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Chapter 05: General Services

B-05-001-04a	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. a. Records documenting employee occupational exposures (regarding chemicals, asbestos, radiation, etc.); medical monitoring information; annual hazardous material inventory; and all policies, procedures, cables and other safety and health information promulgated by the Department as well as policies/programs issued by the post.
Disposition:	Retire to RSC when 10 years old for transfer to WNRC. Destroy when 75 years old.
DispAuthNo:	N1-84-94-3, item 1a
Date Edited:	4/1/1999
B-05-001-04b	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. b. Records documenting post initiated inspections, assessment, findings and reports (i.e., related to safety, health, or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-84-94-3, item 1b
Date Edited:	4/1/1999
B-05-001-04c	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. c. Records of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), Motor Vehicle Accident Forms (SF-91 and SF- 91a); training records; and safety and health planning analyses.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-84-94-3, item 1c
Date Edited:	4/1/1999

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B-05-002-04a	Motor Vehicle Operating and Maintenance Files		
Description:	a. Summary data of operating and maintenance expenses including those relating to gas and oil consumption, repair charges (labor and parts), vehicle mileage, etc. Includes data used to prepare year-end report, other reports and all other items.		
Disposition:	Destroy when 3 months old.		
DispAuthNo:	GRS 10, item 2a	Date Edited:	4/1/1999
B-05-002-04b	Motor Vehicle Operating and Maintenance Files		
Description:	b. Source data of operating and maintenance expenses including gas coupons, service and repair work orders, Daily Vehicle Usage Report (OF-108), trip tickets, daily dispatch reports, etc.		
Disposition:	Destroy 3 years after date of report.		
DispAuthNo:	GRS 10, item 2b	Date Edited:	4/1/1999
B-05-002-05	Vehicle Inventory Report		
Description:			
Disposition:	Destroy 3 years after date of report.		
DispAuthNo:	GRS 10, item 2b	Date Edited:	4/1/1999
B-05-002-06a	Motor Vehicles Program Files		
Description:	Correspondence between post and Department regarding post fleet acquisition, disposition and other transactions. a. Records of a policy and procedural nature.		
Disposition:	Retain at post until no longer needed for reference purposes.		
DispAuthNo:	NC1-84-80-7, item 5a	Date Edited:	4/1/1999
B-05-002-06b	Motor Vehicles Program Files		
Description:	b. Records pertaining to routine administrative matters.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NC1-84-80-7, item 5b	Date Edited:	4/1/1999

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B-05-003-03a	Architectural Data Files		
Description:	Includes blueprints, floor plans, charts and other architectural data for U.S. Government-owned buildings abroad.		
	a. Master File.		
Disposition:	Forward to Department, Attn: FBO, when obsolete.		
DispAuthNo:	II-NNA-530, item 3	Date Edited:	4/1/1999
B-05-003-03b	Architectural Data Files		
Description:	b. All other files.		
Disposition:	Destroy when obsolete or of no further value.		
DispAuthNo:	II-NNA-530, item 4	Date Edited:	4/1/1999
B-05-003-04	Buildings - Contract Files (Maintained in the Budget & Fiscal Section)		
Description:	Consists of ORIGINAL contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents on construction, furnishing, maintenance or repair of U.S. Government-owned or leased quarters.		
Disposition:	Destroy 6 years and 3 months after final payment if all claims have been satisfactorily resolved.		
DispAuthNo:	NC1-84-80-4, item 1	Date Edited:	4/1/1999
B-05-003-05	Site Acquisition Files		
Description:	Includes correspondence, survey reports and photographs regarding the selection of sites and acquisition of property for the construction of U.S. Government-owned buildings and residences. Excludes title deeds (see item 050302).		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-530, item 2	Date Edited:	4/1/1999
B-05-003-06	Obligating Document Files		
Description:	Includes purchase orders, vouchers, invoices and other obligating documents.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-530, item 7	Date Edited:	4/1/1999

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B-05-003-12 Lease - Contract Files

Description: Lease contracts (COPIES), Contractor Evaluation Statement (DS-1771), close out memorandums, related bills, floor plans, advertising pamphlets, and communications.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy 3 years after year in which premises are vacated; litigation, if any, is concluded; local laws no longer apply to the contract; and the statute of limitations period has expired.

DispAuthNo: II-NNA-3183

Date Edited:

4/1/1999

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Procurement and Supply

B-05-004-01 **Procurement - Contract Files**
Description: Contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents for equipment, services, and supplies; and related correspondence; sales literature; specifications; bids; and other material.
Disposition: Destroy 3 years after final payment.
DispAuthNo: GRS 3, item 3a(2) **Date Edited:** 4/1/1999

B-05-004-02a **Non-Expendable Property Inventory Files**
Description: a. Inventory Reconciliation Files. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Reconciliation Report (OF-127, OF-132).
Disposition: Destroy 3 complete fiscal years after completion of inventory.
DispAuthNo: N1-84-94-5, item 1a **Date Edited:** 4/1/1999

B-05-004-02b **Non-Expendable Property Inventory Files**
Description: b. Individual Property Record Cards (OF-129)
Disposition: Destroy 2 years after property has been sold or otherwise disposed of.
DispAuthNo: GRS 3, item 9b **Date Edited:** 4/1/1999

B-05-004-02c **Non-Expendable Property Inventory Files**
Description: c. Composite Property Record Cards (OF-128)
Disposition: Destroy 2 years after stock balance has been transferred to new card.
DispAuthNo: GRS 3, item 9b **Date Edited:** 4/1/1999

B-05-004-03 **Expendable Stock Control Record Card (OF-131)**
Description:
Disposition: Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.
DispAuthNo: N1-84-94-5, item 2 **Date Edited:** 4/1/1999

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B-05-004-04a	Requisition Files		
Description:	Requisitions for supplies, equipment or services; estimated office requirements for supplies; and monthly reports of supplies distributed.		
	a. Expendable Stock.		
Disposition:	Destroy 1 year after issue of item.		
DispAuthNo:	N1-84-94-5, item 3a	Date Edited:	4/1/1999
B-05-004-04b	Requisition Files		
Description:	b. Non-expendable Property.		
Disposition:	Destroy 2 years after completion or cancellation of requisition.		
DispAuthNo:	GRS 3, item 8a	Date Edited:	4/1/1999
B-05-004-05	Purchase Order Files		
Description:	Purchase orders for supplies or equipment procured locally, and related correspondence. (Transactions of \$25,000 or less and construction under \$2,000).		
Disposition:	Destroy 3 years after final payment.		
DispAuthNo:	GRS 3, item 3a(2)	Date Edited:	4/1/1999
B-05-004-06	Property Disposal Files		
Description:	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.		
Disposition:	Destroy 2 years after final disposition action is taken. If sale was part of the disposal action, keep until 2 years after final settlement.		
DispAuthNo:	N1-84-94-5, item 4	Date Edited:	4/1/1999
B-05-004-07	Reserved for future use		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	4/1/1999
B-05-004-08	Reserved for future use		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	4/1/1999

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B-05-004-09 Residence Inventory List**Description:**

Disposition: Destroy after outgoing inventory has been taken and all discrepancies have been resolved.

DispAuthNo: N1-84-94-5, item 5

Date Edited: 4/1/1999

B-05-004-10 Receiving Files

Description: Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

Disposition: Destroy 3 complete fiscal years after the final delivery has been made.

DispAuthNo: N1-84-94-5, item 6

Date Edited: 4/1/1999

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Publications and Map Procurement

B-05-005-01 **Map Procurement Correspondence Files**

Description: Correspondence regarding the procurement of maps for the Department or other Government agencies.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-85, item 1 **Date Edited:** 4/1/1999

B-05-005-02 **Publications Record Files**

Description: Cards or other records of publications transmitted to the Department.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-85, item 2 **Date Edited:** 4/1/1999

B-05-005-03 **Purchase Order Files**

Description: Copies of purchase orders and invoices for publications procured, excluding copies maintained in the post Budget and Fiscal Section.

Disposition: Destroy 1 year after termination or completion.

DispAuthNo: GRS 3, item 3c **Date Edited:** 4/1/1999

B-05-005-04 **Foreign Publications Correspondence Files**

Description: Communications with the Department, foreign organizations and institutions and other posts regarding the procurement of foreign publications for the Department, other Federal agencies and U.S. Government libraries.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 35 **Date Edited:** 4/1/1999

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Travel and Transportation

B-05-006-01a	Official Travel Records		
Description:	a. Requests, authorizations, orders, obligating documents and related papers, local transportation requests and authorizations issued by posts.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	NN-169-86, item 8	Date Edited:	4/1/1999
B-05-006-01b	Official Travel Records		
Description:	b. Issuing office copies of U.S. Government Transportation Request (SF-1169).		
Disposition:	Destroy 6 years after the period of the account.		
DispAuthNo:	GRS 9, item 1c	Date Edited:	4/1/1999
B-05-006-02	Travel Program Files		
Description:	Communications regarding travel arrangements, including arrivals, visits and departures of travelers, information on travel orders, hotel accommodations, conference details, assignment of space; correspondence with transportation companies and hotels regarding travel and accommodations for official travelers; and card indexes to the travel correspondence file.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	NN-169-86, item 9	Date Edited:	4/1/1999
B-05-006-03	Passenger Lists		
Description:	Includes ship and air schedules and lists of official passengers aboard incoming ships and planes.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 9, item 4a	Date Edited:	4/1/1999
B-05-006-04	Arrival and Departure Lists		
Description:	List of persons arriving and departing from posts.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 9, item 4a	Date Edited:	4/1/1999

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B-05-006-05	Shipment Files, Official Supplies and Equipment		
Description:	Correspondence and forms regarding the shipment of materials to and from the post, including bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-169-86, item 10	Date Edited:	4/1/1999

B-05-006-06	Household and Personal Effects - Shipment Files		
Description:	Correspondence and forms regarding the shipment of materials to and from the post and related card records regarding shipment; bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.		
Disposition:	Destroy 2 years after employee is reassigned or transferred.		
DispAuthNo:	NN-169-86, item 11	Date Edited:	4/1/1999

B-05-006-07a	Bills of Lading Files		
Description:	Includes airway bills and related documents used in connection with the transportation of official supplies or personal effects. a. Shipment of official supplies and equipment.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-169-86, item 12a	Date Edited:	4/1/1999

B-05-006-07b	Bills of Lading Files		
Description:	b. Shipment of household and personal effects.		
Disposition:	Destroy 2 years after reassignment or transfer of employee.		
DispAuthNo:	NN-169-86, item 12b	Date Edited:	4/1/1999

B-05-006-08	Shipping Requests		
Description:	Requests made to American firms to ship goods to an overseas post.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 27	Date Edited:	4/1/1999

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B-05-006-09a **Free Entry Permits**

Description: a. Copies bearing Foreign Office approval.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 26 **Date Edited:** 4/1/1999

B-05-006-09b **Free Entry Permits**

Description: b. All other copies.

Disposition: Destroy when 6 months old.

DispAuthNo: II-NNA-3, item 26 **Date Edited:** 4/1/1999

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Commissary

B-05-007-01	Procurement Files		
Description:	Commissary orders and related correspondence with firms regarding the purchase of supplies for the commissary.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 86	Date Edited:	4/1/1999
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B-05-007-02	Order Files		
Description:	Correspondence with customers and with other posts regarding their orders for supplies through the commissary.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 87	Date Edited:	4/1/1999
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B-05-007-03	Price Lists		
Description:	Lists sent to other posts ordering from the commissary.		
Disposition:	Retain one copy of each list and destroy all other copies when new list is issued.		
DispAuthNo:	II-NNA-3, item 88	Date Edited:	4/1/1999
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B-05-007-04a	Stock Record Cards		
Description:	a. Merchandise stock record cards reflect the movement of stock.		
Disposition:	Destroy after monthly inventory is verified.		
DispAuthNo:	II-NNA-3, item 89	Date Edited:	4/1/1999
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B-05-007-04b	Stock Record Cards		
Description:	b. Warehouse stock cards consisting of a daily running inventory of stock in the warehouse.		
Disposition:	Destroy after yearly audit.		
DispAuthNo:	II-NNA-3, item 90	Date Edited:	4/1/1999

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B-05-007-04c	Stock Record Cards		
Description:	c. Office stock record cards reflecting receipts and monthly inventory balances, long range consumption figures, and cost/selling price of each item.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	II-NNA-3, item 92	Date Edited:	4/1/1999
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B-05-007-05a	Tally Records		
Description:	In and out tallies indicating quantity, condition, and other data regarding supplies received.		
	a. Warehouse and stock record copies.		
Disposition:	Destroy after yearly audit.		
DispAuthNo:	II-NNA-3, item 91	Date Edited:	4/1/1999
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B-05-007-05b	Tally Records		
Description:	b. Accounting copy.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-3, item 91	Date Edited:	4/1/1999
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B-05-007-06	Issue Slips		
Description:	Issue slips documenting the transfer of merchandise from the warehouse to the sales floor.		
Disposition:	Destroy after yearly audit.		
DispAuthNo:	II-NNA-3, item 93	Date Edited:	4/1/1999
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B-05-007-07	Inventory Reports		
Description:			
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 94	Date Edited:	4/1/1999

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B-05-007-08a	Customer Records		
Description:	a. Application for an account with the commissary.		
Disposition:	Destroy 2 years after account has become inactive.		
DispAuthNo:	II-NNA-3, item 95	Date Edited:	4/1/1999

B-05-007-08b	Customer Records		
Description:	b. Customer's Index Card.		
Disposition:	Destroy when account is closed.		
DispAuthNo:	II-NNA-3, item 98	Date Edited:	4/1/1999

B-05-007-08c	Customer Records		
Description:	c. Customer's Account Card.		
Disposition:	Destroy 2 years after account is closed.		
DispAuthNo:	II-NNA-3, item 97	Date Edited:	4/1/1999

B-05-007-08d	Customer Records		
Description:	d. Eligibility Files. Interoffice memoranda, lists, and other data regarding the eligibility of personnel for commissary privileges, and information concerning accounts.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 97	Date Edited:	4/1/1999

B-05-007-08e	Customer Records		
Description:	e. Purchase Authorizations. Individual authorizations for eligible employees to make purchases at the commissary.		
Disposition:	Destroy 2 years after customer's account has become inactive.		
DispAuthNo:	II-NNA-3, item 96	Date Edited:	4/1/1999

B-05-007-09	Sales Receipts for Merchandise purchased from Commissary on account		
Description:			
Disposition:	Destroy 1 year after posting to customer's account.		
DispAuthNo:	II-NNA-3, item 100	Date Edited:	4/1/1999

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B-05-007-10 Cash Sales Control Slips**Description:****Disposition:** Destroy after monthly audit.**DispAuthNo:** II-NNA-3, item 101 **Date Edited:** 4/1/1999

B-05-007-11 Daily Cash/Bank Receipts and Disbursement Forms**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 102 **Date Edited:** 4/1/1999

B-05-007-12 Journal Vouchers**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 103 **Date Edited:** 4/1/1999

B-05-007-13 Cigarette Ration Card**Description:****Disposition:** Destroy 3 months after completion of card or after card becomes inactive.**DispAuthNo:** II-NNA-3, item 104 **Date Edited:** 4/1/1999

B-05-007-14 Coal Order Card with related correspondence**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 105 **Date Edited:** 4/1/1999

B-05-007-15 Gasoline Cards and related data**Description:****Disposition:** Destroy 1 year after card becomes inactive.**DispAuthNo:** II-NNA-3, item 106 **Date Edited:** 4/1/1999

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B-05-007-16 Personnel Files

Description: Personnel records and related data pertaining to salaries and taxes for commissary employees ONLY in case of those commissaries operated independently of post funds.

Disposition: Destroy 2 years after separation of employee.

DispAuthNo: II-NNA-3, item 107

Date Edited:

4/1/1999

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Restaurant

B-05-008-01	Restaurant Program Files		
Description:	Correspondence with firms supplying necessary food, merchandise and equipment for the proper overall operation of restaurant or cafeteria.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 75	Date Edited:	4/1/1999
B-05-008-02a	Inventory Records		
Description:	a. Daily report on food supplies on-hand.		
Disposition:	Destroy after monthly report is prepared.		
DispAuthNo:	II-NNA-3, item 76	Date Edited:	4/1/1999
B-05-008-02b	Inventory Records		
Description:	b. Monthly report of food purchased from Commissary, Army PX, or local market		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 77	Date Edited:	4/1/1999
B-05-008-03a	Restaurant Records		
Description:	a. Daily report on restaurant or cafeteria receipts.		
Disposition:	Destroy when monthly statement of accounts is verified.		
DispAuthNo:	II-NNA-3, item 79	Date Edited:	4/1/1999
B-05-008-03b	Restaurant Records		
Description:	b. Monthly Statements on restaurant or cafeteria account.		
Disposition:	Retain one record set indefinitely and destroy all other copies after 3 months.		
DispAuthNo:	II-NNA-3, item 80	Date Edited:	4/1/1999
B-05-008-04	Cash Vouchers for Payment or Receipt of Funds		
Description:			
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-3, item 81	Date Edited:	4/1/1999

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B-05-008-05 Requisitions Files

Description: Requisitions for supplies, equipment or services.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NNA-3, item 82 **Date Edited:** 4/1/1999

B-05-008-06 Personnel Records

Description: Personnel files for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.

Disposition: Destroy 2 years after employee is separated.

DispAuthNo: II-NNA-3, item 83 **Date Edited:** 4/1/1999

B-05-008-07 Working schedules or other assignment data for restaurant or cafeteria employee

Description:

Disposition: Destroy when new schedule or assignment data is prepared.

DispAuthNo: II-NNA-3, item 84 **Date Edited:** 4/1/1999

B-05-008-08 Time and Attendance Reports

Description: Time and Attendance Reports for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.

Disposition: Destroy when 6 years old.

DispAuthNo: GRS 2, item 7 **Date Edited:** 4/1/1999
