing interagency fleet management centers and fleet management center facilities. They include feasibility studies, authorizations, and exhibits; copies of orders; motor vehicle survey reports; operations appraisals; agency exemptions; vehicle assignments; and related records.</p> <p>a. Center determination and amendment records.</p> <p>b. Documents created from consolidating other agencies' vehicles into the Interagency Fleet Management System (IFMS).</p> <p>c. Documents created from establishing or modifying a fleet management center or subcenter through consolidation.</p> <p>d. Documents related to policy and procedures for conducting studies on consolidating other agencies' vehicles into the IFMS.</p>	<p>Permanent. Cut off at end of fiscal year after discontinuing center, hold 3 years, and retire to FRC. Transfer to NARA 10 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year, hold 5 years, and destroy.</p> <p>Temporary. Cut off at end of fiscal year, hold 3 years, and retire to FRC. Destroy 10 years after cutoff.</p> <p>Disposable. Destroy when superseded or obsolete.</p>
09A002-09A004.	Reserved.	
09A005.	<p>Dispatch vehicle studies (NC1-137-81-1). Documents related to motor vehicle demand studies. They include records of filled and unfilled dispatch vehicle demand, cost-benefit analyses of vehicle service at airports, and related records.</p>	Disposable. Cut off at end of fiscal year after completing study; destroy 1 year after cutoff.
09A006.	<p>In-house dispatch (NN-171-5). Documents related to providing dispatch vehicle service through fleet management centers, using IFMS vehicles.</p>	Disposable. Cut off at end of fiscal year after completing study; destroy 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09A007.	Commercial dispatch (- -). Documents related to using dispatch vehicles provided by business firms.	Disposable. Cut off at end of fiscal year after completing study; destroy 1 year after cutoff.
09A008-09A009.	Reserved.	
09A010.	Vehicle and equipment acquisition (- -). Documents related to acquiring vehicles, including excess seized or forfeited vehicles. They consist of receiving reports; unsatisfactory equipment reports; requests for certificates of origin; notices of acceptance or rejection of excess seized or forfeited vehicles; documents concerning warranties and mechanical failures; and related records.	
	a. Documents reporting defects in vehicles, and manufacturers' recall notices for defective vehicles..	Disposable. Destroy when no longer needed for reference.
	b. Documents related to deliveries of IFMS vehicles.	Disposable. Cut off at end of fiscal year after delivery; destroy 1 year after cutoff.
	c. Reports of defects in IFMS vehicles and actions taken to correct them.	Disposable. Cut off at end of fiscal year after delivery; destroy 2 years after cutoff.
	d. Documents related to scheduling, promoting, and conducting sales of vehicles.	Temporary. Cut off at end of fiscal year of sale of vehicle; destroy 4 years after cutoff.
	e. Documents related to restoring medium- and heavy-duty trucks and special-purpose equipment, as well as refurbishing IFMS vehicles.	Temporary. Cut off at end of fiscal year after work is completed; destroy 1 year after cutoff.
	f. Documents related to motor vehicle requisitions held over from one year to the next.	Disposable. Cut off at end of fiscal year of year to which held over; destroy 1 year after cutoff.
	Note. File original copy of contract under paragraph 05C025.	
	g. Leased vehicle requests. .	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff
	h. Documents related to the procurement of law enforcement vehicles for IFMS customers.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09A011-09A014.	Reserved.	
09A015.	Vehicle transfers (NC1-137-81-1). Documents created when transferring vehicles within a region, between regions, and from other agencies. They include authorizations for transferring property, copies of vehicle transaction records, and related files.	Temporary. Cut off at end of fiscal year; destroy 2 years later.
09A016.	Vehicle rotation and utilization (- -). Documents related to rotating vehicles between agencies and fleet management centers. Included are records related to use of IFMS vehicles, such as studies, projections, and justifications.	Temporary. Cut off at end of fiscal year after transfer; destroy 2 years after cutoff.
09A017-09A019.	Reserved.	
09A020.	Vehicle disposal (NC1-137-81-1). Documents created upon exchanging or selling a vehicle or declaring it excess. They include reports of personal property for sale or as excess; copies of vehicle transaction records; and related records.	Temporary. Place in inactive file upon disposing of vehicle(s); destroy 2 years later.
09A021-09A024.	Reserved.	
09A025.	Vehicle identification (NC1-137-81-1). Documents created in purchasing and assigning vehicle identification (license) tags. They include copies of requisitions, shipping instructions, receiving reports, and related records. Note. File record copy of requisition under ch. 05C025.	Temporary. Cut off at end of fiscal year after disposing of vehicle(s); destroy 5 years after cutoff.
09A026.	Vehicle rental rates (NC1-137-81-1). Documents created in computing and approving rental rates for motor vehicles.	Disposable. Cut off at end of fiscal year; destroy 2 years later.
09A027-09A029.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09A030.	<p>Vehicle maintenance and repair (- -). Documents related to approving purchase of repairs and services for IFMS vehicles and monitoring the contracts for them. They include copies of contracts, performance evaluations, and related records.</p> <p>Note: File original of contract or requisition for repairs and services under sch. 05C025..</p>	Temporary. Put in inactive file when contract ends or is completed; destroy 2 years later.
09A031-09A034.	Reserved.	
09A035.	<p>Interagency agreements (NC1-137-81-1). Documents related to agreements with other Federal agencies, grantees, cost-plus contractors, and firms providing reimbursable motor vehicle and transportation supplies and services. They include requests and approvals for certification, and compliance reviews concerning cross-servicing or other agreements; copies of agreements; and related records.</p> <p>a. Federal agency requests and approvals for certification, and compliance reviews concerning cross-servicing or other agreements; copies of agreements; and related records.</p> <p>b. Requests and approvals for certification, and compliance reviews concerning cross-servicing or other agreements; copies of agreements; and related records.</p>	<p>Disposable. Cut off at end of fiscal year in which agreement is superseded, canceled, or made obsolete. Destroy.</p> <p>Temporary. Cut off at end of fiscal year; destroy 6 years after cutoff.</p>
09A036.	Motor vehicle tag and credit card registers (NC1-137-85-2). Registers certifying destruction of damaged or defunct tags and credit cards.	Temporary. Cut off at end of fiscal year; destroy 5 years after date of last entry.
09A037-09A044.	Reserved.	
09A045.	<p>Fleet management reviews (NC1-137-81-1). Documents from reviewing, inspecting, and evaluating fleet management centers and regional offices. They include inspection notices, findings and recommendations, follow-up actions, and related records.</p>	Disposable. Withdraw and place in inactive file after completing next inspection, hold until end of year, and destroy.
09A046-09A049.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09A050.	<p>Motor vehicle accidents. Documents created in reporting and investigating motor vehicle accidents. They include operators' and supervisors' accident reports, statements of witnesses, agency or GSA investigative reports, accident resumes, photographs, diagrams, doctors' certificates, police reports, suspense copies of accident reports, and related files.</p> <p>a. Suspense copies of accident reports (GRS 23/6b(1)).</p> <p>b. Operators' and supervisors' accident reports, statements of witnesses, agency or GSA investigative reports, accident resumes, photo-graphs, diagrams, doctors' certificates, police reports, suspense copies of accident reports, and related files (GRS 10/5).</p>	<p>Disposable. Destroy after completing case.</p> <p>Temporary. Cut off at end of fiscal year after completing case, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.</p>
09A051.	<p>Motor vehicle theft (- -). Documents created in reporting and investigating motor vehicle thefts. They include operators' and supervisors' reports, statements of witnesses, agency or GSA investigative reports, and related files.</p>	<p>Temporary. Cut off at end of fiscal year after completing case, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.</p>
09A052-09A054.	<p>Reserved.</p>	
09A055.	<p>Modifications and special devices (NC1-137-81-1). Documents created in reviewing, analyzing, and approving or disapproving modifications to, or conversions of, motor vehicles, or installing air-conditioning, radio equipment, or other devices. They include conversion or modification requests, justifications, approvals or disapprovals, and related records.</p>	<p>Disposable. Cut off at end of fiscal year; destroy 2 years later.</p>
09A056-09A059.	<p>Reserved.</p>	
09A060.	<p>Vehicle "official use (NC1-137-81-1). Documents created in reviewing reports of alleged or observed misuse of vehicles or facilities. They include allegations; copies of correspondence and supporting data; investigative reports, recommendations, reports of actions taken; and related records.</p>	<p>Temporary. Cut off at end of fiscal year; destroy 3 years later.</p>
09A061-09A069.	<p>Reserved.</p>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09A070.	Other Government agency correspondence (NC1-137-81-1). Correspondence and related documents created in dealing with agencies on requirements for, use of, and policy on, motor vehicle and interagency fleet management center matters, which cannot logically be filed with other records in this appendix.	Temporary. Cut off at end of fiscal year; destroy 3 years later.
09A071.	Interagency leasing (- -). Documents related to agencies' requests for the GSA to approve the leasing of commercial vehicles. They include approvals and disapprovals.	Temporary. Cut off at end of fiscal year; destroy 2 years later.
09A072.	Material delivery and service receipts (NN-171-5). Receipts and supporting documents used to charge agencies for FMC supplies and services (except driver services).	Temporary. Cut off at end of fiscal year; destroy 1 year after cutoff.
09A073-09A074.	Reserved.	
09A075.	Vehicle rental (NN-171-5). Documents created in renting vehicles from rental firms. Included are reservation forms, orders reserving vehicles, copies of invoices, trip tickets, and related records.	Temporary. Cut off at end of fiscal year; destroy 1 year after cutoff.
09A076-09A079.	Reserved.	
09A080.	Office of Finance fleet management reports (- -). Reports from system modules such as the following: TIRES (Transportation Interface Reporting System), SIBAC (Simplified Interagency Billing and Collection), and NABAS (National Billing Address System). a. Monthly Vehicle Inventory Report (FR 2010). b. Fleet management reports, including: (1) Monthly Report of Costs by Object Class and Cost Element (FR 2030), (2) TIRES Overhead Distribution (FR 2040), (3) Motor Pool Income Accrual (FR 2050), (4) TIRES Statement of Earnings (FR 2070),	Disposable. Destroy after receiving next report. Disposable. Cut off at end of fiscal year; destroy 1 year later.

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(5) TIRES Income and Expense Summary (FR 2080),

(6) Changes in Equipment Accounts Feeder (FR 2100),

(7) Monthly Fleet Management Center Detailed Expense by Cost Account List (FR 2110),

(8) Monthly Fleet Management Center Detailed Income by Sales Code List (FR 2120),

(9) TIRES Monthly Operating Cost and Statistical Report (FR 2130),

(10) Sales Summary by Customer Agency (FR 3600),

(11) Vehicle History Report (FR 5070),

(12) TIRES Edit Master List (FR 5100),

(13) Unbilled Accounts Receivable,

(14) Invalid Interfund Transfer Report,

(15) Detail Billing Register (SIBAC and non-SIBAC), GSA Form 1729.

c. Fleet cost accounting reports.

(1) NABAS reports, including consolidated monthly and year end reports. Temporary. Cut off at end of fiscal year; destroy 3 years later.

(2) Regional NABAS reports. Disposable. Destroy at end of fiscal year.

09A081. **Fleet Management System (FMS) reports (- -).**
Reports generated by the Interagency Fleet Management System.

a. FMS-generated reports:

(1) Daily prebilling and transmittals,
(2) Monthly cumulative reports, and
(3) Annual reports. Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. FMS daily activity reports:	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
	(1) Certified invoice transmittals,	
	(2) Authorized repairs,	
	(3) Contractor/C3 input.	
	c. FMS cumulative monthly reports	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
09A082.	Motor vehicle jackets (NN-171-5). Documents created in establishing a historical data file for each fleet management center vehicle. They include copies of vehicle transaction records, certificates of origin, delivery or purchase orders, repair orders, repair invoices, assignment and termination documents, motor vehicle accident resumes, modification and special-device records, and related records.	Disposable. Place in inactive file on disposing of or transferring vehicle outside of GSA. Cut off at end of fiscal year; destroy 1 year after cutoff.
09A083-09A084.	Reserved.	
09A085.	Tokens (NN-171-5). Records of tokens received and issued. They include stock records cards, vouchers for tokens received and issued, and related records.	Temporary. Place stock record card in inactive file when card is filled and balances are brought forward to a new card or when the final entry is made on card. Cut off inactive cards and vouchers at end of fiscal year; destroy 2 years after cutoff.
09A086-09A089.	Reserved.	
09A090.	Shop and repair order registers (NN-171-5). GSA Form 1458B, Motor Vehicle Repair and Shop Order Record, for recording control numbers assigned to orders, and related data.	Disposable. Cut off at end of fiscal year; destroy 1 year later.
09A091.	Inventory of parts and supplies (NN-171-5). Documents created in taking inventories to reconcile property accounting records with property on hand for motor equipment parts, materials, and supplies. They include stock record cards, lists, and related files.	Disposable. Cut off at end of fiscal year after discontinuing or reconciling stock item or after transferring stock balance to new card, hold 1 year, and destroy.
09A092-09A099.	Reserved.	
09A100.	Motor transportation requests (NN-171-5). Documents on issuing vehicles or related services, Appendix 9-A	Disposable. Cut off at end of fiscal year; destroy 1 year later.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	including agency requests, travel orders, and similar records.	
09A101- 09A104. 09A105.	Reserved. Material delivery and service receipts (NN-171-5). Documents used to charge agencies for fleet management center services and supplies, other than driver services. They include material delivery and service receipts, and related records.	Disposable. Cut off at end of fiscal year; destroy 1 year later.

This appendix provides recordkeeping and disposal instructions for program records related to fleet management. It includes developing plans and procedures for managing, using, and operating motor equipment; developing training programs; establishing standards for using or replacing motor equipment; conducting surveys of motor vehicle and equipment practices in other Government agencies; and planning for efficient and economical use of motor vehicles and equipment. Fleet management offices create the records under the GSA Organization Manual (OHR P 5440.1) and GSA orders and handbooks in the 5600 subject classification series.

Note. Documents related to using and removing asbestos must be handled as instructed in chapter 3, paragraph 25, of the GSA Records Handbook (OAD P 1820.2A).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09B001	<p>Motor vehicle management (- -). Documents related to managing vehicles of the GSA IFMS and other agency fleets. They include the Federal Motor Vehicle Fleet Report; SF 82, Agency Report of Motor Vehicle Data; studies and reports related to safety and accident prevention and to Governmentwide fleet management in general.</p> <p>a. Documents related to using and removing asbestos.</p> <p>b. Other records.</p>	<p>Permanent. Cut off at end of fiscal year; transfer to NARA 10 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year, hold 3 years, and destroy.</p>
09B002.	<p>Energy conservation (- -). Documents related to energy conservation in motor vehicles. Included are studies, reports, information on alternative fuels, energy-saving devices, emissions testing, and national fuel economy.</p>	<p>Temporary. Cut off at end of fiscal year; destroy 6 years after cutoff.</p>
09B003.	<p>National credit card program (- -). Documents related to the national credit card, Standard Form 149, U.S. Government National Credit Card, unauthorized use of the SF 149, and commercial bank credit cards for Government use. Included are files from ordering, replacing, and reissuing the cards, and use of self-service gasoline pumps.</p>	<p>Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.</p>
09B004.	<p>Reserved.</p>	

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b. Report of Exempted Vehicles.

Disposable. Cut off at end of fiscal year; destroy 1 year later.

c. Service Agreement Report, and acquisition forecast.

Temporary. Cut off at end of fiscal year; destroy 2 years later.

This appendix gives maintenance and disposal instructions for files created while providing traffic services. The files concern negotiations to establish classification rates, charges, and services; provide shipping assistance, and develop information on claims. The records result from fulfilling responsibilities described in the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 7200 and 7400 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09C001	Rate negotiation case files (NN-170-126). Documents from negotiating rate tenders with carriers. Included are tenders, acknowledgments, "section 10721" quotations, negotiation records and reports, with supporting documents.	Temporary. Place in inactive file when superseded, canceled, or terminated. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C002-09C004.	Reserved.	
09C005.	Rate tender reference files (NN-170-126). Copies of rate tenders kept by transportation management offices.	Disposable. Destroy when superseded, canceled, or terminated, except for those that the division director decides to keep until no longer needed.
09C006-09C009..09C010.	Reserved.	
09C010.	Standing route orders (NN-170-126). Route orders, including codes issued when the origin, destination, means of transportation, and shipping frequency are so similar that individual instructions are unnecessary.	Temporary. Place in inactive file when expired or canceled. Cut off at end of fiscal year; destroy 4 years after cutoff.
09C011-09C014.	Reserved.	
09C015.	Demurrage survey records (NN-170-126). Documents gathered in surveying excessive demurrage or detention, or unusual charges for the services. Included are survey reports and recommendations, car record files, and related records.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C011-09C020.	Reserved.	
09C021.	Federal Travel and Transportation Expense Payment (NN-170-126) Documents created in managing contract programs of the travel payment system for Government agencies. Included are agency requests to participate, monthly summary reports, and management reports.	
	a. Record copy of documents created in managing contract programs of the travel payment system for Government agencies. Included are agency requests to	Temporary. Place in inactive file when contract expires or is terminated. Cut off at end of

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	participate, monthly summary reports, and management reports.	fiscal year, hold 1 year and retire to FRC. Destroy 6 years after cutoff.
	b. Reference copies of documents created in managing contract programs of the travel payment system for Government agencies. Included are agency requests to participate, monthly summary reports, and management reports.	Disposable. Destroy when superseded or obsolete.
09C022.	Contract Airline Program (NN-170-126). Documents created in managing the Contract Airline Program for Government employees. Included are reports on contract use, other discount airfare programs, and use of the program by cost-reimbursable contractors.	
	a. Program office.	Temporary. Place in inactive file when contract expires or is terminated. Cut off file at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
	b. Other offices.	Disposable. Destroy when superseded or obsolete.
09C023.	Express Small Package Program (NN-170-126). Documents created in contracting for express small package delivery service. Included are documents related to service areas, problems, resolving problems, and quarterly reports.	
	a. Program office.	Temporary. Place in inactive file when contract expires or is terminated. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
	b. Other offices.	Disposable. Destroy when superseded or obsolete.
09C024.	Automated Freight Rate and Routing Program (NN-170-126). Documents related to the contract for this program. Included are tender loading data, route status, system improvements, and installation instructions.	
	a. Program office.	Temporary. Place in inactive file when contract expires or is terminated. Cut off at end of

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
	b. Other offices.	Disposable. Destroy when superseded or obsolete.
09C025-09C034.	Reserved.	
09C035.	Transportation site (NN-170-126). Documents created during surveys for buildings, storage, and other uses. Included are narrative proposals to establish, expand, or dispose of sites, transportation survey reports, and recommendations.	Temporary. Cut off at end of fiscal year; destroy 2 years after cutoff.
09C036-09C039.	Reserved.	
09C040.	Case registers (NN-170-126). Registers showing case numbers assigned to each invoice, request to negotiate, or contract for, other GSA Services or Federal agencies.	Temporary. Destroy 6 years after making last entry in the register book or sheet.
09C041-09C044.	Reserved.	
09C045.	Transportation assistance case files (NN-170-126). Documents created by GSA officials coordinating with those of other agencies to provide transportation assistance and make recommendations for soliciting, awarding, and administering contracts for obtaining equipment and supplies. Included are copies of commitment documents, contracts, purchase authorizations and requisitions, rate negotiation and carrier records, shipping instructions, sales releases, bills of lading, cargo space reservations, export license applications, export declarations, shipment orders, and related records.	Temporary. Put in inactive file on completing case; cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
09C046-09C049.	Reserved.	
09C050.	Carrier evaluation records (NN-170-126). Documents created in evaluating whether carrier services meet the GSA's needs. Included are studies, findings, recommendations, service suspension notices, and related records.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C051-09C054.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09C055.	Traffic information records (NN-170-126). Documents created in arranging for traffic services; including rate and routing data, shipping instructions, classification ratings, charter arrangements, and other traffic information.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C056-09C059.	Reserved.	
09C060.	In-transit privilege records (NN-170-126). Documents created in applying for and administering transit privileges and agreements. Included are correspondence, applications for transit privileges, instructions on transit tonnage, transit freight bills, tonnage credit records, copies of transit bills of lading, and related records.	Temporary. Put in inactive file when all tonnage credits in a transit agreement are applied or when agreement expires, whichever occurs first. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
09C061-09C064.	Reserved.	
09C065.	Loading and shipment test records (NN-170-126). Documents created from testing shipping containers, methods of packing and packaging, and methods of blocking, bracing, and securing shipments. Included are test proposals, recommendations, and related records.	Temporary. Cut off at end of fiscal year; destroy 4 years after cutoff.
09C066-09C069.	Reserved.	
09C070.	Ocean transportation mailing lists (NN-170-126). Documents collected in keeping a mailing list of eligible bidders and officers. a. Lists. b. Other records.	Disposable. Destroy old list after issuing new one. Disposable. Cut off at end of fiscal year; destroy 1 year later.
09C071-09C074.	Reserved.	
09C075.	Bill of lading accountability records (GRS 09/1c). Registers or lists used to record each Government bill of lading issued or canceled.	Temporary. Cut off at end of fiscal year; destroy 3 years later.
09C076-09C079.	Reserved.	
09C080.	Bills of lading (GRS 9/1a). Memorandum copies of GBL's and related records collected by issuing offices.	Temporary. Cut off at end of fiscal year after account period ends, hold 1 year, and retire to FRC. Destroy 3

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		years after cutoff.
09C081-09C084.	Reserved.	
09C085.	Demurrage agreement participation records (NN-170-126). Applications to, and acceptances by, the Association of American Railroads allowing customers to participate in demurrage agreements. Included are refusals and related records.	Temporary. Put in inactive file when arrangement expires or is canceled. Cut off inactive file at end of fiscal year; destroy 3 years after cutoff.
09C086-09C089.	Reserved.	
09C090.	Master weight agreements (NN-170-126). Documents related to agreements that avoid the need for weighing in transit. Included are requests from shippers, GSA notices to the carriers' association, reports, statements of fact concerning disputes, and related records.	Temporary. Put in inactive file when agreement expires or is canceled. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
09C091-09C094.	Reserved.	
09C095.	Claim registers (NN-170-126). Registers for controlling reports of inconsistencies in shipments.	Temporary. Destroy 6 years after closing out the final entry on the register sheet or book.
09C096.	Traffic programs, general (- -). Documents related to GSA traffic programs not covered elsewhere in this schedule. Included are reports on traffic studies, traffic programs under consideration, and special transportation assistance to offices in the GSA.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C097-09C099.	Reserved.	
09C100.	Claim case files (NN-170-126). Documents gathered in investigating and processing claims against shippers or carriers and levying charges for lost, damaged, or short shipments. Included are discrepancy reports, reports of investigations, with findings and recommendations; settlement notices, and related papers.	Temporary. Put in inactive file after settling claim. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C101-09C104.	Reserved.	
09C105.	Leased car records (NN-170-126). Records of GSA-controlled railroad cars, including those used in local or interchange service. Included are copies of contracts, mileage records, interchange requests and	Temporary. Put in inactive file when contract ends or after settling with, or compensating, company. Cut off at end of fiscal

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	assignments, reports, and related records.	year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09C106-09C109.	Reserved.	
09C110.	Embargo and car service orders (NN-170-126). Notices and instructions about delays in GSA-controlled shipments resulting from embargoes or Interstate Commerce Commission car service orders. Included are notices to consignors and consignees, and related records.	Temporary. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.
09C111-09C114.	Reserved.	
09C115.	Invoice verification records (NN-170-126). Documents verifying invoices from the Office of Finance and recommending them for certification. Included are memorandums and related records.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.

This appendix describes and gives maintenance and disposal instructions for records related to transportation management. Transportation management involves establishing liaison with executive department agencies and assisting them in developing and improving passenger and freight transportation, and developing traffic policies, practices, and procedures. It also requires preparing studies, analyses, statistics, and reports covering transportation; representing agencies in proceedings before regulatory bodies to protect Government interests in shipping, and issuing Governmentwide regulations affecting executive agencies' transportation management and related services. The records are created under the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 7200 and 7400 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
09D001	<p>Transportation management studies (NC1-137-79-1). Documents created while studying new ideas in transportation and traffic management.</p> <p>a. Final study of new ideas in transportation and traffic management with findings, recommendations, and supporting papers.</p> <p>b. Documents other than the final report created during studies of new ideas in transportation and traffic management.</p>	<p>Permanent. Cut off at end of fiscal year after completing study. Transfer to FRC when volume permits. Transfer to NARA 10 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year after completing study. Destroy 5 years after cutoff.</p>
09D002.	<p>Travel management centers (TMC) (NC1-137-79-1). Documents created in managing travel services for Federal agencies. Included are the TMC manual, TMC evaluations, lists of TMC's, and instructions to TMC's.</p> <p>a. Program office record copy.</p> <p>b. Other materials.</p>	<p>Temporary. Place in inactive file when contract expires or is ended. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 6 years after cutoff.</p> <p>Disposable. Destroy when superseded or obsolete.</p>
09D003-09D004.	Reserved.	
09D005.	<p>Traffic management surveys (NC1-137-79-1). Documents created from surveying procurement, storage, distribution, and transportation activities of GSA and other agencies to recommend improved policies, procedures, facilities, and equipment. Included are reports and recommendations, implementation actions, and related records.</p> <p>a. Final report with findings, recommendations, and implementation actions.</p>	<p>Permanent. Cut off at end of fiscal year after completing survey.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		Transfer to FRC when volume permits. Transfer to NARA 10 years after cutoff.
	b. Other materials.	Disposable. Destroy 5 years after cutoff.
09D006-09D009..09D010.	Reserved. Agency general assistance (NC1-137-79-1). Documents related to transportation management services requested by Federal agencies. Included are liaison reports, data on services performed, and related files.	Disposable. Destroy 2 years after cutoff.
09D011	Federal Travel Directory (NC1-137-79-1). Documents created from publishing the directory, including printing and distribution information, and monthly requests for updates.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09D012-09D024.	Reserved.	
09D025.	Rate proposal and analysis case files (NC1-137-79-1). Statistical analyses of carriers' proposals for rate increases and files from developing statements and exhibits for Federal and State regulatory proceedings. Included are statistics on carriers, financial and productivity studies, proposals, and recommendations, copies of petitions, replies, exhibits, decisions, orders, and related records.	Temporary. Cut off at end of fiscal year after final action by the Carrier Rate and Classification Committee or regulatory body; destroy 2 years after cutoff.
09D026-09D029.	Reserved.	
09D030.	Management and statistical reports (NC1-137-79-1). Tonnage destination and tonnage distribution reports by type of carrier, with related records. a. Central Office. (1) Cumulative fiscal year reports. (2) Other reports. b. Regional office copies. (1) Cumulative year-end reports.	Temporary. Cut off at end of fiscal year; destroy 6 years later. Disposable. Destroy when 6 months old. Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Monthly and other reports.	Disposable. Cut semiannually; destroy 2 years after cutoff.
09D031- 09D034. 09D035.	Reserved. Master List of Carriers' Names (NC1-137-79-1). consolidated list of names and codes or carriers used by Government agencies.	Disposable. Cut off list at end of fiscal year when superseded; destroy 2 years after cutoff.
09D036- 09D044. 09D045.	Reserved. Regulatory proceedings (NC1-137-79-1). Documents used in representing Federal agencies before transportation regulatory bodies. The proceedings concern new operating authority; establishing or discontinuing transportation services; or changing classification rates, charges, or rules sought by commercial carriers. Included are copies of GSA documents filed with regulatory bodies, analyses, drafts, statements and exhibits, decisions and orders, and related records.	Temporary. Cut off at end of fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
09D046- 09D049. 09D050.	Reserved. Carriers' proposals (NC1-137-79-1). Documents from developing and analyzing the Government's position on carriers' proposals that would have a large impact on Government transportation policies, procedures, or costs. Included are rate or classification proposals, statistical analyses, cost data, correspondence, GSA protests or petitions, and related records.	Temporary. Place in inactive file after final committee action on the proposal. Cut off at end of fiscal year; destroy 1 year later.

SCHEDULE 10. LEGAL AND LEGISLATIVE PROGRAM RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions for legal services and legislative affairs program records. These instructions are contained in:
 - a. Appendix 10-A. Legal Services Records
 - b. Appendix 10-B. Legislative Affairs Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
 - e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides documentation and maintenance and disposition instructions for records created in providing legal counsel, advice, suggestions, and assistance to services and staff offices to assist them in accomplishing their missions and program responsibilities. These records are created in carrying out functions assigned in the GSA Organization Manual (OHR P 5440.1), authority delegated in the GSA Delegations of Authority Manual (ADM P 5450.39A), and pursuant to provisions of orders and handbooks in the 5000 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
10A001	General legal subjects records (NC1-269-79-1). Correspondence, memoranda and documents relating to general legal services which, because of their nature, cannot logically be filed in one of the specific categories described in this appendix.	Temporary. Cut off at end of fiscal year; hold 3 years, and retire to FRC. Destroy 6 years after cutoff.
10A002-10A024	Reserved.	
10A025.	Potential legal cases (NC1-269-79-1). Documents relating to accidents, incidents, contracts, actions, or other matters that, although not controversial, may result in litigation, suit, claim, appeal, or other proceeding. When litigation, suit, claim, appeal or other proceeding arises in connection with a matter contained in this file, the pertinent documents will be withdrawn and filed in the case file for the litigation, claim, appeal, or other proceeding.	Temporary. Cut off at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 6 years after cutoff.
10A026-10A034	Reserved.	
10A035.	Appeal cases (NC1-269-79-1). Documents accumulated as a result of representing GSA in hearings before the GSA Board of Contract Appeals on contractor appeals of decisions of contracting officers and officials. Included are copies of decisions, opinions, or reports made by the Board; statements of fact; briefs; supplementary decisions or amendments; and related records.	Temporary. Cut off at end of fiscal year following decision on the appeal. Hold 2 years and retire to FRC. Destroy 7 years after cutoff.
10A036.	Protests to Comptroller General (N1-269-87-11). Documents relating to bidders and contractor protests to the Comptroller General on solicitation issued or contracts entered into by GSA. Included are General Accounting Office requests for reports on the protests, administrative reports, and related records.	
	a. Litigation pending.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff or when litigation has terminated, whichever is later.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. No litigation pending.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
10A037-10A039	Reserved.	
10A040.	Claim cases (NC1-269-79-1) Documents relating to claims by or against the Government resulting from personal injury, property damage, abandoned or unclaimed property, acquisition and disposal of personal and real property, delinquent accounts, and other business transactions of GSA.	
	a. Settled claims.	Temporary. Cut off at end of fiscal year after settlement; hold 2 years and retire to FRC. Destroy 6 years after cutoff.
	b. Disallowed claims.	Temporary. Cut off at end of fiscal year after disallowance; hold 2 years and retire to FRC. Destroy 7 years after cutoff.
	c. Delinquent accounts.	Temporary. Cut off at end of fiscal year after settlement of account. Destroy 1 year after cutoff.
10A041-10A044.	Reserved.	
10A045.	Freedom of Information Act (FOIA) records (NC1-269-79-1). Documents accumulated in providing legal advice and assistance in implementing FOIA (5 U.S.C. 552). Included are requests for information, interpretations, copies of letters denying access to requested information, and similar records.	Temporary. Cut off at end of fiscal year, hold 3 years, and retire to FRC. Destroy 6 years after cutoff.
10A046-10A049.	Reserved.	
10A050.	Legal assistance records (NC1-269-79-1). Documents accumulated in providing legal advice and counsel to officials of GSA; Presidential Commissions, Committees, and Libraries; and other Federal agencies to assist them in accomplishing their missions and program responsibilities.	Temporary. Cut off at end of fiscal year, hold 3 years, and retire to FRC. Destroy 6 years after cutoff.
10A051-10A054.	Reserved.	
10A055.	Litigation records (NC1-269-79-1). Documents related to litigation by or against the Government	

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resulting from sales, claims, torts, contracts, foreclosures, actions against GSA officials (personal judgments), criminal actions, titles to real property, and similar matters. Included are statements of claims, documentary evidence, copies of condemnation or foreclosure proceedings and decisions, list of witnesses, supporting documents, correspondence, and related records.

a. Cases designated as significant by the General Counsel.

Permanent. Cut off at end of fiscal year following closure of case by authority of the General Counsel or disposition by court action. Hold 2 years and retire to FRC. Transfer to NARA in 5-year blocks 7 years after cutoff of latest record block.

b. Other cases.

Temporary. Cut off at end of fiscal year following closure of case by authority of the General Counsel or disposition by court action. Hold 2 years and retire to FRC. Destroy 7 years after cutoff.

10A056-
10A059.

Reserved.

10A060.

Mistake in bid cases (NC1-269-79-1). Documents reflecting administrative determinations and actions taken with respect to resolving mistakes in bids. These files include copies of invitations to bid, bid tabulations, bids containing alleged mistakes, statements of bidders and supporting data, recommendations of regional counsel, records of approval and disapproval as to legal sufficiency as determined by General Counsel or Comptroller General, and related records.

Temporary. Cut off at end of fiscal year following final determination of case, hold 2 years and retire to FRC. Destroy 7 years after cutoff.

10A061-
10A064.

Reserved.

10A065.

Patent cases (NC1-269-79-1). Documents created in reviewing invention disclosures of employees and contractors to determine patenting, licensing, assignment, or other disposition action; investigating and disposing of infringement allegations and claims; reviewing use of contract clauses and actions concerning royalties; developing and providing information for use in patent infringement and interference litigation.

Temporary. Cut off at end of fiscal year following completion of action. Hold 2 years and retire to FRC. Destroy 23 years after cutoff

10A066-
10A069.

Reserved.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
10A070.	Personnel action legal assistance records (NC1-269-79-1). Documents accumulated in rendering legal assistance to GSA officials on personnel actions, advising employees seeking redress of grievances or appealing alleged adverse personnel actions, representing GSA in hearings on contested personnel actions, and similar matters.	Temporary. Cut off at end of fiscal year, hold 5 years and destroy.
10A071-10A074.	Reserved.	
10A075.	Representation records (NC1-269-84-1). Documents accumulated in representing GSA and other Government agencies in proceedings before Federal and State Regulatory agencies on communications, transportation, similar public utility services, or other matters. Included are notices, petitions, briefs, verified statements, transcripts of hearings, written protests, statements relating to the proceedings, and related records.	Temporary. Cut off at end of fiscal year following completion of case, hold 2 years and retire to FRC. Destroy 7 years after cutoff.
10A076-10A079.	Reserved.	
10A080.	Site register (NC1-269-29-1). Documents relating to the acquisition of sites for Federal buildings. Most of the papers maintained in these files are copies of documents filed in the title record jackets. Documents include deeds of conveyance, site selection documents, studies and other papers, revocable licenses, permits, easements, citations of pertinent authorizations, legislative authorizations, drawings, plans, documents reflecting condemnation proceedings, and related records.	Disposable. Destroy on transfer or disposal of site.
10A081-10A084.	Reserved.	
10A085.	Statement of employment and financial interests (GRS 1/24). Official agency file of forms prepared by certain GSA employees reflecting information used in reviews for possible conflict of interest violations, including reporting under the Ethics in Government Act of 1978. The information requested on the form is confidential and is required by Executive Order 11222, Pub. L. 95-521, regulations of the Office of Personnel Management. Included are supplemental changes or additions, reports, annual statements, SF 278 Schedule A, and directly related records.	
	a. Records, including SF 278 Schedule A, for Appendix 10-A	Temporary. Destroy 1 year after

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individuals filing according to section 201b of Pub. L. 95-521, and not subsequently confirmed by the U.S. Senate.

nominee ceases to be under consideration for appointment, except that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

b. Records, including SF 278 Schedule A, for individuals filing according to section 201b of Pub. L. 95-521, and subsequently confirmed by the U.S. Senate; and statements of employment and financial interest other than SF 278, Public Financial Disclosure Report.

Temporary. Cut off at end of fiscal year and destroy 6 years after cutoff, except that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

This appendix provides documentation and maintenance and disposition instructions for records created in formulating, developing, and presenting the legislative programs of GSA and keeping GSA officials informed of current pertinent legislative developments. These records are created in carrying out functions assigned in the GSA Organization Manual (OHR P 5440.1).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
10B001	Legislation and regulations review (NC1-269-79-1). Documents accumulated in providing assistance on proposed and enacted legislation; regulations for publication in the Federal Register and Code of Federal Regulations; and changes and additions to regulations issued by GSA.	Temporary. Cut off at end of fiscal year; hold 3 years, and retire to FRC. Destroy 6 years after cutoff.
10B002-10B004	Reserved.	
10B005.	Legislation cases. Case files created in formulating, developing, and presenting proposed legislation of GSA. Included are drafts of bills, clearance actions, reports, testimonies of GSA officials at hearings, and related records.	
	a. Official case files (NC1-269-80-12).	Permanent. Cut off at end of each Congress, hold 4 years, and retire to FRC. Transfer to NARA 15 years after cutoff, in 4-year blocks.
	b. Clearance office records (N1-269-96-1).	Temporary. Cut off at end of fiscal year, hold 4 years, and retire to FRC. Destroy 8 years after cutoff.
10B006-10B009	Reserved.	
10B010.	Non-GSA legislation records (NN-172-223). Documents created in coordinating and reporting the GSA position on legislative programs of other Federal agencies. Included are reports, congressional bills, clearance actions, and related records.	
	a. Official case files.	Permanent. Cut off at end of session of Congress, hold 4 years, and retire to FRC. Transfer to NARA 15 years after cutoff, in 4-year blocks.
	b. Other offices.	Temporary. Cut off at end of fiscal year, hold 4 years, and retire to FRC. Destroy 8 years after cutoff.
10B011-10B014.	Reserved.	

RECORD
SYMBOL

DESCRIPTION OF RECORD

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10B015.

Annual legislation program records (NN-172-223). Documents created in preparing and disseminating information reflecting content and status of the GSA legislative program, including reports of general information on, or status of, the legislative program and related records.

Permanent. Cut off at end of fiscal year, hold 4 years, and retire to FRC. Transfer to NARA 15 years after cutoff, in 4-year blocks.

SCHEDULE 11. ORGANIZATION, PLANNING, AND MANAGEMENT RECORDS

1. General. This schedule provides documentation and maintenance and disposition instructions records relating to emergency management, committee management, organization, quality management, methods and improvement, and manpower utilization. These instructions are contained in:
 - a. Appendix 11-A. General Management and Planning Records
 - b. Appendix 11-B. Committee Management Records
 - c. Appendix 11-C. Emergency Management Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
 - e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

The records described in this appendix relate to organization, quality management, methods and improvement management, and manpower utilization. Organization and methods management deals with the study and evaluation of organization, methods, policies, programs, systems, and procedures for the purpose of recommending and assisting in the installation of more efficient and economical ways of performing work. Management improvement is concerned with encouraging, supporting, promoting, and providing a medium for recording and reporting actions taken to improve the effectiveness of operations and reduce cost. Quality management is concerned with the implementation of processes to develop a quality workforce. Manpower utilization is concerned with establishing a basis for determining current and future manpower.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11A001.	Agreement documents and controls (NN-172-223). Documents accumulated in controlling and reviewing agreements, memorandums of understanding, and similar records signed by representatives of GSA and of other Federal agencies and State or local governments. Included are control logs, sheets or registers: a reference set of signed agreements that pertain to committing resources, delineating responsibility, and related records. Examples of agreements covered by this paragraph include (a) establishing standards under which management responsibility for common use commercial commodities is assigned to the Department of the Defense or GSA; (b) furnishing reimbursable design and construction, transportation, or communications services, and (c) assigning responsibility for handling riots or demonstrations. (Agreements with employee union, contracts, leases, easements, job orders, bills of sale, and purchase orders are not covered by these instructions.)	
	a. Control logs, sheets or registers.	Disposable. Destroy when superseded or obsolete. If there is a dispute, hold until dispute is settled.
	b. Reference copies of agreements and related records.	Disposable. Destroy when terminated, canceled, or superseded.
11A002-11A004.	Reserved.	
11A005.	Consulting services files (NN-172-223). Documents created in coordinating and controlling consulting contracts.	Temporary. Cut off on completion of contract; destroy 5 years after cutoff if the program official approves.
11A006-11A009.	Reserved.	
11A010.	GSA organization files (NN-172-223). Documents	

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created in studying, proposing, reviewing, and assisting changes in organization, functions, and relationships of services, staff offices, and regional offices. Included are organizational proposals, justifications, analyses of present arrangements, workloads, staffing patterns, organization charts, functional statements, management studies and related records. The files include disapproved proposals, comments, and documents created for the executive brief, updating the U.S. Government Manual and assigning location codes.

a. Changes to GSA's organization.

Permanent. Cut off at end of fiscal year. Transfer to NARA in 5-year blocks 20 years after cutoff.

b. All other records.

Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.

11A011-
11A014.

Reserved.

11A015.

GSA delegation of authority files (N1-269-87-4). Documents accumulated in clearing changes to the GSA Delegations of Authority Manual (ADM P 5450.39C) and delegation of authority orders. Included are proposed changes, disapproved changes, and related records.

Disposable. Cut off following revision; destroy when no longer needed.

11A016-
11A019.

Reserved.

11A020.

Position management files (N1-269-87-4). Documents created in conducting management reviews, developing policies, procedures, and standards governing position management, and developing staffing patterns.

Disposable. Cut off at end of fiscal year; destroy 5 years after cutoff if the program official approves.

11A021-
11A024.

Reserved.

11A025.

Productivity management files (N1-269-87-4). Documents created in developing procedures for measuring productivity, conducting studies of productivity, and developing productivity reports, including the Bureau of Labor Statistics reports.

a. Studies files.

Temporary. Cut off after completing study; destroy 5 years after cutoff.

b. All other files.

Temporary. Cut off after completing study; destroy 3 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11A026-11A029.	Reserved.	
11A030.	<p>Management projects (NN-172-223). Documents accumulated in planning, administering, conducting, and assisting in management, data processing, and manpower studies, surveys, and evaluations (including those performed by contract) of operations, systems procedures, methods, and staffing for developing, recommending, and implementing improvements. Included are project requests or authorizations; project plans; study, survey implementation, operational review, and manpower utilization survey reports, clearance actions; and related records.</p> <p>a. Office responsible for conducting and clearing the study or survey.</p> <p>b. Other offices.</p>	<p>Temporary. Cut off at end of fiscal year after study completed. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff.</p> <p>Disposable. Destroy 3 years after completion of study.</p>
11A031-11A034.	Reserved.	
11A035.	<p>Management improvement project schedules (- -). Documents used to identify and schedule projects for improving and reducing the cost of operations within a Central Office service or staff office or a regional office. Included are schedules and related records.</p>	<p>Disposable. Cut off at end of the fiscal year, hold 1 year and destroy.</p>
11A036.	<p>Program studies (NC1-137-80-2). Documents accumulated in conducting, participating in, coordinating, issuing reports of, and implementing recommendations of studies pertaining to any facet of program management or operations.</p>	<p>Temporary. Cut off at end of fiscal year after completion of the study. Destroy 3 years after cutoff.</p>
11A037-11A039.	Reserved.	
11A040.	<p>Management control case files (- -). Documents created under GSA Order ADM P 5400.41, GSA Management Control Improvement Program Handbook, to implement the provisions of Section 2 of the Federal Managers Financial Integrity Act and OMB Circular A-123, Internal Controls. Documents provide an agencywide management control classification of GSA activities and functions and related program components. Documents filed include GSA Form 3599, Program Component-Part 1 - Information - Description,</p>	<p>Temporary. Cut off at end of fiscal year when the component is abolished; destroy 3 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	management control evaluations and related information.	
11A041-11A044.	Reserved.	
11A045.	Management improvement reports (- -). Documents created in reporting management improvement goals, progress reports, and accomplishments for GSA internal and Governmentwide programs. Included are written statements from agency managers assessing their systems of control, semiannual improved manpower management reports, and GSA's annual report to the President and Congress concerning its systems of control.	
	a. GSA's annual report.	Permanent. Cut off at the end of the fiscal year. Transfer to NARA 20 years after cutoff.
	b. Written statements and other reports	Temporary. Cut off at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.
11A046-11A049.	Reserved.	
11A050.	OMB Circular A-76 (NC1-269-80-1). Documents created under GSA Order ADM P 5400.40, GSA handbook, Implementation of the OMB Circular A-76/Productivity Improvement Program, to implement the provision of OMB Circular A-76 and the Supplement, OMB Circular A-76. Included are documents created in conjunction with Circular A-76 implementation directives; reporting requirements and submissions, including inventories and tracking schedules; and program management, such as A-76 Studies and Post-Most Efficient Operation (MEO) Reviews and related records.	
	a. OMB Circular A-76, implementation directives and documents.	Disposable. Review at the end of the fiscal year; destroy when superseded or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b.. A-76 studies.	Temporary. Cut off at the end of the fiscal year after study completed, hold 5 years and retire to FRC. Destroy 10 years after cutoff.
	c. Post-MEO reviews.	Temporary. Cut off at end of fiscal year after review completed, hold 4 years, and retire to FRC. Destroy 10 years after cutoff.
	d. Documents other than implementation directives, studies, or post MEO reviews.	Disposable. Cut off at end of fiscal year; destroy 3 years after cutoff.
11A051-11A054.	Reserved.	
11A055.	Quality management files (- -). Documents created for the implementation of quality management in GSA. Included are assessment documents, reports and surveys, Administrator's quality award criteria and quality management newsletter data and related records.	
	a. Quality management and climate assessment documents.	Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.
	b. Other records.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
11A056-11A059.	Reserved.	
11A060.	GSA Strategic and Tactical Planning and General Management Review (GMR) records (- -). Documents created in developing, issuing and implementing GSA's strategic and tactical plans and coordinating the GMR process.	
	a. Office responsible for promulgating plans.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.
	b. Clearance office copies of documents created in developing, issuing and implementing GSA's strategic and tactical plans and coordinating the GMR process.	Disposable. Cut off at the end of the fiscal year; destroy 5 years after cutoff
11A061-11A064.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11A065.	<p>GSA 5-Year IRM Plan records (- -). Documents created in developing, issuing and implementing GSA's strategic and tactical plans.</p>	<p>Temporary. Cut off at end of the last fiscal year covered by the plan. Destroy 5 years after cutoff.</p>
	<p>a. Record copy of GSA 5-Year IRM Plan records. Documents created in developing, issuing and implementing GSA's strategic and tactical plans.</p>	
	<p>b. Copies of documents held by clearance offices responsible for assembling planning material for inclusion in plans.</p>	<p>Disposable. Destroy when superseded or obsolete.</p>

This appendix provides documentation, maintenance, and disposition instructions for managing and administering committees' management records. Committee records are created according to GSA's responsibilities in implementing the Federal Advisory Committee Act of 1972 and the GSA Organizational Manual (OHR P 5440.1).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11B001.	Committee management policy file (NC1-269-84-2). Documents relating to GSA's oversight responsibilities for implementing the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C., App. Included are directives, memorandums to Federal agencies; reviews of legislation; congressional correspondence, hearings and testimony; GAO reports and related correspondence; Committee Management Secretariat studies and reports; and reorganization and transition files; and policy and precedence files.	Permanent. Cut off at the end of the fourth year after each presidential administration, hold 4 years, and transfer to NARA in 4-year blocks.
11B002.	Committee management records (NC1-269-80-2). Documents created in establishing, operating, and dissolving committees. Included are proposals, approvals, and disapprovals; charters; copies of directives establishing, changing, continuing, or dissolving committees; information reflecting the nomination, appointment, and relief of committee members; notices, agendas, minutes, and related records. a. Documents created in Office of the chairperson or secretariat, whichever is designated office of record in the establishing, operating, and dissolving committees. Included are proposals, approvals, and disapprovals; charters; copies of directives establishing, changing, continuing, or dissolving committees; information reflecting the nomination, appointment, and relief of committee members; notices, agendas, minutes, and related records. b. Committee member files.	Permanent. Cut off at end of fiscal year; retire to FRC when no longer needed for current operations. Transfer to NARA 10 years after cutoff. Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
11B003-11B004.	Reserved.	
11B005.	President's Annual Report on Federal Advisory Committees file (NC1-269-84-2). Documents created in reviewing agency submissions for the President's report to the Congress, and preparing the report and transmittal. Included are instructions to agencies, coordination and clearance files. Congressional correspondences, records on publishing the summary volume, and a copy of the	Permanent. Cut off at end of fiscal year, hold 4 years, and transfer to NARA in 4-year blocks.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	summary volume.	
11B006-11B009.	Reserved.	
11B010.	Annual Comprehensive Review of Federal advisory committee files (NC1-269-84-2). Documents for reviewing and making recommendations on agency submissions on individual advisory committees and on agency advisory committee management. Included are instructions to agencies; clearance files; reports; and correspondence.	Permanent. Cut off at end of fiscal year, hold 4 years, and transfer to NARA in 4-year blocks.
11B011-11B019.	Reserved.	
11B020.	Agency general case files (NC1-269-84-2). Documents from advisory committees, filed by agency. Included are transmittals of annual reports, transmittals of annual reviews, and related correspondence.	Permanent. Cut off at the end of the fiscal year, four years after each Presidential administration, on the date when the agency's program or all of its committees end; hold 4 years, and transfer to NARA in 4-year blocks.
11B021-11B024.	Reserved.	
11B025.	Presidential advisory committee case files (NC1-269-84-2). Documents filed by committee, on each Presidential Advisory Committee. Included are the charter, charter filing memorandums and transmittals, statutes and Executive Orders, and documents received or transmitted; e.g., annual reports and annual reviews, reports to the President followup reports to Congress, and committee correspondence.	Temporary. Cut off at the end of the fiscal year, four years after each Presidential administration, or on the date the committee ends; hold 4 years and retire to FRC. Destroy 12 years after cutoff.
11B026-11B029.	Reserved.	
11B030.	Federal advisory committee case files (NC1-269-84-2). Documents on each non-Presidential Federal Advisory Committee chartered under the Federal Advisory Committee Act. Included are the charter, charter filing memorandums and transmittals, copies of agency decisions, statutes, and Executive Orders and documents received or transmitted, e.g., annual reports and annual review consultations for establishment, reestablishment or renewal and committee correspondence.	Temporary. Cut off at the end of the fiscal year, four years after each Presidential administration or on the date the committee ends; hold 4 years, and retire to FRC. Destroy 12 years after cutoff.
11B031-11B034.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11B035.	Advisory committee nonconcurrence recommendation; consultation withdrawal; and concurred-in but not-chartered committee case files (NC1-269-84-2). Documents on each proposed advisory committee not chartered under the Federal Advisory Committee Act. Included are agency consultations; notices of agency withdrawals; letters of nonconcurrence and related correspondence.	Temporary. Cut off at the end of the fiscal year, four years after each Presidential administration. Hold 4 years, and retire to FRC. Destroy 12 years after cutoff.
11B036-11B039.	Reserved.	
11B040.	Non-Federal advisory committee case files (NN-172-223). Documents on committees created under GSA Order, Committee Management (ADM 5420.40D). (Documents filed are not subject to, or not established under, the Federal Advisory committee Act). Included are documents establishing continuing committees and dissolving joint, interagency, intra-agency, and extra-governmental committees, including councils, boards, commissions, panels, and comparable groups. Included are proposals, approvals, changes in committee membership, committee charters, reports on the status of committees, and related records.	
	a. Documents maintained by GSA office responsible for establishing continuing committees and dissolving joint, interagency, intra-agency, and extra-governmental committees, including councils, boards, commissions, panels, and comparable groups.	Disposable. Cut off at end of fiscal year when the committee ends or if it is not approved. Destroy when no longer needed.
	b. Other offices.	Disposable. Destroy 2 years after cutoff.

This appendix provides maintenance and disposition instructions for emergency management records, both classified and unclassified. Classified records must be safeguarded as instructed in the HB, Information Security (ADM P 1025.2C) and when approved for destruction, destroyed as outlined in the same HB. The records scheduled in this appendix concern planning, developing, coordinating, and evaluating measures to enable the GSA to operate under national and domestic emergencies of all types. The files may be subdivided in any manner that simplifies their retrieval.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C001.	Conflict operations (NC1-269-77-3). Documents created in developing plans for implementing the GSA's part in the Federal response to national and domestic security emergencies and low intensity conflicts. They include documents designating uninterrupted functions, emergency operating facilities (EOF's) and emergency operating centers (EOC's) and those establishing agreements with other agencies on providing emergency support.	Temporary. Cut off at end of fiscal year after new plan is issued, hold 3 years, and destroy.
11C002-11C004.	Reserved.	
11C005.	Continuity of government (N1-269-91-1). Documents related to policy and procedures for implementing the GSA's role in preserving the ability of the nonmilitary part of the Executive Branch to operate under a security emergency, such as a serious earthquake or events before and during a war. Included are plans to preserve uninterrupted functions under the established system of succession to command.	Temporary. Cut off at end of fiscal year after new plan is issued; destroy 3 years later.
11C006-11C009.	Reserved.	
11C010.	Resource evaluation (NC1-269-77-3). Documents created in evaluating resources for preattack planning, damage assessment, and other emergency preparedness purposes. Included are resource data submissions, fly away kit information, and related records.	Disposable. Destroy when superseded or obsolete.
11C011-11C014.	Reserved.	
11C015.	Domestic emergency assistance reports (NC1-269-78-2). Documents created in reporting disasters and information about emergency assistance and disaster relief provided by the GSA. Included are teletype reports and more-detailed reports.	
	a. Central Office unit requiring the report.	Temporary. Cut off at end of fiscal

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		year; hold 5 years, and destroy.
	b. Other offices.	Disposable. Cut off at end of fiscal year; hold 2 years and destroy.
11C016- 11C019.. 11C020.	Reserved. Emergency notification/designation records (N1-269-91-1). Lists of those to be notified in event of a domestic emergency and a national security emergency. Lists identify key persons and positions in the services and staff offices appointed to carry out emergency duties in emergency planning, test exercises, and emergency operations. Also key persons performing backup functions as well as contractors providing emergency services, etc.	Disposable. Destroy when superseded or obsolete.
11C021- 11C024.. 11C025.	Reserved. Emergency preparedness test and evaluation exercises (N1-269-91-). Documents created in planning, participating in, developing and evaluating, local, regional, and national exercises, emergency preparedness plans, organizations, staffing, facilities, and equipment. Included are test plans, instructions, damage assessments, control logs, briefing outlines, status reports, evaluation reports, critiques, and related records.	
	a. Results of test exercises.	Temporary. Cut off at end of fiscal year after completing test/exercise; hold 3 years, and destroy.
	b. Documents containing unresolved recommendations.	Temporary. Cut off when all recommendations are resolved, hold 3 years, and destroy.
	c. Other records.	Disposable. Destroy after next exercise; earlier cutoff and destruction permitted.
11C026- 11C029.	Reserved.	
11C030.	Emergency Preparedness Program reports, evaluations, and inspections (NC1-269-77-3). Documents created while reviewing civil emergency preparedness objectives and programs for achieving them; and progress reports, status reports and reports of problems. Included are clearance and related records.	Disposable. Cut off at end of fiscal year, hold 3 years and destroy.
11C031-	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C034.		
11C035.	Memorandum of understanding/agreement (N1-269-91-1). Records documenting formal arrangements for the GSA to provide emergency support to Federal agencies, such as the Federal Emergency Management Agency, the Small Business Administration and to the National Communications System.	Temporary. Cut off at fiscal year end after MOU/A ends or expires, or the GSA signs a new agreement, hold 2 years, and destroy.
11C036-11C039.	Reserved.	
11C040.	Mobilization (N1-269-91-1). Documents collected in developing mobilization plans and procedures for bringing the GSA to the state of readiness required during a security emergency. Included are mobilization plans, agreements regarding support services to other agencies, instructions regarding the levels of action required by the condition declared, test exercises for graduated mobilization responses, committee activities, documents related to the Defense Production Act, and similar records.	Temporary. Cut off at end of fiscal year after new plan is issued; destroy 3 years later.
11C041-11C044.	Reserved.	
11C045.	National Defense Executive Reserve (NDER) case files (GRS 18-29). Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in national security emergencies. They include qualification statements, a skills inventory, training, information and other records related to carrying out the NDER program.	
	a. Reservist's records.	Temporary. Cut off at end of fiscal year in which reservist's participation in NDER ends; hold 5 years, and destroy.
	b. Other records.	Disposable. Destroy when no longer needed.
11C050.	Facility protection (NC1-269-78-2). Documents collected by building emergency coordinators in developing measures required by facility protection plans. For the occupant emergency organization, they include papers related to primary and secondary means of communication, the appointed official occupant emergency coordinator, floor team coordinator, command center team, floor teams, the damage control team, the medical coordinator elevator and stairway monitors, and others	Disposable. Destroy when superseded.

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appointed to carry out emergency duties.

They also include building and occupant information sheets, floor plans, a bomb threat checklist, a comb search chart, evacuation information, lists of emergency telephone numbers, and information on child-care centers in Federal buildings. There are special references for support services such as for fire, safety, and security personnel, and notices related to drills. Excluded are training documents and notices issued through the GSA directives system.

11C051-
11C054.

Reserved.

11C055.

Planning and support records (N1-269-91-1).

Documents created in developing the GSA's plans to provide support for disaster assistance. Included are instructions for implementing support of the Federal Natural Disaster Response Plan, Federal Radiological Emergency Response Plan, National Communications System Plan (NCS), and the National Emergency Repatriation Plan (NERP). Also included are documents created in developing the Occupant Emergency Plan (OEP), support procedures for the Department of Justice, the President and his staff, and the U. S. Public Health Service.

a. Planning and support records.

Temporary. Cut off at end of fiscal year after issuing new plan; destroy 2 years later.

b. All other records.

Disposable. Destroy when superseded or obsolete.

SCHEDULE 12. PERSONNEL RECORDS

1. General. This schedule provides documentation, maintenance, and disposition instructions for records relating to classification, employee relations, incentive awards, employment, executive resources, and training and development.

- a. Appendix 12-A. General Personnel Records
- b. Appendix 12-B. Classification and Compensation Records
- c. Appendix 12-C. Employee Relations Records
- d. Appendix 12-D. Incentive Awards Records
- e. Appendix 12-E. Employment Records
- f. Appendix 12-F. Personnel Processing Records
- g. Appendix 12-G. GSA Executive Manpower Resources Records
- h. Appendix 12-H. Training and Development Program Records
- i. Appendix 12-I. Ethics and Civil Rights Program Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides documentation, maintenance, and disposition instructions for general personnel records. For the purpose of this appendix, general personnel includes coordinating, conducting, reviewing, and reporting on personnel inspections, research, and actions that are not covered in other appendixes to this schedule. General personnel records are created according to GSA orders and handbooks in the 9000 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12A001.	Personnel management evaluation files (GRS 01/7c(2)). Documents accumulated as a result of Office of Personnel Management (OPM), joint, or GSA evaluations of personnel management in GSA. Included are self-evaluation checklists, advance notices of evaluation, evaluation reports, notifications of compliance, survey notifications, survey reports, and related records.	Disposable. Cut off at the end of the fiscal year after completion of a survey cycle, hold until superseded by another evaluation or survey cycle, and destroy.
12A002-12A004.	Reserved.	
12A005.	Special studies file (NC1-269-81-4). Documents created in preparing and conducting personnel management studies (at the request of the Administrator, members of Congress, the Office of Management and Budget, or the Office of Personnel Management) to answer congressional inquiries, carry out training programs, change personnel policies and practices, or measure effectiveness of personnel programs. Included are correspondence, questionnaires, workpapers, study reports, and related records.	
	a. Studies requiring substantive research.	Permanent. Cut off at the end of the fiscal year after completion of study. Hold 3 years and retire to FRC. Transfer to NARA in 10-year blocks, 10 years after cutoff of most recent record.
	b. Routine studies, workpapers, questionnaires, and related records.	Disposable. Cut off at the end of the fiscal year after completion of study. Destroy 3 years after cutoff.
12A006-12A009.	Reserved.	
12A010.	Appeal and grievance examiner designations (NC1-269-81-4). Documents accumulated in selecting and designating appeal and grievance examiners. Included are recommendations for training, approvals, appointment and related records, but not appeal and grievance case files.	Temporary. Cut off at the end of the fiscal year; destroy 4 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12A011-12A014.	Reserved.	
12A015.	Military reserve status files (NC1-269-81-4). Documents created in reviewing the reserve status of "key" employees and in certifying their essentially to the responsible military service for determination or removal of their reserved status. Included are statements of military reserve status and certificates of essentially, reserve reports, and related records.	Disposable. Cut off at the end of the fiscal year; destroy 6 months after cutoff.

This appendix provides documentation and maintenance and disposition instructions for classification and compensation program records. Classification and compensation are concerned with describing, classifying, allocating, evaluating, and structuring all positions in GSA, including General Schedule and Wage System positions and those to which Office of Personnel Management (OPM) classifications do not apply.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12B001.	<p>Position descriptions. Documents created to describe official duties, responsibilities, and supervisory relationships of each position within the organization. Included are copies of position descriptions of General Schedule and Wage System positions, position description amendments, certifications, checklists or fill-in descriptions, multiple-level or standard descriptions, and related records.</p> <p>a. Case files relating to the development of standards for classification of positions peculiar to GSA, and OPM approval or disapproval (GRS1/7(2)(a)).</p> <p>b. Master position descriptions not covered by special retirement provisions of CSRs or FERS (GRS1/7b).</p> <p>c. Other copies.</p>	<p>Temporary. Destroy 5 years after position is abolished or description is superseded.</p> <p>Temporary. Cut off when position is abolished or superseded. Destroy 2 years after cutoff.</p> <p>Disposable. Cut off and destroy after position is abolished or superseded.</p>
12B002-12B004.	Reserved.	
12B005.	<p>Position classification surveys (GRS1/7c(1)). Documents created to record the systematic examination of the essential aspects of all positions, position design, and structuring within an area. Included are position survey reports, records of classification surveys, position review certifications, recommendations, and related records.</p>	Temporary. Cut off at end of year following completion of subsequent survey; destroy 3 years after cutoff or 2 years after regular inspection, whichever is sooner.
12B006-12B009.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12B010.	Position classification appeals (GRS 01/7d(1)). Documents created when employees appeal classification or Wage System job grade decisions. Included are copies of appeals, supervisors' comments, supporting records, appeal decisions, and related records.	Temporary. Cut off at the end of the fiscal year following final decision; destroy 3 years after cutoff.
12B011-12B014.	Reserved.	
12B015.	Position guidelines (GRS 1/7a(1)). Documents created in preparing, clearing, and issuing guidelines for classifying General Schedule and Wage System positions. Included are classification guidelines, clearances, and related records.	Disposable. Destroy when superseded or obsolete.
12B016-12B019.	Reserved.	
12B020.	Schedule C files (GRS 1/7 a(1)). Documents accumulated to record creation of positions in the noncompetitive service. Included are forms, letters, and current position job descriptions.	Disposable. Destroy when superseded or obsolete.
12B021-12B024.	Reserved.	
12B025.	Classification recommendations and assistance. Documents created in making recommendations and evaluations to the Central Office or the Office of Personnel Management regarding classifications of positions, and in requesting and providing guidance, decisions, advice, and assistance concerning classifications of positions. Included are recommendations, requests, background material, analyses, decisions, concurrences, other responses, instructional and advisory communications, and related records.	
	a. Case file (GRS 1/7a(2)(a)).	Temporary. Cut off at the end of the fiscal year after position is abolished or description is superseded, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.
	b. Review file (GRS 1/7a(2)(b)).	Disposable. Cut off at end of fiscal year after review. Destroy 2 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12B026-12B029.	Reserved.	
12B030.	Classification and qualification standards reviews (GRS 01/7a(1)). Documents created in presenting, reviewing, analyzing, experimentally applying, and commenting upon proposed new and revised classification standards and supplements. Included are initial and followup communications from the Central Office and regional offices of both OPM and GSA.	Disposable. Destroy when superseded or obsolete.
12B031-12B034.	Reserved.	
12B035.	Wage surveys, schedules, and rates (NC1-269-81-4). Documents created in determining need for, requesting, authorizing, directing, conducting, and analyzing wage surveys; developing and implementing wage schedules; and requesting and authorizing specific rates. Included are general wage correspondence, instructions, survey work sheets, GSA wage schedules, wage schedules of other agencies, and related records.	Disposable. Destroy when superseded or obsolete.
12B036-12B039.	Reserved.	
12B040.	Report of Wage System jobs and employees (NC1-269-81-4). Documents created in reporting numbers of Wage System positions and incumbents, by pay plan, grade, and related data affected by newly implemented local wage schedules. Included are detailed and summary reports and related records.	Disposable. Destroy when superseded.
12B041-12B044.	Reserved.	
12B045.	Pay administration assistance (NC1-269-81-4). Documents created to provide assistance in interpreting and implementing pay administration programs. Included are pay plans, pay fixing rules, authorizations, reconsiderations, and related records.	
	a. Central Office.	Temporary. Cut off at end of fiscal year, hold 2 years and retire to FRC. Destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
b. Other offices.		Temporary. Cut off at the end of the fiscal year; destroy 4 years after cutoff.
12B046-12B049.	Reserved.	
12B050.	Differentials and allowances (NC1-269-81-4). Documents created in commenting (to OPM and other Federal agencies) on the development, interpretation, and application of regulations and other records concerning post differentials, overseas allowances, evacuation payments, and comparable matters. Included are authorizations, interpretations, reports, vouchers, and related records.	Temporary. Cut off at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.

This appendix provides documentation, maintenance, and disposition instructions for employee and labor relations program records. These records relate to informing, assisting, counseling, promoting, and otherwise acting as liaison between GSA and its personnel regarding employee organizations; employee performance, discipline, grievances, and appeals; retirement programs; charitable contribution and savings bond drives; and employee services. These records are created pursuant to the GSA Administrative Manual (OAD P 5410.1), Federal Personnel Manual, and GSA orders and handbooks of the 9000 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12C001.	Adverse actions (GRS 1/30b). Documents accumulated in cases relating to adverse actions (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force, demotion) against an employee. Included are notices of proposed actions, hearing notices, statements of witnesses, reports, decisions, replies from employees concerning notices of decisions, and related records. Excluded are letters of reprimand, warning notices, and suspensions of less than 14 days, all of which are kept in the official personnel folder.	<p>Temporary. Cut off at the end of the fiscal year after effective date of actions. Hold 1 year and retire to FRC. Destroy 4 years after case is closed.</p> <p>Note (1): If case is involved in litigation prior to authorized disposition, withdraw from FRC and file under schedule 10A055.</p> <p>Note (2): These records are Vital Records as described in ch. 5 of the GSA Records Handbook. Maintain the protections described in that chapter.</p>
12C002-12C004.	Reserved.	
12C005.	Appeals and grievance case files (GRS 01/30a). Documents related to reviewing, hearing, and disposing of employee grievances and appeals of adverse personnel actions and disciplinary measure but not necessarily filed in the official personnel folder. Included are notices of adverse actions, warnings, reprimands, employee appeals of disciplinary actions, summaries, transcripts of hearings, depositions, appointment of examiners or arbitrators, records of final decision, and related records.	<p>Temporary. Cut off at end of fiscal year after case is closed, hold 1 year, and retire to FRC. Destroy 4 years after case is closed.</p> <p>Note (1): If case is involved in litigation prior to authorized disposition, withdraw from FRC and file under schedule 10A055.</p> <p>Note (2): These records are Vital Records as described in ch. 5 of the GSA Records Handbook. Maintain the protections described in that chapter.</p>
12C006-12C009.	Reserved.	
12C010.	Labor organization files (GRS 01/28a(1)). Documents created in receiving requests for, granting, or denying recognition of unions. Included are copies of requests for recognition; accordances;	<p>Temporary. Cut off at the end of the fiscal year after decision to withdraw recognition. Destroy 5 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	denials or withdrawals of recognition requests; elections, appeals, investigations, and final decisions regarding recognition; arbitration decisions on unit or majority representation; and related records.	
12C011-12C014.	Reserved.	
12C015.	Labor management relations records (- -). Documents accumulated in advising, assisting, or otherwise acting as liaison between labor organizations and GSA management, OPM, or Department of Labor. Included are documents reflecting advice regarding negotiations of agreements and propriety of literature distribution; membership campaign papers; complaints of unfair labor practices and alleged standards of conduct violations; written agreements, memorandums of understanding, requests for exceptions, and final decisions; OPM reports; dues withholding documents; and related records.	
	a. Negotiated agreements.	Temporary. Cut off at end the end of the fiscal year following termination; destroy 10 years after cutoff.
	b. Other materials.	Disposable. Destroy when superseded or obsolete.
12C015-12C019.	Reserved.	
12C020.	Employee alcoholism and other drug-related programs (GRS 01/26). Documents accumulated in ensuring that persons afflicted or suspected of affliction with alcoholism or other drug-related problems receive the opportunity for treatment and rehabilitation. Included are correspondence, reports, lists of rehabilitation facilities, telephone numbers of individuals to be contacted at the facilities, lists of counselors on alcoholism, statistical reports, literature, and related records.	Temporary. Cut off at the end of the fiscal year after completion of counseling or when case is concluded. Destroy 3 years after cutoff.
	NOTE: These records are confidential under 21 U.S.C. 1175 and 42 U.S.C. 4582. Consult counsel before disclosing.	
12C021-12C024.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12C025.	<p>Personal injury files (GRS 01/31). Documents accumulated in dealing with on-the-job injuries of employees, whether or not a claim for compensation was made, excluding copies filed in the official personnel folder and copies submitted to the Department of Labor. Included are forms, reports, correspondence, and related medical and investigatory records.</p> <p>Note: These records are Vital Records as described in ch. 5 of the GSA Records Handbook. maintain the protections described in that chapter.</p>	Temporary. Cut off at the end of the fiscal year after completion of case and retire to FRC; destroy 3 years after cutoff.
12C026-12C029.	Reserved.	
12C030.	<p>Employee assistance records (GRS 01/26a). Documents related to informing, counseling and assisting employees and claimants regarding health, insurance, retirement and available services and benefits. Included are notices of inoculation programs, annuity estimates, separation checklists, emergency assistance fund applications, and related records.</p>	Temporary. Cut off at end of fiscal year after termination of counseling. Destroy 3 years after cutoff.
12C031-12C034.	Reserved.	
12C035.	<p>Charitable contribution campaigns (NC1-269-81-4). Documents accumulated in managing and coordinating charitable contribution drives such as the Combined Federal Campaign and others. Included are copies of notices of campaigns, communications concerning the campaigns, and related records.</p>	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12C036-12C044.	Reserved.	
12C045.	<p>Retirement records (GRS 02/19). Reports, registers or other control documents, and other records relating to retirement, such as SF 2807, Register of Separations and Transfers, Civil Service Retirement System, or equivalent, and Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees of survivors claim insurance or retirement benefits.</p> <p>a. Reports, registers or other control documents, and other records relating to retirement, such as SF 2807, Register of Separations and Transfers, Civil Service Retirement System, or equivalent.</p>	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees of survivors claim insurance or retirement benefits.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
12C046-12C049.	Reserved.	
12C050.	Non-SES employee performance records. Documents maintained to serve as the official record of a non-SES employee's performance. Included are annual performance ratings with associated performance plans, critical elements, performance standards, and related documents. These records may be retained in individual folders or in a separate envelope in the OPF. Destroy when the employee separates or transfers.	
	a. Appraisals of unacceptable performance, when a written advance notice of demotion or removal is issued but not effected, and all related documents (GRS 1/23a(1)).	Temporary. Cut off and destroy after the employee completes 1 year of acceptable performance, dating from the date of the written advance notice of proposed removal or reduction in grade.
	b. Performance records superseded through an administrative, judicial, or quasi-judicial procedure (GRS 1/23a(2)).	Disposable. Destroy when superseded.
	c. Summary performance appraisal records, other than appraisals of unacceptable performance or performance records superseded through an administrative, judicial, or quasi-judicial procedure. Documents include performance appraisals and job elements and standards upon which they are based (GRS 1/23a(3)(b)).	Temporary. Cut off and destroy 4 years after date of appraisal.
	d. Documents supporting appraisals, but not the appraisals themselves (GRS 1/23(a)(5)).	Disposable. Destroy 4 years after date of appraisal or when no longer needed, whichever is sooner.

This appendix provides documentation, maintenance, and disposition instructions for records created in promoting and administering the incentive awards program. Under this program, employees or groups of employees are recognized (either by cash payment or by honorary recognition) for suggestions, invention, accomplishments, special services in the public interest, or other personal efforts which contribute directly to efficiency, economy, or increased effectiveness of operations. They are created by the GSA Incentive Awards Committee, by offices delegated authorities and responsibilities for the GSA incentive awards program, and by offices of individuals responsible for coordinating incentive award matters on a service-wide or staff office-wide basis. Incentive Awards Program records are created pursuant to directives in the 9451 subject classification series. Excluded are records created by program officials in evaluating suggestions or recommending awards.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12D001.	Award committee meetings (NC1-269-81-4). Documents created to record the proceedings of meetings. Included are minutes of meetings, agenda, lists of members, recommendations, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12D002-12D004. 12D005.	Reserved. Award ceremonies (NC1-269-81-4). Documents created in arranging and publicizing ceremonies for the presentation of awards. Included are posters, placards, and related records.	Disposable. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12D006-12D014. 12D015.	Reserved. General awards case files. Documents created in the granting of awards, for suggestions, special acts, service, or superior performance. Included are suggestions, recommendations, acknowledgments, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related records.	
	a. Length of service and sick leave awards file (GRS 1/12b).	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
	b. All other award files (GRS 1/12a(1)).	Temporary. Cut off at the end of the fiscal year after approval or disapproval; destroy when 2 years after cutoff.
12D016-12D019.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12D020.	Administrator's award files (NC1-269-81-4). Documents created in granting awards for distinguished meritorious and exceptional service, EEO impact, and cash awards. Included are suggestions, recommendations acknowledgments, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12D021- 12D024. 12D025.	Reserved. Award reports (GRS 01/13). Documents created to provide statistical information on participation in, awards approved under, and savings resulting from the awards program.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.

This appendix provides documentation, maintenance, and disposition instructions for employment program records. The employment program is concerned with recruiting, examining, placing, promoting, and assisting in separation of employees. Employment records are created pursuant to provisions of GSA orders and handbooks in the 9000 subject classification series, the GSA Administrative Manual (OAD P 5410.1), and the Federal Personnel Manual.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12E001.	Applications (NC1-269-81-4). Documents created in receiving applications, conducting interviews, making selections, and placing applicants for Federal employment, qualification rating sheets, control logs, registers, applicant referrals, and related records.	Temporary. Hold until applicant is selected, then transfer the selected applicant application to the official personnel folder, retaining a copy in the Applications folder. Cut off at end of fiscal year after selection. Destroy 2 years after receipt of OPM inspection report or 2 years after cutoff, whichever is earlier.
12E002-12E014.	Reserved.	
12E015.	Promotions (GRS 1/32). Documents accumulated in administering and evaluating the GSA promotion plan, excluding any records that duplicate information in the promotion plan, in the official personnel folders, or in other personnel records. Included are temporary records of each promotion made under the plan, such as position identifications, vacancy announcements, evaluations of candidates, listings of names of candidates as they appeared in the final ranking, certifications showing referrals and selections, and other documents required to allow reconstruction of the promotion action.	Temporary. Cut off at the end of the fiscal year, after personnel action is complete. Hold 2 years or until the action has been audited by OPM, whichever is sooner, then destroy.
12E016-12E019.	Reserved.	
12E020.	Career tenure listing. Documents used in determining retention rights, eligibility for reemployment rights, or conversion to career or career-conditional status. Included are listings, card files, retention registers, and related records.	
	a. Listings from which reduction-in-force (RIF) actions have been taken (GRS 01/17b(1)).	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	b. Other listings.	Disposable. Destroy when superseded.
12E021-12E024..	Reserved.	
12E025.	Separations, demotions, and reduction-in-force (NC1-269-81-4). Documents created in reviewing	Temporary. Cut off at the end of the fiscal year; destroy 3 years after

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	recommendations, determining actions, and notifying employees regarding demotion, reduction-in-force, and termination of employment, but excluding documents required for filing in the appeals or grievances files and the official personnel folder. Included are notices of RIF, demotion, or removal actions, control record cards, letters of charges, and related records.	cutoff.
12E026-12E029.12E030.	Reserved. Special employee programs (NC1-269-81-4) Documents created in coordinating a program for the maximum utilization for the capabilities of the handicapped, underprivileged, veterans, disabled veterans, and Vietnam veterans. Included are statistical reports, promotional materials, and related records.	Disposable. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12E031-12E034.12E035.	Reserved. Approval actions (GRS 01/14b) Documents accumulated by the Office of Personnel, in reviewing, processing, and controlling all personnel actions which require Central Office or OPM approval. Included are higher grade placement actions, within-grade raise actions, suspensions, demotions, and removals; appointments of experts, consultants, and uncompensated employees; and related records.	Temporary. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
12E036-12E039.12E040.	Reserved. Recruitment files (GRS 01/3). Documents created in planning, coordinating, advertising, and conducting recruitment of personnel, including college graduates, management intern and cooperative workstudy programs, and summer and youth opportunity employment programs. Included are general recruitment plans, documents created in advertising, special studies relating to recruitment problems, advertising plans, plans for visitation programs, surveys of college labor markets, applications, OPM rosters, brochures, general reports and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12E041-12E044.12E045.	Reserved. OPM certificates (GRS 01/5) Documents created in obtaining from OPM lists of certificates of eligibles and reporting on action taken on certificates. Included are requests for certification, certificates of eligibles, statements of reasons for	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	passing eligibles, and related records.	
12E046- 12E049. 12E050.	Reserved. Applicant rosters (GRS 01/15). Documents accumulated to provide an index to applications of qualified eligibles in terms of preference rating for employment. Included are examination scores, evidence of military service and previous employment, and related records.	Temporary. Cut off at the end of the fiscal year; hold 2 years after cutoff or until after OPM inspection, whichever is sooner; and destroy.
12E051- 12E054. 12E055.	Reserved. Examinations (NC1-269-81-4). Documents created in coordinating GSA employment requirements with the Office of Personnel Management Board of Examiners in order that examinations may be established, opened, or revised. Included are recommendations, comments, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12E056- 12E059. 12E060.	Reserved. Details (NC1-269-81-4). Documents accumulated in receiving and acting on requests for approvals of temporary assignment of GSA employees to other offices within GSA, to other Federal agencies, to congressional committees, or to world organizations without change in civil service status or pay status. Included are requests for personnel actions, requests for extension, referrals, and related records.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12E061- 12E064. 12E065.	Reserved. Career program files (NC1-269-81-4). Documents created in developing a career plan program. Included are staffing requirements, career objectives, training programs consisting of formal training, job rotation development details, crosstraining assignments, understudy assignments, correspondence, and related records.	Disposable. Destroy when superseded or obsolete.
12E066- 12E069. 12E070.	Reserved. Career folders file (NC1-269-81-4). Individual folders maintained for each participant containing personal data statements, summary of the counseling session, the individual development plan, a tentative schedule of development assignments, and related records.	Temporary. Place in inactive file following separation; destroy when 1 year old.
12E071- 12E074..	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12E075.	<p>Executive interchange plan file (NC1-269-81-4). Documents created in broadening the experiences and capabilities of GSA executives and potential executives through a variety of development experiences in GSA, other Federal agencies, State and local governments, or in private industry. Included are exchange agreements, nomination lists, and related records.</p>	<p>Temporary. Cut off at the end of the fiscal year when superseded, canceled, or obsolete; destroy 1 year after cutoff.</p>

This appendix provides documentation, maintenance, and disposition instructions for records accumulated in processing personnel records. More specifically, these records are accumulated in processing, controlling, and maintaining official personnel folders; answering inquiries regarding employees; controlling personnel reports, and technically reviewing personnel records maintained for independent agencies and commissions. These records are created pursuant to GSA orders and handbooks of the 9000 subject classification series, and the Federal orders and handbooks of the 9000 subject classification series, and the Federal Personnel Manual.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12F001.	<p>Official personnel folders. Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required for inclusion in official personnel folders.</p> <p>a. Records filed on right side of the folder (GRS 01/1).</p> <p>b. Records filed on left side of folder (GRS 01/10).</p> <p>c. Official reprimands (GRS 1/23(a)(2)).</p>	<p>Temporary. When employee separates, cut off, hold 30 days, and transfer to the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63318, except as provided in the Federal Personnel Manual. When employee transfers, send to gaining office.</p> <p>Temporary. Destroy after 1 year, or before transferring folder, whichever is sooner.</p> <p>Temporary. Review at least annually; destroy when supervisor determines that performance has improved.</p>
12F002- 12F004. 12F005.	<p>Reserved.</p> <p>Personnel action reports (GRS 01/16). Documents created in the preparation, coordination, and consolidation of regular and special reports to the OPM. Included are reports on Federal civilian employment, acquisition of handicapped persons, geographical distribution of employment, biennial reports on occupations, other comparable reports, and related records.</p>	<p>Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>

This appendix describes records accumulated in identifying, selecting, developing, and assigning candidates for GSA Senior Executive Service (SES) programs.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12G001.	GSA Executive Resources Board activities files (NC1-269-81-4). Documents created as a result of meetings of the GSA Executive Resources Board. These meetings are held to direct and review the Executive Resources Program and recommend changes in the program. Included are agenda, minutes and reports of meetings, lists of members, and other documentation of discussion held or actions taken.	Temporary. Cut off at the end of the fiscal year, hold 3 years and retire to FRC. Destroy 5 years after cutoff.
12G002-12G004.12G005.	Reserved. Program planning and promotion (NC1-269-81-4). Documents accumulated in the development and execution of plan for the operation of the career executive development program. Included are documents used in announcing and promoting the program and arranging for the allocation of funds or facilities, and related records.	Disposable. Destroy when superseded or obsolete.
12G006-12G009.12G010.	Reserved. Executive position listings (NC1-269-81-4). Lists, cards, or registers showing names of GSA Executives.	Disposable. Destroy when superseded or obsolete.
12G012-12G014.12G015.	Reserved. Executive assignment applications (NC1-269-81-4). Documents pertaining to individual candidates for, or members of the GSA Senior Executive Service. Included are applications, recommendations, documents reflecting performance evaluations, assignments, and related records.	Temporary. Place in inactive file following separation from the agency; cut off at end of fiscal year. Destroy 3 years after cutoff.
12G016-12G019.12G020.	Reserved. Executive assignment referral certificates (GRS 01/15) Listings of candidates who were referred for consideration for executive assignment positions.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff, or after OPM evaluation, whichever occurs first.
12G021-12G024.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12G025.	Executive manpower staffing goal files (NC1-269-81-4). Documents created to record the number of high-potential midmanagers and incumbent executives required to ensure qualified executive replacements. Included are routine and special reports, evaluation studies, individual career plans, pamphlets, agenda and minutes of meetings, and related records.	Disposable. Destroy when superseded or obsolete.
12G026-12G029.12G030.	Reserved. Executive manpower program files (NC1-269-81-4). Documents created in reviewing the GSA Executive Resources Program and recommendations to the Administrator, assessing executive capability, establishing priorities, and related activities. Included are correspondence on executive inventory lists, applications assignments, and related records.	Temporary. Cut off at the end of the fiscal year, hold 3 years and retire to FRC. Destroy 8 years after cutoff.
12G031-12G034.12G035.	Reserved. Senior Executive Service (SES) employees performance records (GRS 01/23b). Documents maintained to serve as the official record of an SES employee's performance. These records are subject to Governmentwide regulations governing Employee Performance File System Records, 5 CFR 293, Subpart D. Included are performance plans; performance ratings and related support documents; and records of the Performance Review Board and the Executive Resources Board that relate to the performance appraisal process or an individual employee's performance.	Transfer with OPF to the National Personnel Records Center or to the gaining agency, as appropriate, when the employee separates or transfers. For disposition of individual document categories, see 12G035a through 12G035c.
	a. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Disposable. Destroy when superseded.
	b. Senior Executive Service (SES) employees performance records (GRS 01/23b). All other performance appraisals, along with job elements and standards on which they are based.	Temporary. Cut off at end of fiscal year after appraisal. Destroy 5 years after cutoff, excepting any interim service as a Presidential appointee.
	c. Supporting documents.	Disposable. Destroy when no longer needed.

This appendix describes records accumulated in developing policies, procedures, and guidelines for the training and development of GSA employees; conducting agencywide surveys of training needs; planning and coordinating agencywide training activities in areas such as general orientation, office skills, supervisory development, middle management, and executive development; developing or assisting in the development of courses of instruction for training; training activities conducted by, and relating to program functions of services and staff offices, assisting in the development of agencywide, regional, or individual training agreements and negotiating them with the Office of Personnel (OPM); preparing, reviewing, and commenting on proposed training contracts; and reporting of training activities. This appendix also describes records accumulated as a result of assisting in the development and conduct of training programs for personnel outside of GSA. Instructions governing the creation of these records are provided in 5 U.S.C. 1308 and 4101-4118 (the Government Employees Training Act); the Federal Personnel Manual; the GSA Administrative Manual, ch. 3, parts 4 and 5 (OAD P 5410.1); the Training Handbook (OAD P 3610.17); and other GSA directives in the 9400 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12H001.	Training administrative files (NC1-269-81-5). Documents created in the general administration of employee training programs. Included are inventories of available training resources, requests for information on training activities, and related records not described elsewhere in this appendix.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12H002- 12H004. 12H005.	Reserved. Training authorization records (NC1-269-81-5). Documents used in controlling and recording the assignment of document numbers to employee training authorizations. Included are registers, log sheets, or similar authorization documents and related records.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12H006- 12H009. 12H010.	Reserved. Training courses and programs (NC1-269-81-5). Documents accumulated in establishing and conducting training courses and programs, and courses of instruction for employees; and negotiating with OPM, other Federal agencies, and non-Government organizations for the establishment and provision of training courses and programs. Included are contracts, agreements with outside agencies or organizations, records of meetings and discussions, course outlines, program instructions, and related records.	Temporary. Cut off at the end of the fiscal year when superseded, training program or course is completed, or contract is terminated. Destroy 2 years after cutoff.
12H011- 12H014. 12H015.	Reserved. Federal executives training (NC1-269-81-5). Records accumulated in the selection of candidates from GSA to participate in training programs sponsored by Government agencies. Included are invitations from program sponsors to GSA to submit names of candidates, letters of application,	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>recommendations, selection and rejection of candidates, personnel summaries, and related records.</p> <p>a. List of selectees.</p> <p>b. Otyher records.</p>	<p>Disposable. Maintain list of selectees until no longer needed.</p> <p>Disposable. Cut off at the end of the fiscal year; destroy 2 years after dutoff.</p>
12H016-12H019.20H020.	<p>Reserved.</p> <p>Individual trainee files (NC1-269-81-5). Documents accumulated to record personal data and progress of individual employees participating in the management intern or upward mobility program or other formal professional, technical, or clerical training program under a training agreement. Included are evaluations, correspondence, and other papers showing progress of trainees; training timetables; and similar information as well as semiannual ADP listings of training courses attended by individual trainees, and related records.</p> <p>a. Records of management interns and other trainees.</p> <p>b. ADP listings.</p>	<p>Temporary. Cut off at the end of the fiscal year following completion of training; destroy 3 years after cutoff.</p> <p>Disposable. Destroy when no longer needed.</p>
12H021-12H024.12H025.	<p>Reserved.</p> <p>Training needs and plans (NC1-269-81-5). Documents accumulated in conducting studies to determine training needs, developing plans for training, and recording major accomplishments. Included are progress reports, studies, correspondence, and related records.</p>	<p>Disposable. Cut off at the end of the fiscal year; destroy 3 years after cutoff.</p>
12H026-12H029.12H030.	<p>Reserved.</p> <p>Training reports. Documents reflecting actual training and accomplishments. Included are monthly, quarterly, semiannually, or annual reports of training accomplishments; summary reports (including the annual report to OPM); special training reports; study reports; and related records.</p> <p>a. Central Office record copy (GRS 01/29b). Reports generated by CO office of record.</p>	<p>Temporary. Cut off at the end of the fiscal year, hold 2 years and retire to FRC. Destroy 5 years after cutoff.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other offices.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12H031- 12H034. 12H035.	Reserved. Training facilities and equipment (NC1-269-81-5). Documents accumulated in the acquisition and use of training and conference rooms and training equipment. Included are purchase requisitions, descriptive literature, and related records.	Disposable. Destroy when superseded or obsolete.
12H036- 12H039. 12H040.	Reserved. Training manuals and materials (NC1-269-81-5). Copies of training materials created and developed for courses or sessions. Included are lesson plans, workbooks, a copy of each syllabus, textbooks, handouts, training aids and related records.	Disposable. Destroy when superseded or obsolete.
12H041- 12H044. 12H045.	Reserved. Interagency and other training (NC1-269-81-5). Documents accumulated in assisting in the development and conduct of training programs for employees of other Federal agencies, contract employees, employees of international organizations, and foreign nationals who are engaged in activities of functional interest to GSA. Included are records of meetings and discussions about training activities, correspondence reflecting advice and assistance, requests for information and replies, and related records.	Temporary. Cut off at the end of the fiscal year following completion of training program or course; destroy 2 years after cutoff.

This appendix describes records related to the Ethics and Civil Rights programs. These records are concerned with ensuring equal opportunity in Federal employment and with nondiscrimination in Federal Financial Assistance Programs without regard to race, color, religion, sex, age, physical or mental handicap, or national origin, and reprisals. The records are created under title VII of the Civil Rights Act of 1964; the Equal Opportunity Act of 1972; title VI of the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967 ; section 606 of the Federal Property and Administrative Services Act of 1949, Executive Order 11478; and rules and regulations implementing these authorities. The records are accumulated by the Civil Rights Division of the Office of Ethics and Civil Rights staff, Employee Appeals and Review staff; Office of the Administrator, Heads of Services and Staff Offices in Central Office and regional EEO Offices conducting Federal programs and activities.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I001.	Equal employment opportunity counselors (NC1-269-81-1). Documents appointing or designating individuals by name, organization, and location to serve as EEO counselors.	Disposable. Destroy when superseded or obsolete.
12I002-12I004.	Reserved.	
12I005.	Equal employment opportunity counseling files. Documents created in counseling employees in regard to complaints of discrimination. Included are copies of GSA Form 2648, EEO Counseling Report; notes or summaries of counseling sessions; and similar records.	Disposable. Forward to Office of Ethics and Civil Rights when complainant decides to file a formal complaint or destroy when no longer needed. NOTE: These records are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this act.
12I006-12I009.	Reserved.	
12I010.	Affirmative Action Plans (AAP). Documents containing numerical objectives (goals), timetables, strategies, and specifications designed to implement affirmative action programs in the Central Office and regional offices; and related records. a. Agency copy of consolidated (AAPs) (GRS 01/25h(1)). b. Agency feeder plans to consolidated AAP(s) (GRS 01/25h(2)). c. Report of on-site reviews of Affirmative Action Programs (GRS 01/25h(3)).	Temporary. Destroy 5 years from date of plan. Temporary. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. Temporary. Destroy 5 years from date of report.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	d. Agency copy of annual report of Affirmative Action accomplishments (GRS 01/25h(4)).	Temporary. Destroy 5 years from date of report.
12I011-12I014.	Reserved.	
12I015.	Civil rights evaluations (NI-269-92-2). Documents accumulated while evaluating civil rights programs of organizational elements to determine (a) the extent of regional efforts toward providing equal employment opportunities (EEO) in hiring and internal management of human resources, (b) the areas in which personnel policies, procedures, and practices are a deterrent to equal employment opportunities; (c) the effectiveness and efficiency of the administration of civil rights programs; and (d) the effectiveness of the discrimination complaints processing program.	
	a. Central Office.	Temporary. Cut off at end of fiscal year; hold 2 years; and retire to FRC. Destroy 5 years after cutoff.
	b. Regional office.	Temporary. Cut off at end of fiscal year; destroy 5 years after cutoff.
12I016-12I019.	Reserved.	
12I020.	Equal employment activity reports (N1-269-81-1). Documents accumulated in collecting, preparing, and reporting data by race, national origin, sex, or handicap and information on accessions, separations and promotions, training and other employment activities. Included are printouts and related records.	
	a. Central Office.	Temporary. Cut off at end of fiscal year; hold 2 years; and retire to FRC. Destroy 5 years after cutoff.
	b. Regional offices.	Temporary. Cut off at end of fiscal year; destroy 1 year after cutoff.
12I021-12I024.	Reserved.	
12I025.	Agency discrimination complaint case files.	
	a. Documents created in investigating or requesting investigations of complaints of discrimination by	Temporary. Destroy 4 years after final action on case.

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

employees of GSA and applicants for employment with GSA, complaints, recommending or directing corrective action, and reporting information on the processing and disposition of each case (GRS 01/25a).

NOTE 1: These records are vital records (see ch. 5-2, GSA Records Handbook).

NOTE 2: These records are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this act.

b. Duplicate case files or documents pertaining to investigation requests; correspondence and reports from operating officials, supervisors, and other employees that are requested as a consequence of the complaint; investigative reports; hearing transcripts or summaries; notifications of disposition of cases; reports regarding the processing and disposition of each case; and related records (GRS 01/25b).

Disposable. Destroy 1 year after final action of case.

12I026-
12I029.

Reserved.

12I030.

Discrimination complaint status reports (NI-269-92-2). Documents created in reporting data on the number of discrimination complaints on hand, received during the reporting period, closed during the reporting period, and number of cases in progress. Included are status reports to the Equal Employment Opportunity Commission, regional reports used in preparing GSA consolidated reports, and related records.

Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.

12I031-
12I034.

Reserved.

12I035.

Equal employment statistics (NC1-269-81-1). Documents created in collecting, preparing, and reporting data on employee opportunities regardless of race, color, religion, sex, age, physical or mental handicap, or national origin. Included are requests for copies of special reports, responses to requests, minority group reports, reports on the status of females, and the handicapped employees, and related records.

Temporary. Cut off at the end of the fiscal year; hold 2 years; and retire to FRC. Destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I036-12I039.	Reserved.	
12I040.	Special emphasis programs and project records. Documents accumulated in planning, administering, conducting, and assisting in special emphasis programs and projects nationwide that are not identified with other projects, and programs listed elsewhere in this appendix or in sh. 1. Included are projects or programs that may be requested by the Administrator as a means of keeping informed of local minority, women, or handicapped services programs.	Disposable. Destroy when no longer needed for administrative purposes.
12I041-12I044.	Reserved.	
12I045.	Nondiscrimination in federal financial assistance programs. Documents reflecting the general and specific records related to compliance actions taken by the agency and recipients to ensure nondiscrimination in federal financial assistance programs.	Disposable. Destroy when superseded or obsolete.
12I046-12I049.	Reserved.	
12I050.	Responsible officials of Federal financial assistance programs (NC1-269-81-1). Documents accumulated that list officials of agency, State and local governments, and other officials responsible for ensuring nondiscrimination in federally assisted programs. Included are descriptions of their requirements, functions, responsibilities, and general compliance records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12I051-12I054.	Reserved.	
12I055.	Recipient assurance records (NC1-269-81-1). Documents accumulated from applicants or recipients for determining compliance with statutes and regulations governing nondiscrimination. Included are race and sex data of beneficiaries served, compliance activities planned by the recipient to ensure nondiscrimination, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
12I056-12I059.	Reserved.	
12I060.	Self analysis records (NC1-269-81-1).	Temporary. Cut off at the end of the

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Documents accumulated from recipients' self-evaluations in administering the Federal financial assistance programs, including plans from recipients detailing recommendations to remedy deficiencies, and progress reports of corrective actions.	fiscal year; destroy 3 years after cutoff.
12I061-12I064.	Reserved.	
12I065.	Data and information collection records (NC1-269-81-1). Documents accumulated by the agency to identify the eligible population and measure delivery of Federal financial assistance programs benefits so that the quality and quantity of the benefits and services delivered are on a fair and equitable basis. Included are demographic data, race, ethnic statistics, and other relevant records.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
12I066-12I069.	Reserved.	
12I070.	Interagency cooperation and delegation agreement. Agreements between GSA and other Federal agencies to cooperate in administering assistance or jointly coordinating compliance, and delegating lead agencies for compliance. Included are status reports from Federal agencies, cooperation agreements for monitoring compliance, and related records.	Disposable. Destroy when no longer needed for administrative purposes.
12I071-12I074.	Reserved.	
12I075.	Postaward compliance records (NC1-269-81-1). Documents accumulated from conducting desk audits, reviews of recipient's self-analysis, progress reports, onsite reviews, program reviews, and routine program reviews conducted by other agencies. Included are reports, copies of complaints, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 7 years after cutoff.
12I076-12I079.	Reserved.	
12I080.	Onsite review records (NC1-269-81-1). Documents created in conducting onsite reviews of a recipient's performance. Included are evaluations, summaries, copies of interviews, survey reports, and related records.	Temporary. Cut off at the end of the fiscal year; destroy 7 years after cutoff.
12I081-12I084.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I085.	Investigation complaint records (NI-269-92-2). Documents created in compiling the investigation complaints file and establishing the investigative report. Included are written complaints alleging discrimination, analyses of information submitted by complainant, reports, summaries of findings, affidavits, determinations, and related records.	Temporary. Cut off at the end the fiscal year after completing action; hold 2 years; and retire to FRC. Destroy 4 years after cutoff. NOTE 1: These records are subject to the Privacy Act of 1974 and must be maintained and disposed of in accordance with this act. NOTE 2: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I086-12I089.	Reserved.	
12I090.	Administrative sanction hearing records (NI-269-92-2). Documents accumulated in response to a request by a respondent for an administrative hearings. Included are requests to waive hearings, written arguments for the record, hearing transcripts, evidence, briefs, and related records.	Temporary. Cut off at the end of the fiscal year on completing action; hold 2 years; and retire to FRC. Destroy 4 years after cutoff. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I091-12I094.	Reserved.	
12I095.	Decisions and notices (NI-269-92-2). Documents related to actions taken by the Administrative Judge (AJ) who certifies the entire hearing record, which includes findings and a proposed decision to the Administrator. The AJ transmits certified copies to respondents, participants, the Special Counsel for Ethics and Civil Rights, and recipient. Included are written arguments to the Administrator and information regarding the Administrator's acceptance, rejection, modification, and final decision on the AJ's recommended findings and proposed decision.	Temporary. Cut off at the end of the fiscal year after completing action; hold 2 years; and retire to FRC. Destroy 4 years after cutoff. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I096-12I104.	Reserved.	
12I105.	Conciliation records (NC1-269-81-1). Documents created in notifying the Assistant Attorney General, Department of Justice, or Civil Rights Division on noncompliance actions. Included are summaries of findings, plans to correct noncompliance, and notices to recipients or respondents.	Temporary. Cut off at the end of the fiscal year after completing action; hold 2 years; and retire to FRC. Destroy 5 years after cutoff. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I106-12I109.	Reserved.	
12I110.	Administrative sanctions records (NC1-269-81-1). Documents created as a result of actions taken by the Director of Personnel or the Administrator when a respondent fails to satisfy conciliation agreements. Actions include, but are not limited to, refusing to provide, deferring, terminating, or suspending Federal financial assistance to a respondent.	Temporary. Cut off at the end of the fiscal year after completing action, hold 2 years, and retire to FRC. Destroy 5 years after cutoff. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I111-12I114.	Reserved.	
12I115.	Compliance activity report records (NC1-269-81-1). Documents reflecting the status of compliance activities. Included are reports, evaluations, analyses, and related records.	Temporary. Cut off at the end of the fiscal year; hold 2 years; and retire to FRC. Destroy 3 years after cutoff.
12I116-12I124.	Reserved.	
12I125.	Governmentwide contract for investigating discrimination complaints and preparing investigative reports (N1-269-92-2). Documents from investigating discrimination complaints and resulting reports. Included are technical guidance, modifications, amendments, and related documents.	Disposable. Destroy when contract expires or is closed out.
12I126-12I129.	Reserved.	
12I130.	Nondiscrimination in Federal programs and activities (N1-269-92-2). Documents accumulated from Heads of Services and Staff Offices related to evaluating GSA's programs to determine if there are barriers to individuals with handicaps.	Disposable. Destroy when no longer need.
12I131-	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I139.		
12I140.	<p>Self-evaluation of Federal programs and activities (NI-269-92-2). Reports relating whether an agency has barriers to individuals with handicaps. Included are reports with target dates to remove barriers.</p> <p>a. Reports that identify no barriers to individuals with handicaps.</p> <p>b. Reports that identify barriers to individuals with handicaps, and include a time table for removal of those barriers.</p>	<p>Temporary. Cut off at the end of the fiscal year after the survey is received; destroy 3 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year after all time tables achieved. Destroy 4 years after cutoff.</p>
12I141-12I144.	Reserved.	
12I145.	<p>Technical assistance guides (N1-269-92-2). Documents related to sources from which information and aids can be obtained to ensure access of handicapped individuals to programs and activities conducted by GSA.</p>	Disposable. Destroy upon receiving yearly update.
12I146-12I149.	Reserved.	
12I150.	<p>Discrimination complaints (NI-269-92-2). Copies of complaints alleging discrimination with respect to access to programs administered by GSA. Included are complaints about architectural barriers in Federally owned or leased buildings.</p>	Temporary. Destroy 3 years after receipt and acceptance of a complaint.
12I151-12I159.	Reserved.	
12I160.	<p>List of deputy standards of conduct counsellors (N1-269-92-2). Documents designating GS/GM employees and attorneys in the Offices of General Counsel and Inspector General, and one attorney on the GSA Board of Contract Appeals.</p>	Disposable. Destroy when superseded or obsolete

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I161-12I164.	Reserved.	
12I165.	Request to Inspect or Receive Copies of SF-278, Financial Disclosure Report (OPM Form 201) (NI-269-92-2). Documents containing requests by individuals to review the SF 278.	Temporary. Destroy 6 years after date of request
12I166-12I169.	Reserved.	
12I170.	Ethics Opinions (NI-269-92-2). Information related to employees' or their supervisors' request for information on conflict of interest or standards of conduct matters. Topics include conflicting financial interests, gratuities, outside employment, post-employment, and procurement integrity matters.	Disposable. Review at end of fiscal year; destroy when no longer needed. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I171-12I174.	Reserved.	
12I175.	Administrative hearing records (NI-269-92-2). Documents generated during an administrative hearing under the old post-employment restrictions of 18 U.S.C. sec. 207.	Temporary. Destroy 6 years after the decision is rendered or when no longer needed for reference, whichever is sooner. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I176-12I179.	Reserved.	
12I180.	Survey reports (NI-269-92-2). Annual documents filed with OGE on the state of the agency's ethics program.	Temporary. Destroy 6 years after the report is forwarded to OGE.
12I181-12I184.	Reserved.	
12I185.	Certificates of Divestiture (NI-269-92-2). Documents collected under sec. 1043 of the Internal Revenue Code of 1986 and the Ethics Reform Act of 1989, including implementing regulations permitting the issuance of a certificate of divestiture to an "eligible person" who is required to dispose of property to comply with conflict of interest requirements.	Temporary. Destroy 6 years after OGE issues Certificate. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I186-12I189.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
12I190	Exemptions and waivers (NI-269-92-2). Documents collected under sections 203(d), 205(e), and 208(b) of title 18, United States Code.	Temporary. Destroy 6 years after waiver is issued. NOTE: These records are vital records (see ch. 5-2, GSA Records Handbook).
12I191-12I194.	Reserved.	
12I195.	Ethics program files (N1-269-92-2). Files pertaining to implementing the ethics program. This category does not apply to 9B30 reading files.	Disposable. Review at end of fiscal year; destroy when superseded or obsolete.
12I196-12I199.	Reserved.	
12I200.	Travel review files (NI-269-92-2). Documents collected under 31 U.S.C. sec. 1353, Governmentwide regulation, and internal GSA policy. Included are documents which determine whether the agency can accept travel expenses from a non-Federal source.	except documents needed in an investigation must be kept until no longer needed in the investigation.
	a. Documents not needed in an investigation.	Temporary. Cut off at end of fiscal year after request filed with the Special Counsel. Destroy 6 years after cutoff.
	b. Documents needed in an investigation.	Maintain and destroy with investigatory case file.
12I201-12I204.	Reserved.	
12I205.	GSA's Annual Training Plan Review (N1-269-92-2). Documents collected under secs. 301(b) and (c) of Executive orders 12674 and 12731. The annual report must be approved by the Office of Government Ethics.	Disposable. Review at end of fiscal year; destroy when no longer needed.

SCHEDULE 13. PROPERTY RECORDS

1. General. This schedule provides documentation, maintenance, and disposition instructions for records relating to real and personal property management.

- a. Appendix 13-A. Personal Property Utilization and Disposal Program Records
- b. Appendix 13-B. Personal Property Rehabilitation Program Records
- c. Appendix 13-C. Real Property Appraisal and Acquisition Records
- d. Appendix 13-D. Real Property Disposal Program Records
- e. Appendix 13-E. Real Estate Acquisition and Planning Records
- f. Appendix 13-F. Arts and Historic Preservation Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix provides documentation and maintenance and disposition instructions for personal property utilization and disposal program records. Utilization and disposal is concerned with the utilization and transfer of excess personal property between Federal agencies and their contractors or grantees; the disposal of surplus personal property by donation, sale, abandonment or destruction; and the establishment and operation of surplus personal property sales centers. These records are accumulated by offices in the Central Office and regional counterparts and by surplus property sales centers. This appendix does not apply to records created in using and disposing of ADP equipment described in sh. 4.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13A001.	Excess property catalogs and bulletins (NC1-291-81-1). Information relating to the preparation and issuance of numbered publications used in screening excess personal property for utilization by other Federal agencies. Included are coordinating actions; official file copies of the published bulletins, catalogs or other publications; and related records.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
13A002-13A004.	Reserved.	
13A005.	Excess property requirements (NC1-291-81-1). Information used in reviewing reports of excess personal property for items required, in special demand, used by specific agencies, for redistribution through the FSS stores system or for storage for future use. Included are agency requests for property, want lists, similar documents and related records.	Disposable. Review at the end of the fiscal year; destroy individual items when no longer needed.
13A006-13A009.	Reserved.	
13A010.	Personal property utilization case files (NC1-291-81-1). Information accumulated in receiving reports of, screening for utilization of, and transferring, excess personal property. Included are reports of excess, notifications of availability, lists of agencies notified, requests of transfer, notices of transfer and other transfer documents, determinations, correspondence and related records.	Temporary. Withdraw and place in inactive file following completion of transfer or transaction. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.
13A011-13C014.	Reserved.	
13A015.	Personal property donation files (NC1-291-81-1). Information relating to the donation of personal property to eligible non-Federal organizations and institutions. Included are reports of excess, requests for property, notices of availability, determinations relating to donation of property, surplus property releases, correspondence and related records.	Temporary. Place in inactive file following completion of transaction. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13A016-13A019.	Reserved.	
13A020.	<p>Reserve excess property files (NC1-291-81-1). Information accumulated in storing excess personal property that has a high utilization potential and was not transferred or selected for redistribution or rehabilitation during the screening phase. Included are inventories, cards and lists of property; excess property reports; correspondence concerning the property; and related records.</p> <p>a. Records relating to establish sales centers.</p> <p>(1) Central Office (NC1-291-81-1).</p> <p>(2) Other offices (N1-291-91-2).</p> <p>(a) Annual report (N1291-91-2).</p> <p>(b) Other records (NC1-291-81-1).</p> <p>b. Records relating to sales centres not established (NC1-291-81-1).</p> <p>(1) Central Office.</p> <p>(2) Other offices.</p>	<p>Temporary. Cut off at the end of the fiscal year.</p> <p>Hold 5 years and retire to FRC. Destroy 20 years after cutoff.</p> <p>Destroy 10 years after cutoff.</p> <p>Hold 1 year and retire to FRC. Destroy 4 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year following disapproval.</p> <p>Destroy 5 years after cutoff.</p> <p>Destroy 1 year after cutoff.</p>
13A026-13A029.	Reserved.	
13A030.	<p>Personal property sales case files. Information accumulated in the sale of Government personal property by GSA. These records consist of case files documenting sales of individual items or lots of personal property that include reports of excess property; reports of personal property for sale; sales letters; memorandum receipts; announcements of sale; advertising orders and vouchers; requests for bids; abstracts and tabulations of bids; registers of bidders and persons inspecting property; sales analysis reports; correspondence; and other related records. They also contain buyer contract files (documenting completed sales with each buyer of personal property) that include general terms and conditions, sale of Government property invitations, sales slips, spot and auction bid cards or similar bid forms from successful bidders, notices of award, certificates of release of property, correspondence</p>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	with buyer and related documents.	
	a. Case files with transactions of more than \$25,000 (GRS 04/3a).	Temporary. Cut off when final payment is received, place in inactive file for 2 years, and retire to FRC. Destroy 6 years after cutoff.
	b. Case files with transactions of \$25,000 or less (GRS 04/3b).	Temporary. Cut off when final payment is received, place in inactive file and hold locally for 3 years, and destroy.
	c. Case files covering hazardous materials (N1-269-93-1).	Temporary. Cut off when final payment is received, place in inactive file and hold locally for 3 years, and retire to FRC. Destroy 10 years after cutoff.
	d. Case files covering sale of aircraft (GRS 04/3a).	Temporary. Cut off when final payment is received, place in inactive file and hold locally for 6 years, and destroy.
13A031-13A034.	Reserved.	
13A035.	Surplus property precedential case files (N1-269-93-1). Case files on sales of surplus personal property documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Disposable. Cut off upon completion of project or sale; destroy when no longer needed. NOTE: If this is the original case file, and not a non-record copy, the original must be retained at least as long as provided under 13A030. Non-record copies may not be retired to the FRC.
13A036-13A039.	Reserved.	
13A040.	Abandoned or destroyed property files (NC1-291-81-1). Information accumulated in recommending, finding, determining and approving the abandonment or destruction of personal property that (1) has no commercial value, (2) care and maintenance exceeds the estimated proceeds from its sale, or (3) is determined to be a health hazard. Included are public announcements, invitations to bid, recommendations, inspection reports, determinations and findings, copies of research reports, board recommendations and approvals and related records.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Central Office.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	b. Regional offices.	Temporary. Cut off at the end of the fiscal year; hold 1 year and retire to FRC. Destroy 3 years after cutoff.
13A041-13A044.	Reserved.	
13A045.	Holding agency sales files (NC1-291-81-1). Information accumulated in assisting holding agencies in planning and conducting sales of surplus personal property and in receiving reports and other documents on sales conducted by holding agencies. Included are copies of agency invitations to bid, related literature and pertinent correspondence.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
13A046-13A049.	Reserved.	
13A050.	Personal property activities register (NC1-291-81-1). Registers containing data on personal property utilization and disposal activities, such as actions taken on reports of excess property, certificates of unavailability issued, utilization officers' activities, donation requests received and approved, utilizations achieved, surplus determinations made and similar matters.	Temporary. Cut off after date of final entry; destroy 2 years after cutoff.
13A051-13A054.	Reserved.	
13A055.	Utilization and disposal reports. Information that reflects personal property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national, summary and consolidated reports of personal property reported as excess; agency reports on the utilization and disposal of excess and surplus personal property, including property replaced under the exchange/sale authority; machine-prepared reports on utilization, donation, transfer and sale of excess and surplus personal property, including property in contractor inventories; other reports and listings; and related records.	
	a. Governmentwide and agencywide consolidated and summary reports accumulated at the Central Office (NC1-291-81-1).	Temporary. Cut off at the end of the fiscal year; hold 1 year and retire to FRC. Destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other reports (Nc1-291-81-1).	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	c. Machine listings (NC1-291-81-1).	Disposable. Destroy when no longer needed.
	d. Unusual cases (determined as significant by management) NC1-291-81-1).	Disposable. Destroy when no longer needed.
13A056-13A059.	Reserved.	
13A060.	Property recovery records (NC1-291-81-1). Information created in providing for the preservation or collection of wrecked, abandoned or derelict property within the jurisdiction of, and which should come to, the United States. These records may be referred to as "Treasure Trove" or "Hidden Treasure" records. Included are records reflecting existence, description, location and plans for the recovery of the property or alleged treasure; inquiries, applications and copies of contracts; other agency comments; and related records.	
	a. Applications.	Temporary. Remove applications and related records that result in a contract and file them in the contract case file in sh. 5. Cut off other applications at the end of the fiscal year; destroy 2 years after cutoff.
	b. Routine inquires and replies	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
13A061-13A064.	Reserved.	
13A065.	Compliance/noncompliance files (NC1-291-81-1). Information pertaining to compliance/noncompliance by a State agency donee such as a copy of the Report of Compliance Activity, letters, memos, police reports, FBI reports, court judgments, criminal indictment reports, State agency invoices, distribution documents, newspaper accounts, State law and other supportive documentation.	Temporary. Place in inactive file on completion of case. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.
13A066-13A069.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13A070.	Eligibility donation files (NC1-291-81-1). Information consisting of the application; copy of the IRS letter of exemption; copy of approval, accreditation or license; copy of applicant's program narrative; copy of written authorization signed by the Chief administrative head or a resolution by the governing body of the applicant; copies of the necessary assurances; copy of a statement on the types and kind of equipment needed by applicant; and a copy of letter of determination.	Temporary. Place in inactive file after determination of eligibility. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.
13A071-13A074.	Reserved.	
13A075.	Special donation categories of property files. Documents pertaining to the provisions under section 203(j)(4) of the Federal Property and Administrative Services Act of 1949, as amended, to impose appropriate conditions on the donation of property having characteristics that require special handling or use limitations, including: drugs, biologicals and reagents other than controlled substances; donation of aircraft; and vessels. a. Records relating to the donation of hazardous materials (N1-269-93-1). b. Other records (NC1-291-81-1).	Temporary. Cut off upon donation of material; place in inactive file, hold locally for 3 years and retire to FRC. Destroy 10 years after cutoff. Disposable. Destroy when no longer needed.
13A076-13A079.	Reserved.	
13A080.	State plan files (NC1-291-81-1). Information related to the detailed plan of operation of each State agency. The plan consists of operational authority, designation of the State agency, inventory control and accounting system, return of donated property, financing and service charges, terms and conditions on donated property, unused property that may be donated, fair and equitable distribution, eligibility, compliance and utilization, consultation with advisory bodies and public and private groups, audit, cooperative agreements, liquidation, standard issue forms and conditional transfer documents.	Disposable. Destroy when no longer needed
13A081-13A084.	Reserved.	
13A085.	Personal property accountability. Records relating to accountability for personal property lost	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

or stolen.

a. Ledger records (GRS 18/15a).

Temporary. Cut off after final entry;
destroy 3 years after cutoff.

b. Reports, loss statements, receipts and other
documents relating to lost and found articles.

Disposable. Cut off at end of fiscal
year; destroy 1 year after cutoff.

This appendix provides documentation and maintenance and disposition instructions for records accumulated in the rehabilitation, maintenance, repair and reclamation of excess personal property; the establishment, consolidation or discontinuance of Government rehabilitation facilities; selection of property for rehabilitation; and storage of rehabilitated personal property for future use. These records are accumulated by offices in the Central Office and regions responsible for the personal property rehabilitation program and by rehabilitation facilities or centers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13B001.	Rehabilitation facility establishment files (NC1-291-81-1). Information accumulated in establishing, relocating, consolidating or disestablishing Federal personal property rehabilitation facilities, and in determining whether to obtain rehabilitation services from other organizations instead of establishing Federal facilities. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.	
	a. Records relating to established facilities.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
	b. Files relating to facilities not established.	Temporary. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
13B002-13B009.	Reserved.	
13B010.	Property rehabilitation reports (NC1-291-81-1). Information created in collecting, preparing, computing, recording and submitting data on items of excess personal property rehabilitated or repaired by commercial and Federal facilities, including data on acquisition and rehabilitation costs. Included are commercial and Federal facilities reports, correspondence, workpapers and other documents used in the preparation of the report.	
	a. GSA summary and regional consolidated reports.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
	b. Other reports.	Disposable. Cut off at the end of the fiscal year; destroy 1 year after cutoff.
13B011-13B014.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13B015.	Rehabilitated excess stock files (NC1-291-81-1). Information accumulated in inspecting, filling requisitions for, or issuing, storing and inventorying rehabilitated excess personal property. Included are inspection reports; requisitions; purchase orders; direct delivery orders; storage documents; agency requests; transfer, shipping and transportation documents; and directly related records. Files may be arranged by name, group or class of property.	Temporary. Remove and place in inactive file following disposition of property. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 4 years after cutoff.
13B016-13B019.	Reserved.	
13B020.	Rehabilitated property stock records (NC1-291-81-1). Information containing descriptions, stock balances and other information on rehabilitated excess personal property placed in storage for future use. Included are cards, lists and similar records. Files may be arranged by name, group, class, location of property or using agency.	Temporary. Remove and file in inactive file when all information is transferred to a new card or items appearing on record are no longer in storage. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.
13B021-13B024.	Reserved.	
13B025.	Rehabilitation facility work controls (NC1-291-81-1). Information used in scheduling and controlling work at rehabilitation facilities. These records reflect the name of agency requesting services; requisition, purchase order or invoice numbers; time in and approximate delivery date; charges for services; and related information.	Disposable. Remove and file in inactive file following completion of services and delivery of property to owning agency. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.
13B026-13B029.	Reserved.	
13B030.	Equipment logs (NC1-291-81-1). Information relating to the operation, inspection, repair and maintenance of each item of rehabilitation facility equipment, including installed equipment. Included are log forms (may be attached to the equipment), equipment folders or similar records.	Disposable. Transfer with equipment or destroy upon disposal, cannibalization or abandonment of equipment.
13B031-13B034.	Reserved.	
13B035.	Property rehabilitation files (NC1-291-81-1). Information created in the management and administration of the property rehabilitation service contracting program covering some 30 commodities. Included are unique cases relating to rehabilitation operations not described elsewhere in this appendix.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13B036- 13B039.	Reserved.	
13B040.	<p>Precious material recovery reports (NC1-291-81-1). Information on methods used, savings resulting from, production figures for, surveys pertaining to, and other activities about the recovery of silver, other precious metals and critical materials from excess property. Included are agency reports and records directly related to the precious materials recovery program.</p> <p>a. Governmentwide reports (maintained by the office responsible for preparation).</p> <p>b. Other reports.</p>	<p>Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 6 years after cutoff.</p> <p>Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.</p>

This appendix describes records created in developing, coordinating, and implementing procedures and methods for appraising real property to be acquired by the Government, excess and surplus real and personal property to be disposed of, and rights and interests related to managing real property held by GSA. Property appraisal records are created as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and other directives in the 1005 series. They are accumulated by Central Office and regional offices.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13C001.	General appraisal subjects (NC1-121-79-1). Records relating to appraisal and acquisition of real property that cannot be logically filed in one of the categories of this appendix or in sh. 1B1.	Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 6 years after cutoff. NOTE: This record series contains emergency operating records.
13C002-13C004.	Reserved.	
13C005.	Appraisal schedule and performance reports (NN-170-30). Reports produced for job control and scheduling of appraisals, the status of appraisal, and other control data.	Disposable. Destroy when no longer needed. NOTE: This record series contains emergency operating records and records subject to the Privacy Act of 1974.
13C006-13C009.	Reserved.	
13C010.	Appraisal case files (NC1-121-84-1). Information accumulated as a result of appraisals by GSA staff or by contract appraisers. Included are requests for appraisal estimates, proposals, notices of acceptance of proposals, contracts and amendments, specifications, appraisal reports and supporting documents.	NOTE: This record series contains emergency operating records.
	a. Reports received by the Central Office for spot check only.	Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	b. Case files.	Temporary. Place in inactive file after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. Cut off the inactive file at the end of the fiscal year; hold 5 years and retire to FRC. Destroy 20 years after cutoff.
	c. Abstract or certificate of title (GRS 3/1b).	Temporary. Transfer to purchaser after unconditional sale or release by

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13C011-13C014.	Reserved.	the Government of conditions, restrictions, mortgages or other liens.
13C015.	Register of appraisers (- -). Documents accumulated in maintaining a register of real estate appraisers. Included are applications, documents reflecting appraisal experience, recommendations for selecting applicants, staff analysis of completed appraisals, and related records.	Disposable. Withdraw and place in an inactive file after the appraiser's name is removed from the register. Cut off inactive file at the end of the fiscal year. Destroy 1 year after cutoff.
		NOTE: These records are subject to the Privacy Act of 1974 and should be maintained in accordance with the guidance at ch. 3-12 of the GSA Records Handbook.

This appendix provides documentation and maintenance and disposition instructions for records created in administering programs and activities for the utilization by, and the transfer among, Federal agencies and authorized organizations of excess real property and related personal property; the disposal of surplus real property and related personal property by sale, donation, exchange, lease, permit or transfer; and the care of surplus property pending its disposition. Program records documenting the real property disposal program are created as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and other orders and handbooks of the 4000 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13D001	<p>Real property disposal case files. Information used in (1) reporting as excess real property and related personal property no longer required by Federal agencies, (2) screening for utilization, (3) transferring property between Federal agencies, and (4) disposing of property determined to be surplus to the needs of the Federal Government. Included are reports of excess; notices of availability; requests for withdrawal from excess or surplus; inspection and appraisal reports; requests for property, including authorizations and approvals of disposition; applications for public use; determinations of surplus; transfer, donation, exchange, lease, use permit and assignment, and sales documents; easements and deeds; drawings and specifications; bids and invitations; documents relating to the care of property pending disposition; correspondence with other Federal agencies, State and local governments, private organizations or individuals; and related records.</p> <p>a. Central Office (NC1-291-83-1).</p> <p>b. Regional offices (NC1-291-83-1).</p>	<p>NOTE: This record series contains emergency operating records.</p> <p>Permanent. Cut off following completion of case and send to the appropriate region for retirement to FRC.</p> <p>NOTE: Central Office records cannot be retired to the Washington National Records Center (WNRC). Records retired to the WNRC before November 13, 1984, are permanent records and will be offered to NARA when 25 years old in 5-year blocks. In most cases, CO does not maintain disposal case files, but may keep original documents that must be forwarded to the appropriate region for inclusion.</p> <p>Permanent. Cut off following completion of case; hold 1 year and retire to FRC. Transfer to NARA when 25 years old in 5-year blocks.</p>

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

c. Other records (NC1-291-83-1). Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including (if pertinent as determined by the releasing agency) site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records and allowance lists, as well as duplicate copies of title papers, provided that (1) the records are not scheduled for permanent retention elsewhere in this manual; (2) the records can be segregated without harm to other documents of enduring value, (3) no responsibility is attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance and (4) if the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately on the discontinuance of its use for historic purposes.

Transfer to new custodian on completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

13D002-
13D004.

Reserved.

13D005.

Real property disposal general subject files (NC1-291-81-1). Information relating to real property disposal which cannot logically be filed in other categories of this appendix.

Temporary. Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 9 years after cutoff.

13D006-
13D009.

Reserved.

13D010.

Holding agency real property disposal records (NC1-291-81-1). Information relating to the utilization and disposal of real property and related personal property declared as excess by holding agencies who are designated or delegated authority to act as the disposal agency. Included are reports of excess; descriptions of property; documents relating to the Government's title to the property; notices of availability; correspondence between GSA and other agencies, organizations or individuals; disposal activity control data; surplus determinations; and related records.

Temporary. Withdraw and place in inactive file following disposal by the holding agency. Cut off inactive file at the end of the fiscal year; destroy 1 year after cutoff.

NOTE: This record series contains emergency operating records.

13D011-
13D014.

Reserved.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13D015.	Agency real property requirements (NC1-291-81-1). Information giving Federal agency requirements for real property. These records are used in screening (for Federal use) real property reported as excess.	Disposable. Destroy when no longer needed. NOTE: This record series contains emergency operating records.
13D016-13D019.	Reserved.	
13D020.	Real property inventories (NC1-291-81-1). Inventories of excess and surplus real property reported for disposition. These records are used to answer inquiries about or satisfy requirements for real property.	Disposable. Destroy when no longer needed. NOTE: This record series contains emergency operating records.
13D021-13D024.	Reserved.	
13D025.	Real property activity reports (NC1-291-81-1). Reports and related records containing data on real property utilization and disposal activities, such as actions taken on reports of excess property, certificates of unavailability, reports of utilization officers' activities, donation requests, utilization achieved, surplus determinations made, and similar matters.	Disposable. Destroy when no longer needed. NOTE: This record series contains emergency operating records.
13D026-13D029.	Reservd.	
13D030.	Real property disposal activity controls (NC1-291-81-1). Information used in controlling activities and scheduling disposition of excess and surplus real property. Included are surplus real property operational control notices, real property disposal activity controls and related records.	Temporary. Withdraw and place in inactive file on removal of property from GSA inventory. Cut off inactive file at the end of the fiscal year; destroy 1 year after cutoff. NOTE: This record series contains emergency operating records.
13D031-13D034.	Reserved.	
13D035.	Real property disposal reports (NC1-291-84-1). Information showing real property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national summary, and consolidated reports of real property reported as excess; agency reports on utilization and disposal; machine-prepared reports on utilization, donation, transfer and sale; and related records.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Central Office copies of Congressional and White House (Property Review Board) required reports (NC1-291-84-1).	Permanent. Cut off at the end of the fiscal year; hold 5 years and retire to FRC. Transfer to NARA when 25 years old in 10-year blocks. NOTE: The official file of the Congressional Report, "Explanatory Statement of Proposed Negotiated Sale of Surplus Real Property," is filed with the appropriate case file under 13D001.
	b. Other reports and other office copies.	Disposable. Cut off at the end of the fiscal year. Destroy 2 years after cutoff except machine listings may be destroyed when no longer needed.
13D036-13D039.	Reserved.	
13D040.	Real property utilization surveys (N1-291-86-2). Information relating to the utilization of real property. Included are survey reports, photos, maps, and related correspondence.	
	a. Central Office.	Temporary. Cut off following completion of a case. Hold 1 year and retire to FRC. Destroy 8 years after cutoff. NOTE: This record series contains emergency operating records.
	b. Regional offices.	Disposable. Cut off following completion of case. Destroy 1 year after cutoff.
13D041-13D044.	Reserved.	
13D045.	Pre-excess files (NC1-291-81-1). Correspondence and related documents concerning real property that may be reported as excess to GSA in the future.	Temporary. Cut off at the end of the fiscal year; destroy 5 years after cutoff. Earlier disposal is authorized on receipt of information that property will not be reported as excess. NOTE: On receipt of report of excess, withdraw the related file and place it in 13D001.

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

This records series contains
emergency operating records.

Appendix 13-E

Appendix 13-E. Real Estate Acquisition and Planning Records

This appendix describes records created in planning for, acquiring and developing real property. It also includes planning for, assigning and using space in Government buildings and operating a space management reporting system. The records are created under responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 1600 and 7000 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
13E001	<p>Environmental records (NC1-121-81-1). Documents created and accumulated in preparing, reviewing, and maintaining environmental projects. Included are environmental impact assessments (EIA), findings of no significant impact, environmental impact statements (EIS), historical records on EIA/EIS master plans, environmental quarterly reports, coastal zone management records, records related to floodplains and wetlands, site studies, landscape plans, specialty contract studies, and related records.</p> <p>a. Central Office (N1-269-93-1).</p> <p>b. Regional offices (NC1-121-81-1).</p> <p>c. Environmental Quarterly Reports (N1-269-93-1).</p>	<p>Temporary. Place in inactive file after review of project is completed; hold 2 years and destroy.</p> <p>Permanent. Place in inactive file on completing project; cut off at the end of fiscal year, hold 5 years and retire to FRC. Transfer to NARA when 10 years old.</p> <p>Disposable. Destroy when 2 years old.</p>
13E002.	<p>General real estate records (NC1-121-81-1). Documents related to space planning, acquisition, use and similar activities associated with Federal agencies or private organizations, provided that the records cannot be placed in any of the other records described in this appendix.</p>	<p>Disposable. Cut off at the end of fiscal year. Destroy 2 years after cutoff.</p>
13E003-13E004	<p>Reserved.</p>	
13E005.	<p>Capital improvement and leasing program planning records (N1-269-93-1). Documents created in providing guidance, direction, planning and scheduling to assist regions in developing their programs.</p>	

a. Central Office.	Temporary. Place in inactive file when superseded or obsolete. Cut off inactive file at the end of the fiscal year, destroy 10 years after cutoff.	
b. Other offices.	Disposable. Destroy when superseded or obsolete.	
13E006-13E009.	Reserved.	
13E010.	National program records (NC1-121-81-1). Long-range planning documents created in planning for and identifying proposed projects for new buildings and for extending, converting, or acquiring existing buildings as recommended for programming in the 5-year plan, as follows:	
a. Program records. Documents on border station projects, SSA District Offices, postal acquisitions, historic preservation, policy and procedures reports, and related records. These records are arranged in alphabetical order by subject.	Temporary. Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy 3 years after cutoff.	
b. budget records (NC1-121-81-1). Documents created in the budget formulation for preparing the presentation for construction and acquisition of facilities. These records are arranged chronologically by fiscal year.	Temporary. Cut off at the end of fiscal year; destroy 4 years after cutoff.	
13E011-13E014.	Reserved.	
13E015.	New building file records (N1-269-93-1). Documents accumulated in preliminary space assignment and utilization planning before occupancy of a new building or conversion or extension of an existing building. Included are copies of written contacts with the agency involved, preliminary space study data sheets, space requirements survey worksheets, functional diagrams, layout drawings, layout approvals, final partition plans, and related records. Temporary. Cut off upon occupancy of the building and establishment of the official space assignment file; hold 3 years and retire to FRC. Destroy 5 years after cutoff.	NOTE: Bring forward to the space assignment file, 13E25, any records needed as supporting data.

13E016-13E019. Reserved.

13E020.

Project development program records (NC1-121-81-1). Documents accumulated by Central Office and other offices in planning projects for new buildings, leased buildings, and for extending, converting, or acquiring existing buildings. Listed below are descriptions of and disposition instructions for the segments comprising this record category.

NOTE: Files for projects not completed at the time of cutoff shall be withdrawn and brought forward to the current files

a. General building records. Documents accumulated that refer to buildings or plans pertaining to a city or state, but that do not fit into categories b thru e or other records described in this schedule.

Temporary. Cut off at the end of fiscal year; destroy 2 years after cutoff.

b. Existing building records. Documents created in managing space assignment and use in buildings under GSA control. Included are space studies with supporting documents, utilization survey reports and recommendations, utilization studies, fact sheets, reviews and approvals, retention or disposal evaluations, correspondence, maps and photographs, and related records.

Temporary. Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy 4 years after cutoff.

c. Project development records (NC1-121-81-1). Documents created in planning for new buildings, leased buildings, and for extending, converting, or acquiring existing buildings. Included are survey reports; cost estimates; drafts and copies of final prospectuses; copies of project authorizations; fact sheets; space and site directives with supporting documents; congressional, agency, and internal correspondence; and related records.

Temporary. Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

d. Facility planning reports. Documents created in developing short-range plans covering current and projected Federal agency space requirements. Included are planning reports containing community surveys, maps, photographs, narrative statements, supporting data, summary and approval records, agency space tabulations, building evaluations, regional planning memorandums and related records.

Temporary. Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

(1) Central Office.

Disposable. Destroy 2 years after cutoff.

(2) Other offices.

Temporary. Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

c. Space requirement records. Documents created in planning for new buildings and for extending, converting, and acquiring existing buildings. Included are requests for space on GSA Form 144, Net Space Requirements for Future Federal Building Construction, and related records.

Disposable. Destroy 3 years after cutoff.

(1) Central Office.

(2) Other offices.

13E021-13E024. Reserved.

13E025 Project prospectus records (NC1-121-81-1). A record set of (1) original prospectus and report of building project survey signed by the Commissioner, PBS, and the Administrator and (2) project authorizations (Central Office).

Permanent. Cut off in 5-year blocks; hold 5 years and retire to FRC. Transfer to NARA 15 years after cutoff.

13E026-13E29 Reserved.

13E030. Project scheduling records (NC1-121-81-1). Documents created in the planning, programming, scheduling, administering, managing and reporting on space management projects. Included are GSA Forms 1829, Schedule and Performance-Space Management Site Selection, and 1830, Schedule and Performance-Space Management Site Acquisition, supporting papers, correspondence, and related documents.

Temporary. Cut off at the end of the month; destroy 4 years after cutoff.

a. Central Office.

b. Other offices.

Disposable. Destroy after transferring incomplete projects to new fiscal year schedule.

13E031-13E034. Reserved.

13E035.	Real property acquisition records. Title papers and related information documenting the acquisition of real property by purchase, transfer, condemnation, donation, exchange or other action.	NOTE: This record series contains rights and interests records.
	a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title (GRS 03/1a).	Temporary. Retain in the regional office. Cut off after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. Destroy 10 years after cutoff.
	b. Records relating to property acquired before January 1, 1921 (NC1-121-81-1).	Permanent. Cut off at the end of the fiscal year after acquiring title or rendering final judgment on condemnation cases. Transfer to NARA 10 years after cutoff.
	c. Abstract or certificate of title (GRS 03/1b).	Temporary. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.
13E036-13E039.	Reserved.	
13E040.	Relocation records (NC1-121-81-1). Documents created in displacing people, businesses, or farm operations. Included are contracts for relocation services, relocation plans, surveys, appraisals, general and individual claim files, claim forms, payment vouchers, interview and contact reports, negotiations reports, public body coordination reports, claim appeals, disclaimers, and related records.	Temporary. Cut off at the end of fiscal year; after completing final relocation and payment of relocation claims, hold 2 years and retire to FRC. Destroy 5 years after cutoff
13E041-13E044.	Reserved.	
13E045.	Space allocation standard records (NC1-121-81-1). Documents created in the preparation, clearance, and publication of guides for the use of space by individual agencies. Included are coordinating actions, record copies of the guides, and communications pertaining to the published guides.	Disposable. Place in inactive file when superseded or obsolete; destroy 2 years after cutoff.
13E046-13E049.	Reserved.	
13E050.	Space assignment and utilization records (N1-269-93-1). Documents created by regional offices in analyzing space requirements, assigning space to Federal agencies and managing space in buildings under GSA control. Included are space assignment requests, on-site survey and inspection reports, fact sheets, review and approval actions, utilization reports and studies, retention or disposal studies, maps, photographs, correspondence and related records.	NOTE: Bring forward to the current file periodic inspection and utilization survey reports on recommended actions that have not been completed Temporary. Cut off at the end of fiscal year after assignment ends; destroy 5 years after cutoff.

13E051-13E054.	Reserved.	
13E055.	Space management report records (NC1-121-81-1). Descriptions of, and disposal instructions for, official copies of these records are as follows:	NOTE: Quarterly reports may be destroyed when no longer needed or when a new printout is received.
	a. Master inventory reports. Reports showing real property owned and leased by the United States and consisting of machine listings for the current year and bound printed copies.	Disposable. Destroy upon receiving new edition.
	(1) Machine listing.	
	(2) Bound volumes.	Disposable. Destroy when no longer needed for reference. (Permanent copies are maintained by the Office of Finance.)
	b. Feeder reports. Reports providing feeder information for the master inventory report and consisting of input data from other Government agencies, regional consolidated reports, and supporting records.	Disposable. Cut off at the end of fiscal year; destroy 2 years after cutoff.
	c. GSA inventory report. Reports showing inventory of buildings under GSA assignment control, building identification data, occupiable space per building, and similar data.	Disposable. Cut off at the end of fiscal year; destroy 2 years after cutoff.
	d. Space assignment reports. Reports showing space assignment by building, agency, occupancy right, and providing data on the building, the agency, location, space, and similar information.	Disposable. Cut off at the end of fiscal year; destroy 2 years after cutoff.
	e. Occupiable space and summary reports. Reports showing space summary by urban center, city, and occupancy right; space utilization by agency and bureau; space summaries by occupancy right and by agency; leases in effect; regional leased space and annual rentals; summary of buildings and active leases (including Metropolitan District of Columbia); vacant space by occupancy right; and list of inactive records.	Temporary. Cut off at the end of fiscal year; destroy 5 years after cutoff.
	f. Building and other reports. Master building records, building register change listings, master building inventories, master assignment records, lease activity and expiration date records, personnel census listings, and similar reports.	Disposable. Cut off at the end of fiscal year; destroy 1 year later.
13E056-13E059.	Reserved.	

13E060.	Space offer records (NC1-121-81-1). Documents accumulated as the result of offers of space for lease to GSA by private individuals or organizations.	Temporary. Cut off at the end of the fiscal year; destroy 3 years after cutoff.
13E061-13E064.	Reserved.	
13E065.	Site acquisition records (N1-121-90-1). Documents created in acquiring real property and easements through purchase, exchange, transfer, donation, or condemnation. Included are site investigation directives; public notices; offers to sell and synopses of offers; site investigation, inspection, appraisal, and negotiation reports; condemnation assemblies; excess property records and reports; copies of title reports; property surveys; certificates of inspection and possession; disclaimers; and related documents.	Temporary. Cut off at the end of fiscal year after final acquisition of title and/or rendering of final judgment on condemnation cases; hold 2 years and retire to FRC. Destroy 8 years after cutoff.
13E066-13E069.	Reserved.	
13E070.	Site management records.	
	<p>a. Undeveloped site files (N1-121-90-1). Documents created in administering, supervising, and controlling undeveloped sites. Included are site directives and supporting documents, site management plans, site inspection survey reports, site conditioning actions and reports, out-lease actions and supporting documents, lease termination survey reports, licenses, permits, easement grants, encroachment data, jurisdictional transfer actions and similar records.</p>	<p>NOTE: This record series contains emergency operating records</p> <p>Temporary. Cut off at the end of fiscal year on completing construction or disposing of site. Hold 2 years and retire to FRC. Destroy 5 years after cutoff.</p>
	<p>b. Developed site records (NC1-121-81-1). Documents created in administering, supervising, and controlling developed sites. Included are licenses, permits, easement grants, encroachment data, jurisdictional transfers, correspondence, and related records.</p>	
	(1) Central Office.	Temporary. Place in inactive file after execution. Cut off at the end of fiscal year; destroy 1 year later.
	(2) Regional offices.	Temporary. Place in inactive file on termination, expiration, or revocation of instrument. Cut off at the end of fiscal year; destroy 1 year later.
	<p>c. Outlease records (NC1-121-81-1). Documents created in leasing public buildings and grounds on developed sites, including Government-leased facilities for commercial use. Included are documents deciding the availability of space for outleasing; approvals; consultants' and real estate brokers' reports; appraisals, analyses, and cost</p>	

statements; Central Office approvals; bids, abstracts, and analyses; letters of acceptance and rejection; originals of leases and amendments; insurance documentation; initial condition survey reports; alteration, improvement, and repair records; rental collection records; and claims.

(1) Central Office.

Temporary. Place in inactive file after award. Cut off at the end of fiscal year; destroy 1 year later.

(2) Regional offices.

Temporary. Cut off at the end of fiscal year; following termination or expiration of the lease, hold 1 year and retire to FRC. Destroy 5 years later.

This appendix describes records created from 11/10/98 to 11/10/98

GSA Mary Cunningham 11/09/98 to 11/10/98

RECORD SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

13F001

Fine arts program records (N1-121-91-2). Fine arts program records are described in schedules 13F001a through 13F001b.

a. Art Program Administration files.

(1) Registers, photographs and slides relating to inventories of artworks that are located in Federal facilities.

Disposable. Destroy after related third generation inventory.

(2) Information relating to portable, Federally owned, New Deal artworks in museum collections. Includes correspondence and other pertinent information.

Permanent. Cut off on return of artwork to Federal custody. Create an Art History Case File and file under 13F001c.

(3) Disputed Federal ownership files. Includes registers, photographs and slides of artworks for which Federal ownership is in question

. Cut off when Federal ownership is established; file information in related art history case file (13F001c).

(4) Art disposition files. Includes information on artwork that has been deaccessioned, donated or destroyed by either natural or man-made occurrences.

Cut off when artwork is deaccessioned; file information in related art history case file (13F001c).

b. Artists files. Biographical and other information, including correspondence with artists whose artworks are owned by the Federal Government.

Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.

c. Art history case files. Documentation relating to acquisition; conservation; exhibitions and loans; and the deaccession of Federally owned works of art, including Art Examination Worksheet (source of acquisition, e.g. donation or transfer), audiovisual documentation, Questionnaire for Loan of GSA Artworks for Exhibition, all completed GSA loan forms including GSA Form 10048, Liability Agreement for Loan of GSA Artworks, conservation and inspection reports, missing artwork information, correspondence and other related information..

Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.

d. Exhibition and loan requests. Requests by museums to borrow Federally owned portable artworks for exhibition. Includes Questionnaire for Loan of GSA Artworks for Exhibition, correspondence and related information.

(1) Granted exhibition and loan requests. Requests by museums to borrow Federally owned portable artworks for exhibition. Includes Questionnaire for Loan of GSA Artworks for Exhibition, correspondence and related information.

File with related art history case file (13F001c).

(2) Exhibition and loan requests not granted. Requests by museums to borrow Federally owned portable artworks for exhibition. Includes Questionnaire for Loan of GSA Artworks for Exhibition, correspondence and related information.

Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
13F002-13F004.

Reserved.

13F005
Art-in-Architecture (A-I-A) program records.

a. Art inventories. Registers, photographs and slides relating to inventories of artworks that are located in Federal facilities.

Disposable. Destroy after related third-generation inventory.

b. Artists files.

(1) Artists represented in the A-I-A program.

Biographical and other information, including correspondence with commissioned artists whose artworks are incorporated into the architecture of Federal facilities.

Permanent. Cut off at end of FY in 10-year blocks; transfer to NARA 5 years after cutoff.

(2) National Registry of Artists. Information submitted by artists who want to be commissioned for the GSA A-I-A Program. Includes correspondence and background information necessary to determine an artist's qualifications and work in a specific art media, such as resumes, catalogs, art reviews, slides of the artist's work and related information.

NOTES: Information about artists may be subject to the Privacy Act of 1974.

Information in this category may be donated to the public when no longer needed, provided permission from the artist is secured before such donation and the instructions contained in ch. 3-21a(2) of the GSA Records Handbook are followed.

Disposable. Return slides to artist when s/he no longer wants to be considered for commission. Destroy remaining information when no longer needed.

(3) Project case files. Documentation relating to acquisition, commission, placement, conservation and deaccession of artworks in Federal facilities. Information includes backgrounds about proposed and selected artists, photographs and slides, minutes from the Artist Selection Panel meetings, copies of artist's contracts, building plans related to the placement of artworks, conservation information and art inspection forms.

Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.
13F006-13F009.

Reserved.

13F010.

Art maintenance records (N1-121-91-2).

a. Proposed conservator files. Information about conservators who desire to be considered for GSA contracts. Included are GSA Conservator Qualifications Questionnaire, correspondence and related records.

NOTE: Information about conservators may be subject to the Privacy Act of 1974.

Disposable. Destroy when conservator no longer wants to be considered for GSA contracts or when no longer needed.

b. Miscellaneous art management files. Correspondence, slides, photographs, drawings and nontextual information relating to the management of artworks that cannot be filed within specific categories elsewhere in this appendix.

Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff.
13F011-13F014.

Reserved.

13F015.

Historic buildings preservation program records (N1-121-91-2)

a. Historic structures reports/historic building preservation plans. Reports and program plans to identify and maintain historically and architecturally significant buildings under GSA ownership.

Permanent. Cut off at the end of the fiscal year in which the building is sold or demolished.
Transfer immediately to NARA

b. Historic properties files. Information relating to specific historic buildings under GSA ownership. Includes correspondence between Central Office and the regions, between GSA and state historic preservation officers and related information.

Permanent. Cut off at the end of the fiscal year in which building is sold or demolished.
Transfer immediately to NARA.

c. Miscellaneous preservation management files.

Correspondence and other documents, slides, photographs, drawings and nontextual information relating to the preservation of historic structures that cannot be filed within specific categories elsewhere in this appendix.

Disposable. Cut off at the end of the fiscal year; destroy 2 years after cutoff

SCHEDULE 14. PUBLIC AFFAIRS RECORDS

1. General. This schedule provides documentation, maintenance, and disposition instructions for records relating to the coordination and dissemination of information to the Public; the management and coordination of business and agency and customer services; and management of the Federal Information Center.

- a. Appendix 14-A. Information Program Records
- b. Appendix 14-B. Business and Agency Customer Service Program Records
- c. Appendix 14-C. Federal Information Center Program Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

SCHEDULE 15 QUALITY ASSURANCE AND STANDARDIZATION RECORDS

1. General. This schedule provides documentation, maintenance, and disposition instructions for records relating to commodity standardization and quality control of materials procured.
 - a. Appendix 15-A. Quality Assurance and Standardization Records
2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).
3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.
4. Record media. This schedule is media-neutral.
 - a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.
 - b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.
 - c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.
 - d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.
 - e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

SCHEDULE 16. SECURITY RECORDS

1. General. This schedule provides documentation, maintenance, and disposition instructions for records relating to commodity standardization and quality control of materials procured.

a. Appendix 16-A. GSA Document and Personnel Security Records

b. Appendix 16-B. Information Security Oversight Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

SCHEDULE 17. FINANCIAL MANAGEMENT AND BUDGET RECORDS

1. General. This schedule provides documentation, maintenance, and disposition instructions for records supply orders and cataloging; inventory management and control; shipping and distribution; management of storage facilities; and packing and equipment management.

These instructions are contained in:

- a. Appendix 17-A. Supply Order, Catalog, and Commodity Records
- b. Appendix 17-B. Supply Inventory Records
- c. Appendix 17-C. Supply Shipping and Distribution Records
- d. Appendix 17-D. Supply Storage Facility, Packing, and Equipment Records

2. Types of Information Materials. The materials described in this schedule may be permanent, temporary, or disposable. Definitions of these categories are found in ch. 2-10 of the GSA Records Handbook (OAD P 1820.2A).

3. Changes in disposition authority. Any record in this schedule may become the subject of a special requirement, such as a Privacy Act request (see sch. 02A115), a Freedom of Information Act request (see sch. 02A140), or a special hold due to a court order or investigation. These special requirements may extend the retention period stated in this schedule.

4. Record media. This schedule is media-neutral.

a. Offices may maintain and dispose of the temporary and disposable records described in this schedule in both paper and electronic form. Permanent records stored electronically must meet the requirements stated in Chapter 4 of the GSA Records Handbook before the National Archives can accept them.

b. The terms “document” and “information,” when used in this schedule, apply equally to electronic, paper, and microfilm records.

c. When temporary or disposable paper, microfilm, or electronic records are produced from a data base, the data base and any documentation needed to use it must be scheduled in Schedule 4, Appendix D.

d. The records described in this schedule may be converted to microfilm and the original paper records destroyed provided that the filming meets requirements listed in Chapter 4 of the GSA Records Handbook.

e. Electronic copies used to create paper records may be deleted as soon as the record copy is verified.

This appendix describes and gives maintenance and disposal instructions for records created managing and directing the purchase of stock items; registering, reviewing, screening, processing, adjusting, monitoring, and reporting on agency orders; and the computerized maintenance of inventory, cataloging, and location data. The records are created under the GSA Organization Manual (OHR P5440.1) and orders and handbooks in the 2900 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17A001	<p>Supply general subjects (NC1-137-81-3). Documents relating to supply matters in general and which are not described elsewhere in this schedule or in sh. 1.</p> <p>a. Central Office</p> <p>b. Other offices.</p>	<p>Disposable. Cut off at end of fiscal year; destroy 3 years later.</p> <p>Disposable. Cut off at end of fiscal year; destroy 2 years later.</p>
17A002-17A004.17A005.	<p>Reserved.</p> <p>Agency assistance records (NC1-137-82-1). Documents accumulated in assisting and providing liaison with agencies on the availability of, and in selecting, ordering, and shipping GSA-supplied merchandise and on supply plans and problems. Included are tour arrangement papers, copies of requisitions, visit reports, inquiries, conference arrangement documents, minutes, and related records.</p>	<p>Disposable. Cut off at end of fiscal year; destroy 2 years later.</p>
17A006-17A009.	<p>Reserved.</p>	
17A010.	<p>Agreement Records (- - -). Documents created in the development, coordination, and negotiation of reimbursable, support, or other agreements regarding supply matters with other Federal agencies. Included are coordinating actions, copies of the agreements, and related records.</p>	<p>Temporary. Cut off at end of fiscal year following expiration or termination of the agreement. Destroy 3 years after cutoff.</p>
17A011.17A014.	<p>Reserved.</p>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17A015.	Customer service representative interregional visit records (NC-137-80-2). Documents accumulated in proposing, approving, arranging, participating in, and reporting on interregional visits by customer service representatives.	Disposable. Cut off at the end of the fiscal year. Destroy 2 years after cutoff.
17A016-17A019.	Reserved.	
17A020.	Order/shipment exercise records (N1-137-81-3). Documents accumulated when conducting tests or exercises of supply requisition and distribution procedures to ensure prompt and accurate response to emergency needs of other agencies, particularly and Forest Service and the Agricultural Research Service of the U. S. Department of Agriculture. Included are exercise plans, notifications, telegrams, exercise reports and critiques, and related records.	Temporary. Cut off at end of fiscal year following completion of exercise, including reporting of corrective action. Destroy 2 years after cutoff.
17A021-17A024.	Reserved.	
17A025.	GSA catalog records (NC1-137-81-2). Documents accumulated in determining items and in submitting related data for inclusion in catalogs; and in publishing, issuing, and changing GSA catalog publications, including schedules of blind-made products. Included are proposed descriptions and illustrations for stock items, comments, catalog drafts, and related papers.	Disposable. Destroy on preparation of the next succeeding edition of the catalog or schedule
17A026 - 17A029.	Reserved.	
17A030.	Supplemental catalog records (NC1-137-81-2). Documents accumulated in developing, compiling, coordinating, and issuing regional supplements to the GSA Stock Catalog or other catalogs not specifically described elsewhere in this schedule. Included are contributions, record copies of the published supplements, clearance documents, and related papers.	
	a. Preparing office.	Temporary. Cut of at end of fiscal year following supersession or cancellation of the catalog, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.
	b. Other Offices.	Disposable. Cut off at end of fiscal year, hold 2 years, and destroy.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17A031-17A034.	Reserved.	
17A035.	FEDSTRIP activity address code records (NC1-137-81-2). Correspondence related to requests for assignment, deletion, or changes to FEDSTRIP activity address codes. Included are documents related to special agreements or arrangements with agencies concerning the handling of address data.	Disposable. Cut off at termination of code. Destroy 2 years after cutoff.
	a. Correspondence related to specific codes.	Disposable. Cut off at termination of code. Destroy 2 years after cutoff.
	b. Correspondence related to agency agreements.	Disposable. Cut off at termination of agreement or arrangement. Destroy 2 years after cutoff.
17A036-17A039.	Reserved.	
17A040.	FEDSTRIP fund and distribution codes (NC1-137-2). Correspondence related to agency requests for fund or distribution codes or both, and correspondence from GSA related to the assignment of codes.	
	a. Correspondence related to code requests.	Disposable. Cut off at termination of code assignment; destroy 2 years after cutoff.
	b. Code lists.	Disposable. Cut off when superseded or obsolete; destroy 2 years after cutoff.
17A041-17A044.	Reserved.	
17A045.	Contractor address code records (NC1-137-81-2).	
	a. Contractor assignments. Requests from contractors for assignment of codes and letters authorizing assignment of activity address codes to contractors under provisions of FPR 1-5.9, Use of GSA Supply Sources by Contractors Performing Cost-Reimbursement Type Contracts.	Temporary. Cut off when superseded or obsolete. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff.
	b. National customer address file directory. Microfiche file of Department of Defense and FEDSTRIP activity address codes on the Federal Supply Service computer file.	Disposable. Destroy when superseded or obsolete.
	c. Purged national customer address file directory. Microfiche file of records purged from	Disposable. Destroy when superseded or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	the national customer address file.	
17A046-17A049.	Reserved.	
17A050.	Central requisition router (CRR) records (NC1-137-81-2). Operational tables and reports produced by the CRR.	
	a. Tables.	Disposable. Cut off when superseded. Destroy 1 year after cutoff.
	b. Reports.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
17A051-17A054.	Reserved.	
17A055.	Order number controls (NC1-137-81-2). Cards or other register documents used to record and control the assignment of numbers to agency orders.	Disposable. Cut off at end of fiscal year after card or register book is complete. Destroy 3 years after cutoff
17A056-17A059.	Reserved.	
17A060.	Order case files (NC1-137-81-2). Documents reflecting receipt of, status of, supply action on, shipment of, cancellation of, and related action pertinent to each order or requisition. Included are single line item requisition documents, telegraphic messages, copies of code sheets, discrepancy reports, claim actions, inquiries to and the printouts of the Requisition History Status History File (RSHF), agency and vendor communications, manifests and bin summary documents, direct delivery orders, shipping orders, shipment confirmation data or notices of shipment, bills of lading (B/L), and related records.	Temporary. Place in inactive file on completion of action on or cancellation of the order. Cut off the inactive file at end of fiscal year. Transfer to FRC 1 year after cutoff. Destroy 4 years after cutoff.
17A061-17A064.	Reserved.	
17A065.	Multiline item requisitions (NC1-137-81-2). Copies of multiline item requisitions, including telegraphic messages and other communications, which were converted to single line item orders and were not included in the order file. Included are standard forms relating to requisitioning and issuing, military standard requisitioning system documents, order conversion notifications, or similar records.	Disposable. Cut off and destroy 6 months after verifying conversion to single line item orders.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17A066-17A069.	Reserved	
17A070.	Requisition status change records (NC1-137-81-2). Documents not appropriate for inclusion in the order files which are prepared to update action records in the Requisition Status History File (RSHF). Included are GSA code sheet forms, GSA date change forms, and related records.	Disposable. Destroy after verifying update action
17A071-17A074.	Reserved.	
17A075.	Identification records (NC1-137-81-2). Records created in screening agency orders for proper item identification data. Descriptions of and disposition instructions for these records are as follows: <ul style="list-style-type: none"> a. Commodity identification media records. Source data maintained for use in identifying commodities reflected in orders to be shipped by vendors direct to ordering agencies and orders for nonstock items. Included are Federal Supply Catalog item identification cards; GSA-integrated management lists; DOD, GSA, and commercial stock catalogs; and similar documents. b. Nonmaster item file order listings. Listings that show ordered items that do not match stock numbers contained in the computerized master item file. 	<p>Disposable. Destroy when superseded or obsolete.</p> <p>Disposable. Cut off and destroy 6 months after creation.</p>
17A076-17A079.	Reserved.	
17A080.	Back order validation records (NC1-137-81-2). <ul style="list-style-type: none"> a. Schedules. b. Reports. 	<p>Disposable. Destroy on expiration of period covered by the schedule.</p> <p>Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.</p>
17A081-17A084.	Reserved.	
17A085.	Special project records (NC1-137-81-2).	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

	<p>a. Special project designations. Documents accumulated in receiving designations of military requisitions to be project controlled and in informing regional offices of the designations and terminations of designations.</p>	<p>Disposable. Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>
	<p>b. Reports. Documents reporting data on all project-controlled military requisitions for which supply and shipment action has been delayed. Included are summary reports, other reports, and related records.</p>	<p>Disposable. Destroy when no longer needed</p>
17A086- 17A089.	<p>Reserved.</p>	
17A090.	<p>Order processing and control records (NC1-137-81-2).</p>	
	<p>a. Control Cards. Hard copy data filed in order processing and control activities, exclusive of punched cards that are forwarded to data processing without filing, or punched cards described elsewhere.</p>	
	<p>(1) Mark-for-data records. Documents created to enter marking, address, exception, shipping, and item identification supplemental data into the computer for processing. Included are mark-for-data coding sheets and related records.</p>	<p>Disposable. Destroy on verification that data were entered.</p>
	<p>(2) Shipment card suspense files. Purchase or shipment data cards, including export shipment summary cards that are held in suspense until shipment is made. Cards are then used to update the computer file and are destroyed or sent to data processing when the data device is inoperative.</p>	<p>Disposable. Destroy when data is corrected and reentered.</p>
	<p>b. Control listings. Listings showing order processing and control data.</p>	
	<p>(1) Edit listings. Printouts produced as a result of computer edit or validity routines run to detect errors, exceptions, and incompatibilities; to ensure correctness, completeness, and readability of each order, receipt, or transaction entered into the computer; and to manually cancel exceptions.</p>	<p>Disposable. Destroy after verifying corrective action.</p>
	<p>(2) High priority lists. Lists reflecting volume of high priority orders received and used to determine whether to run a high priority cycle.</p>	<p>Disposable. Destroy when no longer needed.</p>
	<p>(3) Monitor listings. Lists reflecting requisitions</p>	<p>Disposable. Destroy on receipt of</p>

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

on which processing action has not matched the time schedule prescribed by the computer program.	new list.
(4) RSHF and RHF purge listings. Microfilm documents created when completed or terminal actions are purged from the RSHF or RHF.	Disposable. Cut off at end of fiscal year; destroy 4 years after cutoff.
(5) Stock availability listings. ADP-prepared listings showing quantity of stock available for issue, less stock in hold status and amounts required to satisfy replenishable future orders.	Disposable. Destroy on receipt of new list.
(6) Stock status registers. Listings showing all transactions pertaining to a stock item that occurred during the processing cycle.	
(a) Daily listing.	Disposable. Destroy on receipt of new list
(b) Monthly listing.	Disposable. Cut off at end of fiscal year; destroy 3 years after cutoff.
(7) Registration listings. Listings of agency requisitions registered and cross-referenced to the related GSA purchase order number.	
(a) Daily listing.	Disposable. Destroy on receipt of weekly list.
(b) Weekly listing.	Disposable. Destroy on receipt of monthly list.
(c) Monthly listing.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
(8) Status listings. Management listings consisting of the Daily Activity Summary, the Daily Initial Buying or Distribution Requirements Divisions and Supply Distribution Division listings, and listings of cases in suspense.	Disposable. Destroy when 2 months old
(9) Direct delivery transaction listings. Daily and monthly listings used in conjunction with the last transactions for the month to provide an audit trail for direct delivery orders.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
(10) Analysis of Direct Delivery Orders in Process by Line Item and AID listings. The Analysis of Direct Delivery Orders in Process by Line Item shows the processing status of each line item still in process at the end of the month for all activities.	

RECORD
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

The Analysis of Direct Delivery Orders in Process for the Agency for International Development (AID) shows the status of items still in process and the terminal action for items processed within the last 31 days.

(a) Weekly listings for AID.

Disposable. Destroy on receipt of monthly list

(b) Monthly listings.

Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.

(11) Semiannual Nonmaster Item File Demand listing. Listings showing the number of calls and demand quantity for each item included within the file.

Disposable. Destroy on receipt of next list.

c. Quarterly purge listings of direct delivery orders. Listings created when terminal action records for direct delivery orders are purged from the system.

Disposable. Cut off at end of fiscal year; destroy 2 years after cut

Reserved.

17A091-
17A094.

17A105.

Provisioning request records (NC1-137-81-2). Documents accumulated in receiving requests for provisioning support, determining whether to provide the support, and informing the requesting agency of the decision.

Temporary. Place in inactive file on removal of item from the supply system. Cut off inactive file at end of fiscal year. Destroy 2 years after cutoff

17A106-
17A109.

Reserved.

17A110.

Commercial technical manual publications (NC1-137-81-2). Documents reflecting acceptance, recommendations for corrections, or rejection of commercial provisioning technical documentation such as technical manuals, parts lists, and similar data.

Temporary. Place in inactive file on delivery of item from the supply system. Cut off inactive file at end of fiscal year. Destroy 2 years after cutoff.

17A111-
17A114.

Reserved.

17A115.

Provisioning case records (NC1-137-81-2). Case files established for each National Stock Number (NSN) item that requires provisioning for determination and identification of initial requirements, cataloging, and formalization of items

Temporary. Place in inactive file on deletion of NSN item from the supply system. Cut off inactive file at end of fiscal year. Destroy 2 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17A116- 17A119. 17A120.	<p>to be procured through the provisioning process. Included are statements of provisioning policy for GSA contracts, invitations for bid, correspondence pertaining to provisioning, and related records.</p> <p>.</p> <p>Reserved.</p> <p>Commercial technical manual register (NC1-137-81-2). Register used to record identification symbols assigned to accepted commercial technical manuals.</p>	Disposable. Destroy when no longer needed.

This appendix describes and gives maintenance and disposal instructions for records created managing the inventory of Federal Supply centers. The records are created under the GSA Organization Manual (OHR P5440.1) and orders and handbooks in the 2900 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17B001.	Commodity Records (NC1-137-81-2) Descriptive, cataloging, and historical data maintained on each item in the supply system. Included are vendor applications; requests and approvals to include items in the system, including Department of Defense referrals; pricing, unit of issue, and cataloging data, including changes thereto; proposals, demand data, and other documents regarding deletion of the items; and related papers.	Disposable. Place in an inactive file on disapproval of entry of the item into, or on deletion of the item from, the supply system. Cut off the inactive file at the end of the fiscal year, hold 2 years, and destroy.
17B002-17B004.	Reserved.	
17B005.	Commodity reduction records (NC1-137-81-2) Documents accumulated in initiating, coordinating, conducting, and reporting on studies to reduce commodities in the supply system, particularly unneeded or seldom needed (low demand) items. Included are demand data, coordination actions, studies, and related papers.	Disposable. Cut off at end of fiscal year after completing the study, hold 2 years, and destroy.
17B006-17B009.	Reserved.	
17B010.	Inventory management project records (NC1-137-81-2). Documents accumulated as a result of projects undertaken to develop and install improved methods for maintaining inventory levels, replenishing stock, or performing other inventory management operations. Included are project initiation documents, studies, coordinating actions and related records. a. Central office record copies (NC1-137-81-2) Central office record copies of project initiation documents, studies, coordinating actions and related records.	Temporary. Place in an inactive file on completion of project. Cut off at end of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 9 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Regional office record copies (NC1-137-81-2). Regional office record copies of project initiation documents, studies, coordinating actions and related records.	Temporary. Place in an inactive file on completion of project. Cut off the inactive file at end of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff.
17B011-17B014.	Reserved.	
17B015.	Requirement forecast records (NC1-137-81-2) Documents prepared from data contained on the National Asset File to develop, control, and provide procurement activities with inventory management system-wide contract requirements. Included are contract requirement forecasts, stockage reports, similar reports, and related records.	Temporary. Cut off at end of fiscal year. Retire to FRC 2 years after cutoff. Destroy 7 years after cutoff.
17B016-17B019.	Reserved.	
17B020.	Contract procurement summary records (NC1-137-81-2). Documents providing summarized contract information for use by procurement sources in preparing delivery orders for stock replenishment actions. Included are copies of contract summaries, copies of invitations for bid, and related records.	Temporary. Cut of at end of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 7 years after cutoff.
17B021-17B024.	Reserved.	
17B025.	Stock replenishment record cards (NC1-137-81-2). Documents providing a record for all replenishment actions for a store stock item. These records, arranged by stock number, are maintained by item managers.	Temporary. Withdraw and place in an inactive file on removal of the item from the supply system. Cut off the inactive file at the end of the fiscal year. Destroy 5 years after cutoff.
17B026-17B029.	Reserved.	
17B030.	Interwarehouse transfer records (NC1-137-81-2) Documents accumulated in directing, controlling, and following up on the interwarehouse transfer of store stock items. Included are stock replenishment analyses, shipping orders, receipt notifications, supply status notices, single line item release and receipt documents, and related records.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
17B031-17B034.	Reserved.	
17B035.	Excess declaration records (NC1-137-81-2)	Temporary. Withdraw and place in

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Documents accumulated in identifying, providing instructions on, reporting, and coordinating the shipment of, individual store stock items which are excess or unsuitable for issue. Included are manifests, supply status notices, shipping orders, reports of excess and related records.	inactive file on disposition of item. Cut off at end of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 6 years after cutoff
17B036-17B039.	Reserved.	
17B040.	Inventory management machine listings and microfiche (NC1-137-81-2)	
	a. Stock status register (monthly).	
	(1) Paper copies of lists recorded on microfilm.	Disposable. Destroy after inspecting and accepting microfilm copy.
	(2) Lists not microfilmed and microfilm copies.	Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.
	b. Receiving report and leadtime analysis listing.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
	c. Stock adjustment listing.	Disposable. Cut off at end of fiscal year after production of yearly consolidated report. Destroy 2 years after cutoff.
	d. Long Supply Report (LSR).	Disposable. Cut off and destroy 6 months after receipt.
	e. Catalog conversion listing (monthly).	Disposable. Cut off at the end of each month. Destroy one year after cutoff.
	f. Profit-or-loss report listing.	Disposable. Cut off and destroy at the end of the fiscal year.
	g. Demand analysis microfiche.	Temporary. Cut off at end of fiscal year; destroy 3 years after cutoff.
	h. National assets file.	Disposable. Cut off at end of fiscal year; destroy 3 years after cutoff.
	i. Inventory management machine listings and microfiche. Other inventory management listings. Listings reflecting inventory level, cataloging, pricing, inventory simulation, back order summary, administrative hold, and other management data developed from various supply transactions.	Disposable. Destroy when no longer needed.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17B041-17B044.	Reserved.	
17B045.	Inventory adjustment records (NC1-137-81-2). Copies of documents accumulated in support of stock adjustments (increases and decreases). Included are copies of physical inventory request and report forms, master file inquiries, stock adjustment increase and decrease forms, and related records.	Temporary. Cut off at end of fiscal year. Destroy 2 year after cutoff.
17B046-17B049.	Reserved.	
17B050.	Item files (NC1-137-82-1) Case files established for each item requisitioned. Included are copies of requisitions and orders, shipment notices, receiving reports, property writeoff authorizations, shipping discrepancy reports, and related records.	
	a. Centers. Item case files, containing copies of requisitions and orders, shipment notices, receiving reports, property writeoff authorizations, shipping discrepancy reports, and related records, maintained by centers.	Temporary. Withdraw and place in inactive file on transferring or after other authorized disposal of the item; destroy 3 years later.
	b. Offices other than centers. Item case files, containing copies of requisitions and orders, shipment notices, receiving reports, property writeoff authorizations, shipping discrepancy reports, and related records, maintained by by offices other than centers.	Temporary. Withdraw and place in inactive file when item is no longer used as a display item; destroy 2 years later.
	c. Ready reference. Ready reference records providing summary catalog, acquisition, quantity, disposal, inventory adjustment data, and locations for each supply distribution facility or contractor-supplied display item received by the service supply center.	Disposable. Withdraw and place in inactive file after final disposition of the item; destroy 2 years later.
17B051-17B054.	Reserved.	
17B055	Item register records(NC1-137-82-1). Register used by supply service centers to record and control requisitions for display merchandise.	Disposable. Destroy 3 years after register sheet is filled.
17B056-17B059.	Reserved.	
17B060	Inventory adjustment records (NC1-137-82-1). Documents accumulated by centers and other offices in conducting, reporting on, and reconciling physical	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	inventories, and by centers alone in adjusting inventories. Included are inventory reports; requests and recommendations concerning, and communications providing, disposal instructions; and related records.	
	a. Center copies of inventory reports; requests and recommendations concerning, and communications providing, disposal instructions; and related records.	Temporary. Cut off at end of fiscal year; destroy 3 years later.
	b. Copies of inventory reports; requests and recommendations concerning, and communications providing, disposal instructions; and related records maintained by offices other than centers.	Temporary. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 4 years after cutoff.
17B061-17B069.	Reserved.	
17B070.	Item suspense cards (NC1-137-82-1). Cards prepared for each item acquired by contract and suspended by contract expiration date.	Disposable. Withdraw and destroy on date contract expires.
17B071-17B074.	Reserved.	
17B075.	Merchandise control records (NC1-137-82-1) Records showing inventory by dollar value; and daily receipts, issues, adjustments, and closing inventory. Included are merchandise control records with copies of advance notices of shipment, and related records.	Temporary. Cut off at end of fiscal year; destroy 3 years later.
17B076-17B079.	Reserved.	
17B080.	Supply management (NC1-137-82-1). Documents created in reporting (normally in the form of computer-prepared listings) sales, receipts, work-in-process, and other data required for supply management purposes. Included are supply management, supply summary, and direct delivery store and nonstore reports; similar reports; and related records; including correction actions.	Temporary. Cut off at end of fiscal year. Destroy 2 years after cutoff.
17B081-17B084.	Reserved.	
17B085.	Sampling designations (NC1-137-82-1). Documents related to the designation and notification of individuals as inventory surveillance staff specialists.	Disposable. Destroy when superseded or obsolete.
17B086-	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17B089.		
17B090.	<p>Stock replenishment and inventory records (NC1-137-82-1).</p> <p>a. Documents accumulated in planning, coordinating, conducting, reporting on, and reconciling physical, rejected lot, zero balance, replenishment exhaustion, and similar inventories, exclusive of documents referred to elsewhere in this appendix. Included are inventory checklists; sensitive item listings; work documents preparation requests; sample tabulations; copies of emergency issue and warehouse refusal documents, such as shipping orders and changes-in-quantity notices; counters' accuracy verification records; inventory reconciliation listings or stock adjustment documents; inventory documents; and related records.</p> <p>b. Inventory count cards. Count cards are retained after completion of the inventory for use in investigating inventory balances, detecting locator errors, analyzing error-producing causes, and similar purposes.</p> <p>c. Stock replenishment cards. Documents used to provide item managers with a record for all replenishment actions for a store stock item.</p>	<p>Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.</p> <p>Disposable. Destroy on receipt of count cards for the next succeeding inventory; earlier destruction is authorized.</p> <p>Temporary. Place in inactive file when item is removed from the supply system. Cut off the inactive file at the end of the fiscal year. Destroy 5 years after cutoff.</p>
17B091-17B094.	Reserved.	
17B095.	<p>Stock location records (NC1-137-82-1). Stock location records.</p> <p>a. Documents accumulated in samplings conducted to determine the degree to which the location records reflect the physical location of the stock. Included are reports and related records.</p> <p>b. Stock locator cards.</p> <p>c. Stock locator notices.</p>	<p>Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.</p> <p>Disposable. Destroy when stock item is discontinued or when card is superseded.</p> <p>Disposable. Forward to the statistical sampling activity when data is posted to the locator card.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	d. Shelf life audits.	Disposable. Destroy on correction of deficiency or after 30 days if no deficiencies are involved.
	e. Stock labels and tags.	Disposable. Destroy on disposition of the related stock or on supersession or obsolescence of the label.
17B096-17B099.	Reserved.	
17B100.	Shelf-life surveillance testing records (NC1-137-82-1)	
	a. Documents accumulated in testing or auditing the labelling of inspected items and the maintenance of shelf-life surveillance records by supply facilities.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
	b. Shelf-life transmittal listings reflecting inspection control cards forwarded for verification of stock location.	Disposable. Destroy on return of or other satisfactory accounting for control cards.
	c. Shelf-life control files, including GSA Form 3105, Shelf Life Control Card, used as a tickler for inspections.	Disposable. Destroy when data is brought forward to a new card, when related stock is exhausted, or when stock is no longer classified as a shelf-life item.
17B101-17B104.	Reserved.	
17B105.	Bin, bulk, and route records (NC1-137-81-3).	
	a. Summary records and papers used to schedule bulk and bin production.	Disposable. Destroy on receipt of computer verification of shipment confirmation.
	b. Bin and bulk selection documents used to provide stock selectors with information for the identification and selection of bin and bulk items.	Disposable. Cut off in 6-month blocks. Destroy 1 year after cutoff.
	c. Route schedules.	Disposable. Destroy on shipment and reconciliation of each order shown on the schedule.
	d. Packing lists, labels, shipping notices, and other documents that accompany the shipment or are mailed.	Disposable. Include with shipment or mail, as appropriate.
17B106-17B109.	Reserved.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17B110.	Error analyses records (NC1-137-82-1). Documents accumulated as a result of identifiable analyses undertaken to detect inventory error-producing causes, and in recommending action to correct or eliminate those causes.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
17B111-17B114.	Reserved.	
17B115.	Stock sampling records (NC1-137-82-1). Documents accumulated during statistical sampling of the accuracy of stock receipt, storage, and selection operations, and the condition of stock.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
17B116-17B119.	Reserved.	
17B120.	Excess stock inventory records (NC1-137-82-1). Documents accumulated in inventorying excess stock on hand at the storage facility. Included are excess property lists, copies of reports of excess, reconciliation comments, and related records.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
17B121-17B124.	Reserved.	
17B125.	Stock disposal sampling records (NC1-137-82-1). Documents accumulated in reviewing supply storage facilities to make sure that damaged, deteriorated, or unsuitable for issue stock is not present.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
17B126-17B129.	Reserved.	
17B130.	Catalog sampling records (NC1-137-82-1). Documents accumulated in samplings to determine if catalog changes have been entered in the computer file, in the stock location file, on the stock, or on bin labels.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
17B131-17B134.	Reserved.	
17B135.	Production scheduling records (NC1-137-81-3). Documents created in receiving, preparing, and distributing schedules for the selection and shipment of ordered merchandise.	
	a. Bulk and bin production schedules and route summaries, locally prepared schedules and work objectives, and related records.	Disposable. Destroy 1 week after shipment is released.
	b. Documents used to record production	Disposable. Destroy after rating

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	accomplished by individual Government and contract employees.	period or when no longer needed.
	c. Bin replenishment records accumulated in the selection and movement of stock (from the bulk area) for bin replenishment and maintenance of work performance statistics.	Disposable. Destroy on replenishment of the bin.
	d. Bin replenishment quantity (BRQ) records accumulated in connection with the establishment and maintenance of the BRQ--the point or quantity level of issue at which action must be taken to replenish bin stock.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
17B136-17B139.	Reserved.	
17B140.	Materials returns records (NC1-137-81-3). Documents related to the conversion or rehabilitation of individual stock items by Government or contractor employees, including the design, fabrication, and construction of suitable containers.	
	a. Case files, including proposals, approvals, work orders, drawings, status reports, and related records.	Temporary. Cut off at end of fiscal year after completion of contract. Hold 1 year and retire to FRC. Destroy 3 years after cutoff.
	b. Registers used to record and control conversion and rehabilitation of stock items, particularly items referred to contractors.	Disposable. Cut off at end of fiscal year after book or sheet is filled. Destroy 3 years after cutoff.

This appendix describes and gives maintenance and disposal instructions for records created managing the shipping and distribution of supplies in the GSA supply system. The records are created under the GSA Organization Manual (OHR P5440.1) and orders and handbooks in the 2900 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
17C001.	<p>Government bill of lading (GBL) records (NC1-137-81-2). Documents accumulated when a GBL is required with a purchase order for stock replenishment or direct delivery. A GBL is required when stock is purchased free on board (FOB), point of origin.</p> <p>a. GSA traffic data forms, copies of GBL's, and related records.</p> <p>b. GBL summary listings.</p> <p>c. Seal records, used to record numbers and other pertinent data about seal affixed to outbound trucks and loaded or partially loaded trucks parked overnight.</p>	<p>Temporary. Cut off at end of fiscal year. Transfer to FRC 1 year after cutoff; destroy 4 years after cutoff.</p> <p>Disposable. Cut off in 6-month blocks, destroy 1 year after cutoff.</p> <p>Temporary. Cut off when book or control sheet is filled. Destroy 4 years after cutoff.</p>
17C002-17C004.	Reserved.	
17C005.	<p>Receipt control records (NC1-137-81-3). Receipt control records consisting of tabulating cards or other documents documenting receipts, merchandise returns, and interwarehouse transfers which are pending for processing to the computer file.</p>	<p>Disposable. Cut off at end of the fiscal year. Destroy 2 years after cutoff</p>
17C006-17C009.	Reserved.	
17C010.	<p>Receiving cases (NC1-137-81-3). Records used to control due-in actions and to document the receipt of merchandise by the supply facility. Included are copies of purchase and transfer orders, receiving card sets, commercial and Government bills of lading, shipment notices, return sale authorizations, buy-back authorizations, vendor shipment notices, receiving and inspection reports, material return authorizations, printouts, and related records.</p> <p>a. Folders for due-in or pending shipments.</p>	<p>Withdraw and file in the receiving case files on receipt and acceptance of the merchandise, except that receiving card sets will be forwarded for appropriate processing.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Case files for completed shipments.	Temporary. Cut off in 6-month blocks. Hold for 6 months and retire to FRC. Destroy 4 years after cutoff.
	c. Receiving registers used to record the receipt of all incoming stock.	Disposable. Cut off after book or sheet is filled. Destroy 4 years after cutoff.
17C011-17C014.	Reserved.	
17C015.	Stock and parcel post adjustment records (NC1-137-81-20). Copies of stock adjustment and parcel post adjustment increases and decreases and related records.	Disposable. Cut off at end of fiscal year. Destroy 3 years after cutoff.
17C016-17C019.	Reserved.	
17C020.	Transportation records (NC1-137-81-2). Documents accumulated in matching of astray or over freight to existing or future shortages.	
	a. Identifiable shipments.	File in applicable order case file (17A060).
	b. Other records.	Disposable. Cut off at end of fiscal year; destroy 3 years after cutoff.
17C021-17C024.	Reserved.	
17C025.	Demurrage charge verification records (NC1-137-82-1). Documents accumulated in verifying carrier charges for demurrage and in forwarding the bill for payment.	Temporary. Cut off at end of fiscal year. Hold 1 year and retire to FRC. Destroy 4 years after cutoff
17C026-17C029.	Reserved.	
17C030.	Shipment discrepancy records (NC1-137-82-1). Documents related to the receipt of damaged shipments resulting from preservation, packaging, or packing failures. Included are discrepancy in shipment reports, letters, investigation reports, pack improvement reports, and related records.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
17C031-17C034.	Reserved.	
17C035.	Shipping document registers (NC1-137-81-3).	Disposable. Cut off after register

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Registers used to record and control numbers assigned to shipping documents.	book or sheet is filled. Destroy 4 years after cutoff.
17C036-17C039.	Reserved.	
17C040.	Distribution and shipping systems and projects records (NC1-137-82-1). Documents accumulated in preparing communications on distribution and shipping operations techniques and documents relating to specific projects and case files, and control records on projects, documents, systems, and procedures to improve operations or solve specific operating problems.	Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.
17C041-17C044.	Reserved.	
17C045.	Agency support program records (NC1-137-82-1). Documents accumulated in communicating with Federal agencies on activities or matters related to transportation and movement of materials. These records consist of correspondence with agencies; e.g., Military Traffic Management Command, Department of Transportation, United Parcel Service, U.S. Postal Service and General Accounting Office.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.

This appendix describes and gives maintenance and disposal instructions for records created managing supply center facilities, packaging, and equipment. The records are created under the GSA Organization Manual (OHR P5440.1) and orders and handbooks in the 2900 subject classification series.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
17D001.	<p>Customer service center (CSC) and forward supply point (FSC) establishment records (NC1-137-82-1). Documents created in establishing, modifying, and discontinuing CSC's and FSP's. Included are studies, proposals, clearances, and related records.</p>	
	a. Central Office.	<p>Temporary. Cut off at end of fiscal year in which center was disapproved or discontinued, hold 2 years, and retire to FRC. Destroy 5 years after cutoff.</p>
	b. Other Offices.	<p>Disposable. Cut off at end of fiscal year in which center was disapproved or discontinued, hold 2 years, and destroy. Earlier destruction of obsolete documents permitted.</p>
17D002-17D004.	Reserved.	
17D005.	<p>Master storage plans (NC1-137-82-1). Documents accumulated in preparing, coordinating, reviewing, submitting, and approving plans that project requirements for, and improvements in, storage space, systems, techniques, operating equipment, aids, and similar storage resources and matters for each supply storage facility. Included are layouts; operating plans; repairs, additions, and replacement schedules; stock placement plans; changes to the aforementioned documents; and related records.</p>	
	a. Engineering and storage division records.	<p>Temporary. Place pages in inactive file as projects are completed or as documents are superseded. Cut off inactive file at end of fiscal year. Retire to FRC 2 years after cutoff; destroy 5 years after cutoff.</p>
	b. Other office records.	<p>Disposal. Place pages in inactive file as projects are completed or as documents are superseded. Cut off inactive file at end of fiscal year. Retire</p>

to FRC 2 years after cutoff.

17D006-17D009.	Reserved.	
17D010.	Individual building reports (NC1-137-82-1). Documents accumulated in preparing, submitting, and reviewing reports on location, shipping facilities, space, construction, protective equipment, installed equipment, and other data pertinent to individual buildings of supply storage facilities.	Disposable. Destroy on completion of next succeeding report.
17D011-17D014.	Reserved.	
17D015.	Supply storage and space utilization reports (NC1-137-82-1). Documents accumulated in reporting and reviewing supply storage space utilization data to ensure economical utilization and to provide a basis for establishing or revising supply facility space utilization standards.	Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.
17D016-17D019.	Reserved,	
17D020.	Supply design and layout records (NC1-137-82-1). Documents accumulated in preparing and disseminating standardized or specialized designs and layouts for supply storage facilities. Included are drawings, plats, floor plans, charts, photographs, and related records.	Disposable. Destroy when superseded or obsolete.
17D021-17D024.	Reserved.	
17D025.	Operating equipment general records (NC1-137-82-1). Documents related to the acquisition, operation, maintenance, repair, rebuilding, transfer, and disposal of operating equipment. a. General equipment records. Records not described in sch. 17D025b through 17D025h, including depreciation documents, communications about operating equipment, and related records but which relate to equipment. b. Specification records. Documents created in preparing, assisting in preparation of, coordinating, and issuing designs and purchase specifications for operating equipment, storage aids, self-service store equipment, preservation and packing equipment, and other supply equipment. c. Requirements records. Documents accumulated in estimating, developing, submitting, reviewing, and recommending funding for, requirements for pallets and miscellaneous items of material-handling	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff. Disposable. Place in inactive file when superseded, canceled, or obsolete. Cut off inactive file at end of fiscal year. Destroy 2 years after cutoff.

equipment such as fork-lift and pallet lift trucks, other powered and nonpowered trucks, warehouse tractors, and conveyor equipment. These documents are also accumulated in arranging for the inspection and repair of MHE proposed for transfer between regions or for replacements. Included are requisitions, justifications, approval and disapproval documents, inspection findings and cost estimates, and related records.

(1) Central office.

Temporary. Cut off at end of fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cutoff.

(2) Other offices.

Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.

d. Operating equipment registration and inventory records. Documents related to the registration and administration of operating equipment. Included are proposals, layouts, justifications, initial stocking requests and approvals, and related records.

Temporary. Cut off at end of fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cutoff.

e. Utilization and maintenance records. Documents created with reference to maintenance of operating equipment, including the periodic reporting and review of data on the cost of operation and repair of operating equipment, repair shop planning and layouts, staffing, and shop equipment.

Temporary. Cut off at end of fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cutoff.

f. Operating equipment operator permit records (NC1-137-81-3). Documents accumulated in determining the proficiency of, and issuing and revoking permits issued to, operators of MHE. Included are checklists, registers of permits issued, and related records.

(1) Permits.

Disposable. Recall and destroy on revocation of permit, termination of employment, or transfer of operator to a position not requiring operation of MHE.

(2) Registers.

Disposable. Destroy register books or sheets when all permits reflected thereon have been turned in, revoked, or otherwise accounted for.

(3) Other records.

Disposable. Cut off at end of

fiscal year; destroy 2 years after cutoff.

g. Repair parts stock records (NC1-137-81-3).

Documents accumulated by MHE repair shops in requesting, controlling, and accounting for repair parts. Included are stock authorizations and revisions thereof, requisitions and purchase orders, retained copies of repair and work orders, property transfer authorizations, inventory reports, and related records.

- (1) Stock authorizations. Disposable. Destroy when completely revised or canceled.
- (2) Registers. Disposable. Cut off at end of fiscal year after last entry in book or on sheet. Destroy 2 years after cutoff.
- (3) Stock record cards or equivalent. Disposable. Cut off at end of fiscal year after card is filled and balances are brought forward to a new card or when the item is no longer stocked. Destroy 2 years after cutoff.
- (4) Other records. Disposable. Cut off at end of fiscal year; destroy 1 year after cutoff.

h. Operating equipment excess records (NC1-137-81-3).

Documents accumulated in reporting the receipt, availability for transfer or disposal, transfer or final disposal, and other data about changes in the status of operating equipment not identified by serial numbers. They are also accumulated in reporting the transfer or final disposal of serial-numbered items of MHE for which the MHE item history file has been transferred with the equipment. Included are overhaul approval, disposition instructions, copies of property transfer authorizations, and related records.

Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.

17D026-17D029. Reserved.

17D030. **Commodity flash point records (NC1-137-82-1).** Documents related to establishing and disseminating information on the temperature at which specific flammable commodities will burst into flames. Included are technical memorandums and related records.

Disposable. Destroy when technical memorandum is superseded or commodity is discontinued.

17D031-17D034. Reserved.

17D035. **Flammable storage area records (NC1-137-82-1).**

Disposable. Destroy when

	Documents related to information on areas used for storage of flammable items and used primarily as input for staff visits.	superseded or obsolete
17D036-17D039.	Reserved.	
17D040.	Forest fire support records (NC1-137-82-1). Documents related to support provided to the U.S. Forest Service or other organizations during fire-fighting operations.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
17D041-17D044.	Reserved.	
17D045.	Supply facility inspection records.	
	a. Photographs (NC1-137-82-1). Photographs of supply facilities.	Disposable. Destroy when no longer needed.
	b. Housekeeping inspections (NC1-137-81-3). Documents accumulated in inspecting and recommending and reporting correction of deficiencies in housekeeping activities and conditions at storage facilities.	Disposable. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.
17D046-17D054.	Reserved.	
17D055.	Packing records (NC1-137-81-3).	
	a. Packing requirement documents accumulated in developing, coordinating, and issuing standardized packing size and related requirements, exclusive of documents used to specify packing requirements for individual shipments. Included are drawings, specification-type documents, and related records.	Disposable. Destroy when superseded, canceled, or obsolete.
	b. Shipping operations packing documents created in accomplishing or monitoring the receipt, storage, packing, packaging and marking of individual shipments by GSA employees of commercial packing contractors. Included are copies of purchase orders, inspection reports, shipment notices, and related records.	Temporary. Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy 3 years after cutoff.
	c. Registers used to record and control individual orders placed with commercial packers.	Disposable. Cut off when register book or sheet is filled.
	d. Export workload documents created in preparing the submitting export workload reports showing work due in and on hand at the export facility. Included are export workload, modification, summary, and similar reports and related records.	Disposable. Cut off at end of fiscal year. Destroy 1 year after cutoff.
17D056-17D059.	Reserved.	

17D060.

Work standard and program planning records (NC1-137-82-1). Documents accumulated in the development and dissemination of work measurement standards for clerical and industrial operations, time studies and work sample data, statistical data, analyses, and related papers. Documents created in the preparation, submission, review, and approval of action plans that project workload, output, personnel, and other requirements for supply activities. Included are supply program planning analyses, plans for programs not subject to these analyses, coordinating actions, approvals, and related records.

a. Standards.

Disposable. Destroy when superseded or obsolete.

b. Other documents .

Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.