

**Department of Veterans Affairs**

**Office of Information & Technology  
(OI&T)  
Records Control Schedule (RCS)  
005-1**

**Date: August 3, 2009**

**Office of Information  
and Technology  
Washington DC 20420**

**Internet: <http://www.rms.oit.va.gov>**

Department of Veterans Affairs  
Washington DC 20420

OI&T Records Control Schedule 005-1  
Transmittal Sheet

- 1. REASON FOR ISSUE:** This (005) Records Control Schedule provides retention and disposition requirements for the Office of Information and Technology (005) records.
- 2. SUMMARY OF CONTENTS:** This schedule provides disposition authorities for (005) general and administrative records and program records. Disposal authorities were issued by the National Archives and Records Administration (NARA).
- 3. RELATED ISSUES:** None.
- 4. RESPONSIBLE OFFICE(S):** Office of the Assistant Secretary for Information and Technology (005), Office of Information Protection and Risk Management (005R), and Office of Privacy and Records Management Service is responsible for the material contained in this records control schedule.
- 5. RESCISSIONS:** None.
- 6. RECERTIFICATION:** This records schedule is scheduled for recertification on or before the last working day of 2013.

/S/  
Roger W. Baker  
Assistant Secretary for  
Information and Technology

**Distribution: Electronic Only**

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## RECORDS CONTROL SCHEDULE

**1. GENERAL.** Part I of RCS 005-1 provides the authority authorizing the prompt and orderly disposition of records (primarily correspondence files) created and maintained in Office of Information & Technology (OI&T) Central Office and field facilities. These records reflect the day-to-day administrative matters related to a particular office within OI&T. Disposition authorities are authorized and mandated by the National Archives and Records Administration (NARA) in the General Records Schedule (GRS) for use by all government agencies.

### 2. POLICY

a. This schedule is mandatory and constitutes the sole authority for the disposal of Subject/Functional Records (Except Fiscal or Finance Records) created by OI&T and OI&T field facilities.

b. The procedures governing the transfer of records to a Federal Records Center (FRC) are set forth in VA Handbook 6300.1, Records Management Procedures.

(1) Records shall be retired from facility space to FRC as soon as eligible, but only if considered appropriate and transfer costs do not exceed the expense of retaining them in agency space.

(2) Records retired to the FRC must have a remaining retention period of 3 years or more before they will be accepted.

c. Where destruction is authorized, records will normally be destroyed immediately after expiration of the retention periods. Under no circumstances will destruction be accomplished prior to the expiration of retention periods.

### 3. DEFINITIONS

a. Authority. The authorization obtained only from the Archivist of the United States for the disposal of records.

b. Destroy. Physical destruction of records.

c. Disposition. The action taken with regard to records following their appraisal. The actions include transfer to a records center for storage, transfer to an archival agency, and donation to an eligible repository, image reproduction, or destruction. The term includes but is not synonymous with disposal.

d. Retention Period. The period of time a particular record (normally a series) is to be stored.

### 4. INSTRUCTIONS FOR USE

a. Subject/Functional Records are arranged to provide an item number, title and description, disposition instructions, and the NARA authority to dispose of the record:

(1) Item Number. Identification of a specific record or file.

(2) Title and Description. This column identifies the types of records within a record series. The term "or equivalent", when used identifies predecessor records, successor records, or records used in lieu thereof, provided they meet the following conditions:

(a) The records were used for the same purpose and in the same manner as the record appearing in the records control schedule; and,

(b) The kind or type of information is the same as the record described in the record control schedule.

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(3) Disposition. This column lists the action to be taken on records.

(4) Authority. This column represents the statutory requirements locating the specific authority for each item.

### **5. PURPOSE AND INTRODUCTION FOR USE**

a. Title 44, Section 3301, of the United States (U.S.) Code defines records as all books, papers, maps, photographs, machine-readable materials or other documentary materials, regardless of the physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies decisions, procedures, operations, or other activities of the government or because of the information value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included. These items are referred to as non record materials.

b. The (OI&T) Records Control Schedule (RCS) 005-1 is the main authority for the retention disposition of OI&T records. Other record schedules such as the National Archives and Records Administration (NARA) General Records Schedules (GRS) are appropriate for use if warranted. GRS's provide disposal authorization for temporary administrative records common to several or all agencies of the Federal government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions, and certain non textual records.

c. RCS 005-1 is designed to identify each record series, to provide a brief description and state the retention and disposition requirement for each record series, and to include NARA authorities or the GRS authorities, whichever is appropriate for the record series.

d. Requests for deviations from RCS 005-1 retention and disposition requirements are to be submitted to the Director, Records Management Service (005R1B). The RCS 005-1 is used by OI&T Central Office and field facilities.

### **6. RECORDS MANAGEMENT RESPONSIBILITIES**

a. The Records Management Service (RMS) is responsible for the development of policies and procedures for effective and efficient records management throughout OI&T. In addition, RMS acts as the liaison between OI&T and NARA on issues that pertain to records management practices and procedures.

b. Field records officers are responsible for records management activities at their facilities

c. Program officials are responsible for creating, maintaining, protecting, and disposing of records in their program area in accordance with NARA regulations and VA policy.

d. All OI&T employees are responsible to ensure records are created, maintained, protected, and disposed of in accordance with NARA regulations and VA policies and procedures.

### **7. DISPOSITION OF RECORDS**

a. The RCS 005-1 contains retention and disposition requirements for OI&T records which have been authorized by NARA or have been assigned a GRS disposal authority. Record disposition refers to the transfer of records to a records storage facility, transfer of permanent records to the National Archives, the destruction of records, and other appropriate actions to dispose of records. Unless retrieved, records transferred to a storage facility will be destroyed after expiration of their retention requirements. However, the transferring facility will be notified prior to the destruction of the records. The transferring facility will be notified by the storage facility that the records will become eligible for destruction in the near future. If the records are to be retained beyond their destruction date, the transferring facility must notify the storage facility that the records are to be retained beyond

the destruction date. If the storage facility is not notified, the records will be destroyed after their retention periods have expired.

b. Materials that meet the Freedom of Information Act and Privacy Act criteria have been identified in this records control schedule. Records Officers are required to review all requests for records disposition originating in their organizations to ensure the Freedom of Information Act and Privacy Act provisions are not violated. Material that falls under the purview of the Freedom of Information Act and the Privacy Act is to be destroyed by shredding. Reference VA Directive 6371 and VA Handbook 6500.1 for detailed particulars.

## **8. RECORDS OVER 30 YEARS OLD**

a. Permanent and unscheduled records over 30 years old in OI&T custody must be identified and reported through the Records Management Service to NARA. Permanent (archival) records are defined as records that have been appraised by NARA to have sufficient historical value or other value to warrant permanent preservation at the National Archives.

b. Records that have not been appraised and unscheduled records are records that have not been evaluated to determine their record retention value, i.e., retention and disposition standards. Records authorized for disposition by NARA's General Records Schedules must be documented on an approved SF 115, Request for Records Disposition Authority. Records authorized for transferral to a record storage facility are excluded from this reporting requirement.

## **9. DAMAGE TO, ALIENATION AND UNAUTHORIZED DESTRUCTION OF RECORDS**

a. OI&T records shall not be disposed of without the proper authorization to do so. Federal law prohibits unauthorized destruction, alienation, or mutilation of Federal records. The penalty for such acts is a \$2,000 fine, 3 years in prison, or both, pursuant to Title 18 United States Code 2071.

b. OI&T personnel are to take measures to ensure that records are not improperly disposed of. Records are not to be removed from OI&T custody or destroyed without regard to the requirements of this RCS, GRS's, or other approved NARA records schedule. When records are improperly disposed of, NARA regulations and VA policy require the submission of a report to NARA. The report should include the record description, volume, date of incident, etc.

c. Specific reporting requirements are contained in NARA regulations, Title 36, Code of Federal Regulations, Part 1228, Disposition of Federal Records, and VA Handbook 6300.1, Chapter 6, Records Disposition Program.

## **10. VITAL RECORDS**

Vital records are defined as essential records needed to maintain the continuity of Federal government activities during and following a national emergency or a technological or natural disaster and to protect the rights and interests of VA beneficiaries and employees.

## **11. PERSONAL PAPERS**

Personal papers consist of documents that relate only to an individual's personal affairs and do not affect the conduct of government business. Examples of personal papers are diaries, journals or other personal notes that are not created in the process of transacting government business.

## **12. ELECTRONIC RECORDS**

Regardless of the record medium, hardcopy or electronic, those records must be appraised to determine their record retention value and scheduled with the National Archives and Records Administration to obtain an authorized disposition.

**13. TERMINATION OF OFFICE/SERVICE AND DEACTIVATION OF FIELD FACILITY**

a. Specific records management procedures are to be followed when terminating an office/service or deactivating a field facility. The procedures are contained in VA Handbook 6300.1. It is important that these procedures be adhered to prevent the loss or unauthorized destruction of OI&T records.

b. Once it has been determined to abolish an office/service or to deactivate a field facility, the records officer is to be consulted so that certain measures are taken to prevent the premature destruction of records. An evaluation is to be conducted to determine those records that are eligible for immediate destruction, identification of records that are to be transferred to the successor office/service or facility, identification of records that are eligible for transfer to a records storage facility, and identification of records deemed to be of permanent value for offering to the National Archives. Records are not to be disposed of without proper authorization to do so.

**14. DEPARTMENT OF VETERANS AFFAIRS (VA) HANDBOOKS**

a. VA Handbook 6300.1 is the document that's used to establish the procedures for implementation of the VA records management program as stipulated in VA Directive 6300. VA Handbook 6300.2 establishes VA procedures for management of the Vital Records Program which is an integral component of VA's Emergency Preparedness Plan.



**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION A – CIVILIAN PERSONNEL RECORDS**  
 (All records are temporary unless otherwise noted)

Item No.	Title and Description of Records	Disposition	Authority
1	<p><b>Official Personnel Folders (OPFs).</b>                      Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention.</p> <p>a. Transferred employees.</p> <p>b. Separated employees.</p> <p><b>[NOTES:</b> (1) OPF's covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact NARA to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Certain agencies have been exempted by OPM from retiring their OPF's to NPRC. These agencies retain OPF's for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.]</p>	<p>See Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions relating to folders of employees transferred to another agency.</p> <p>Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. [See note (2) after this item]. NPRC will destroy 65 years after separation from Federal service.</p>	<p>GRS 1, 1a</p> <p>GRS 1, 1b</p>
2	<p><b>Service Record Cards.</b></p> <p>Service Record Card.</p> <p>a. Cards for employees separated or transferred on or before December 31, 1947.</p> <p>b. Cards for employees separated or transferred on or after January 1, 1948.</p> <p><b>[NOTE:</b> Effective December 31, 1994, the SF 7 card became obsolete.]</p>	<p>Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.</p> <p>Destroy 3 years after separation or transfer of employee.</p>	<p>GRS 1, 2a</p> <p>GRS 1, 2b</p>
3	<p><b>Personnel Correspondence Files.</b> Correspondence, reports, and other records relating to the general administration and operation of personnel functions, excluding records described elsewhere and records maintained at agency staff planning levels.</p>	<p>Destroy when 3 years old.</p>	<p>GRS 1, 3</p>

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<p><b>4</b></p>	<p><b>Offers of Employment Files</b> Correspondence, including letters and telegrams, offering appointments to potential employees.</p> <p>a. Accepted offers.</p> <p>b. Declined offers.</p> <p>(1) When name is received from certificate of eligibles.</p> <p>(2) Temporary or accepted appointment.</p> <p>(3) All others.</p>	<p>Destroy when appointment is effective.</p> <p>Return to OPM with reply and application.</p> <p>File with application (see GRS 1, items 33k, l, m, or n as appropriate).</p> <p>Destroy immediately.</p>	<p>GRS 1, 4a</p> <p>GRS 1, 4b(1)</p> <p>GRS 1, 4b(2)</p> <p>GRS 1, 4b3</p>
<p><b>5</b></p> <p><b>6</b></p>	<p><b>Employee Record Cards.</b> Employee record cards used for informational purposes outside of personnel offices such as SF 7B [NOTE: Effective Dec. 31, 1994, the SF 7 card became obsolete. Agencies may use an internal agency form.</p> <p><b>Position Classification Files</b></p> <p>a. Position Classification Standards Files.</p> <p>(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate position within the agency.</p> <p>(2) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency. Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency, OPM approval and disapproval.</p> <p>(a) Case File.</p> <p>(b) Review File.</p> <p>b. Position Descriptions. Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.</p> <p>c. Survey Files.</p> <p>(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.</p> <p>(2) Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.</p> <p>d. Appeals Files</p> <p>(1) Case files relating to classification appeals excluding OPM classification certificate.</p>	<p>Destroy on separation or transfer of employee.</p> <p>Destroy when superseded or obsolete.</p> <p>Destroy 5 years after position is abolished or description is superseded.</p> <p>Destroy when 2 years old.</p> <p>Destroy 2 years after position is abolished or description is superseded</p> <p>Destroy when 3 years old or 2 years after regular inspections whichever is sooner.</p> <p>Destroy when obsolete or superseded.</p> <p>Destroy 3 years after case is closed.</p>	<p>GRS 1, 6</p> <p>GRS 1, 7a(1)</p> <p>GRS1, 7a(2)a</p> <p>GRS1, 7a(2)b</p> <p>GRS 1, 7b</p> <p>GRS 1, 7c(1)</p> <p>GRS 1, 7c(2)</p> <p>GRS 1, 7d(1)</p>

<p>7</p>	<p>(2) Certifications of classification issued by OPM.</p> <p><b>Employee Award Files</b>  a. General awards records, <b>EXCLUDING</b> those relating to department-level awards.  (1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and non cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.  (2) Correspondence pertaining to awards from other Federal agencies, or non-Federal organizations.  b. Length of service and sick leave awards files Records including correspondence, reports, computations of service and sick leave, and lists of awardees.  c. Letters of commendation and appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, <b>EXCLUDING COPIES</b> filed in the OPF.  d. Lists of or indexes to agency award nominations. Lists of nominees and winner and indexes of nominations.  <b>[NOTE: Records relating to department-level awards must be scheduled by submitting an SF 115, Request for Records Disposition Authority, to NARA.]</b></p>	<p>Destroy after affected position is abolished or superseded.</p> <p>Destroy 2 years after approval/disapproval.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 1 year old.</p> <p>Destroy when 2 years old</p> <p>Destroy when superseded or obsolete</p>	<p>GRS 1, 7d(2)</p> <p>GRS 1, 12a(1)</p> <p>GRS 1, 12a(2)</p> <p>GRS 1, 12b</p> <p>GRS 1, 12c</p> <p>GRS 1, 12d</p>
<p>8</p>	<p><b>Incentive Awards Program Reports</b>  Reports pertaining to the operation of the Incentive Awards Program.</p>	<p>Destroy when 3 years old.</p>	<p>GRS 1, 13</p>
<p>9</p>	<p><b>Notification of Personnel Actions</b>  Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF  a. Chronological file copies, including fact sheets, maintained in personnel offices.  b. All other copies maintained in personnel offices.</p>	<p>Destroy when 2 years old.</p> <p>Destroy when 1 years old.</p>	<p>GRS 1, 14a</p> <p>GRS 1, 14b</p>
<p>10</p>	<p><b>Correspondence and Forms Files.</b>  Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.  a. Correspondence and forms relating to pending personnel actions.  b. Retention registers and related records.  (1) Registers and related records used to effect reduction-in-force actions.  (2) Registers from which no reduction-in-force actions have been taken and related records.</p>	<p>Destroy when action is completed.</p> <p>Destroy when 2 years old.</p> <p>Destroy when superseded or obsolete.</p>	<p>GRS 1, 17a</p> <p>GRS 1, 17b(1)</p> <p>GRS 1, 17b(2)</p>
<p>11</p>	<p><b>Supervisors' Personnel Files and Duplicate OPF Documentation.</b>  a. Supervisors' Personnel Files. Correspondence, forms, and other records relating to positions,</p>	<p>Review annually and destroy superseded or</p>	<p>GRS 1, 18a</p>

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	<p>authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.</p> <p>b. Duplicate Documentation.</p>	<p>obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.</p> <p>Destroy when 6 months old.</p>	<p>GRS 1, 18b</p>
12	<p><b>Individual Non-Occupational Health Records Forms</b>, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for non-work-related purposes.</p>	<p>Destroy 6 years after date of last entry.</p>	<p>GRS 1, 19</p>
13	<p><b>Employee Performance File System Records</b></p> <p>a. Non-SES appointees (as defined in 5 U.S.C. 4301(2)).</p> <p>(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents.</p> <p>(2) Performance records superseded through an administrative, judicial, or quasi judicial procedure.</p> <p>(3) Performance-related records pertaining to a former employee.</p> <p>(a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.</p> <p>(b) All other performance plans and ratings.</p> <p>(4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.</p> <p>(5) Supporting documents.</p>	<p>Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.</p> <p>Destroy when superseded.</p> <p>Place records on left side of OPF and forward to gaining Federal agency upon transfer or to the NPRC if employee leaves Federal service (see item 1b of this schedule) An agency retrieving an OPF from the NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.</p> <p>Destroy when 4 years old.</p> <p>Destroy 4 years after date of appraisal.</p> <p>Destroy 4 years after date of appraisal.</p>	<p>GRS 1, 23a(1)</p> <p>GRS 1, 23a(2)</p> <p>GRS 1, 23a(3)(a)</p> <p>GRS 1, 23a(3)(b)</p> <p>GRS 1, 23a(4)</p> <p>GRS 1, 23a(5)</p>
14	<p><b>Reasonable Accommodation Request Records Information</b> created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164.</p>		



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<p>15</p>	<p>approvals and denials, notice of procedures for informal dispute resolution or appeal processes, forms, correspondence, emails, records of oral conversations, medical documentation, and notes.  <b>[NOTE: These records are neither part of an employee’s Official Personnel File (OPF) nor part of a supervisor’s unofficial personnel file.]</b></p> <p>c. Supplemental Files.</p> <p>Records created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relation coordinators, while advising on, implementing or appealing requests for or from an individual employee for reasonable accommodation. Some requests may involve HR matters, including but not limited to changes in duties, reassignments, leave usage, and performance issues. Files may include, but are not limited to policy guidance, resource information about accommodation providers, forms, emails, and notes.</p> <p>d. Tracking System.</p> <p>Records and data created, received, and maintained for purposes of tracking agency compliance with Executive Order 13164 and Equal Employment Opportunity Commission (EEOC) guidance.</p> <p><b>Equal Employment Opportunity (EEO) Records.</b></p> <p>a. Official Discrimination Complaint Case Files. Originating agency’s file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. court.</p> <p>b. Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.</p> <p>c. Preliminary and Background Files.</p> <p>(1) Background records not filed in the Official Discrimination Complaint Case Files.</p> <p>(2) Records documenting complaints that do not develop into Discrimination Complaint Cases.</p> <p>d. Compliance Records.</p> <p>(1) Compliance Review Files.  Reviews, background documents, and correspondence relating to contractor employment practices.</p> <p>(2) EEO Compliance Reports.</p> <p>e. Employee Housing Requests.  Forms requesting agency assistance in housing matters, such as rental or purchase.</p>	<p>Destroy 3 years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later.</p> <p>Delete/destroy three years after compliance report is filed or when no longer needed for reference.</p> <p>Destroy 4 years after resolution of the case.</p> <p>Destroy 1 year after resolution of the case.</p> <p>Destroy 2 years after final resolution of case.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 7 years old.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 1 year old.</p>	<p>GRS 1, 24c</p> <p>GRS 1, 24d</p> <p>GRS 1, 25a</p> <p>GRS 1, 25b</p> <p>GRS 1, 25c(1)</p> <p>GRS 1, 25c(2)</p> <p>GRS 1, 25d(1)</p> <p>GRS 1, 25d2</p> <p>GRS 1, 25e</p>
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<p>16</p>	<p>f. Employment Statistics. (See note) Employment statistics relating to race and sex.</p> <p><b>[NOTE:</b> Electronic master files and databases created to supplement or replace the records covered by this sub item are <b>NOT</b> authorized for disposal under the GRS. Such files must be scheduled on a SF 115.</p>	<p>Destroy when 5 years old.</p>	<p>GRS 1, 25f</p>
	<p>g. EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.</p>	<p>Destroy when 3 years old, or when superseded or obsolete which ever is applicable.</p>	<p>GRS 1, 25g</p>
	<p>h. EEO Affirmative Action Plans (AAP). (1) Agency copy of consolidated AAP(s).</p>	<p>Destroy 5 years from date of the plan.</p>	<p>GRS 1, 25h &amp; 25h(1)</p>
	<p>(2) Agency feeder plan to consolidated AAP(s).</p>	<p>Destroy 5 years from date of plan or when administrative purposes have been served.</p>	<p>GRS 1, 25h(2)</p>
	<p>(3) Report of on-site reviews of Affirmative Actions Programs.</p>	<p>Destroy 5 years from date of report.</p>	<p>GRS 1, 25h(3)</p>
	<p>(4) Agency copy of annual report of Affirmative Action accomplishments.</p>	<p>Destroy 5 years from date of report.</p>	<p>GRS 1, 25h(4)</p>
	<p><b>Labor Management Relations Records</b> a. Labor Management Relations General and Case Files. Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.</p>		
	<p>(1) Office negotiating agreement.</p>	<p>Destroy 5 years after expiration of agreement.</p>	<p>GRS 1, 28a(1)</p>
	<p>(2) Other offices.</p>	<p>Destroy when superseded or obsolete.</p>	<p>GRS 1, 28a (21)</p>
	<p>b. Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases.</p>	<p>Destroy 5 years after final resolution of case.</p>	<p>GRS 1, 28b</p>
<p>17</p>	<p><b>Training Records</b> <b>EXCLUDING</b> Records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense. [See note after item 29b]</p> <p>a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.</p> <p>(1) Correspondence, memoranda, agreements,</p>	<p>Destroy when 5 years old or</p>	<p>GRS 1, 29a(1)</p>

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<p><b>18</b></p>	<p>authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.</p> <p>(2) Background and working files.</p> <p>b. Employee training.</p> <p>Correspondence, memos, reports, and other records of training relative to availability for employee participation in programs sponsored by other government agencies. [NOTE: Records excluded from this item must be scheduled by submission of an SF 115 to NARA]</p> <p><b>Administrative Grievance, Disciplinary, and Adverse Action Files.</b> [See note after item 18b]</p> <p>a. Administrative Grievance Files (5 CFR 771). Records relating to grievances raised by agency employees, except EEO complaints. These case files include witness statements, reports of interviews and hearings, examiners' findings and recommendations. A copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.</p> <p>b. Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432).</p> <p>Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.</p> <p>[NOTE: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in the Privacy Act notice for these records, the agency's records disposition manual, and any other issuance dealing with the disposition of these records.]</p>	<p>5 years after completion of a specific training program.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 5 years old or when superseded.</p> <p>Destroy no sooner than 4 years but no later than 7 years after case is closed.</p> <p>Destroy no sooner than 4 years but no later than 7 years after case is closed.</p>	<p>GRS 1, 29a(2)</p> <p>GRS 1, 29b</p> <p>GRS 1, 30a</p> <p>GRS 1, 30b</p>
<p><b>19</b></p>	<p><b>Personal Injury Files.</b> Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a</p>	<p>Cut off on termination of compensation or when deadline for filing a claim</p>	<p>GRS 1, 31</p>



<p>20</p> <p>21</p>	<p>claim for compensation was made.</p> <p><b>Merit Promotion Case Files.</b>  <b>Records relating</b> to the promotion of an individual that document qualifications standards, evaluation methods, selection procedures.</p> <p><b>Examining and Certification Records</b> Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for examination and certification of applicants for employment.</p> <p>a. Delegated agreements.</p> <p>b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes but is not limited to correspondence from Congress, The White House, and the general public.</p> <p>c. Correspondence or notices received from eligible's indicating a change in name, address, or availability.</p> <p>d. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.</p> <p>e. Application Record Card OPM Form 5000A or equivalent.</p> <p>f. Examination Announcement Case Documentation Files Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcements, public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other associated documents.</p> <p>g. Register or inventory of eligible's or equivalent.</p> <p>h. Letters to applicants denying transfer of eligibility.</p> <p>i. Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.</p> <p>j. Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action, and corrective action required.</p>	<p>has passed. Destroy 3 years after cutoff.</p> <p>Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.</p> <p>Destroy 3 years after termination of agreement.</p> <p>Cut off annually, destroy 1 year after cutoff.</p> <p>Destroy 90 days after update of the record in the registry or inventory.</p> <p>Destroy when test is superseded or obsolete.</p> <p>Cut off after exam. Destroy no later than 90 days after cut off.</p> <p>Cut off after termination of related register or inventory or after final action is taken. Destroy 2 years after cut off.</p> <p>Destroy 2 years after inventory register is terminated.</p> <p>Cut off annually, destroy 1 year after cutoff.</p> <p>Destroy when 6 months old.</p> <p>Cut off annually. Destroy 5 years after cutoff.</p> <p>Cut off annually. Destroy 1</p>	<p>GRS 1, 32</p> <p>GRS 1, 33a</p> <p>GRS 1, 33b</p> <p>GRS 1, 33c</p> <p>GRS 1, 33d</p> <p>GRS 1, 33e</p> <p>GRS 1, 33f</p> <p>GRS 1, 33g</p> <p>GRS 1, 33h</p> <p>GRS 1, 33i</p> <p>GRS 1, 33j</p> <p>GRS 1, 33k</p>
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	<p>k. Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.</p> <p>l. Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.</p> <p>(1) On active register or inventory.</p> <p>(2) On inactive register or inventory.</p> <p>m. Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether in hard copy or electronic format.</p> <p>n. Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.</p> <p>o. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59 or equivalent form.</p> <p>p. Certificate Files, including SF 39, or equivalent, and all papers upon which the certification was based: the list of eligible's screened for the vacancies, ratings assigned, availability statements, the certificate of eligible's that was issued to the selecting official, the annotated certificate of eligible's that was returned from the selecting official, and other documentation material designated by the examiner for retention.</p> <p>q. Certification request control index. Certificate control log system. Records of information (e.g. receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligible's from a register or inventory.</p> <p>r. Interagency Placement Program (IPP) application and registration sheet.</p>	<p>year after cutoff.</p> <p>Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).</p> <p>Cut off annually. Destroy 1 year after cut off.</p> <p>Cutoff annually. Destroy 2 years after cutoff.</p> <p>Cutoff annually. Destroy 2 years after cutoff.</p> <p>Cut off annually. Destroy 1 year after cutoff.</p> <p>Cut off annually. Destroy 2 years after cutoff.</p> <p>Cut off annually. Destroy 2 years after cutoff.</p> <p>Destroy upon expiration of employee's DEP eligibility.</p> <p>Cut off annually. Destroy 2</p>	<p>GRS 1, 33l(1)</p> <p>GRS 1, 33l(2)</p> <p>GRS 1, 33m</p> <p>GRS 1, 33n</p> <p>GRS 1, 33o</p> <p>GRS 1, 33p</p> <p>GRS 1, 33q</p> <p>GRS 1, 33r</p> <p>GRS 1, 33s</p>
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	s. DEP control cards.	years after cutoff.	
22	t. Reports of audits of delegated examining operations. <b>Occupational Injury and Illness Files</b> Reports and logs (including Occupational Safety and Health Administration Forms or equivalents maintained as prescribed in 29 CFR 1960 to document all recordable occupational injuries and illnesses for each establishment.	Destroy 3 years after date of report. Destroy when 5 years old.	GRS 1, 33t GRS 1,34
23	<b>Retirement Assistance Files Correspondence,</b> memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.	GRS 1, 39
24	<b>Pay Comparability Records</b> Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials, and case files consisting of requests for and approval of recruitment and relocation bonuses and retention allowances.	Destroy 3 years following date of approval or upon completion of the relevant service agreement or allowance.	GRS 1, 41
25	<b>Alternate Worksite Records</b> a. Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.  b. Unapproved requests.  c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.	Destroy 1 year after end of employee's participation in the program.  Destroy 1 year after request is rejected.  Destroy when 1 years old or when no longer needed.	GRS 1, 42a  GRS 1, 42b  GRS 1, 42c

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION B PAYROLL AND PAY ADMINISTRATION RECORDS**  
 (All records are temporary unless other wise indicated)

Item No	Title and Description of Records	Disposition	Authority
1	<b>Leave Application Files</b> IFCAP or equivalent plus any supporting documentation of requests and approvals of leave.	Destroy at end of following pay period.	GRS 2, 6a
2	<b>Time and Attendance Source Records</b> All time and attendance records upon which leave input data is based, such as time or sign-in sheets, time cards, (such as Optional Form (OF) 1130; flextime records, leave applications for jury and military duty, and authorized premium pay or overtime, maintained at duty post, upon which leave input data is bases. Records may be in either machine readable or paper format.	Destroy after GAO audit of when 6 years old, whichever is sooner.	GRS 2, 7
3	<b>Direct Deposit Sign-up Form (SF1199A)</b>	Destroy when superseded or after separation.	GRS 2, 17

**SECTION C PROCUREMENT  
SUPPLY AND GRANT RECORDS  
(All records are temporary unless otherwise noted)**

<b>Item No</b>	<b>Title and Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>1</b>	<p><b>Real Property Files.</b> [See note after item 1b.] Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.</p> <p>a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.</p> <p>b. Abstract or certificate of title.</p> <p>[NOTE: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form SF 115 to NARA].</p>	<p>Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.</p> <p>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p>	<p>GRS 3, 1a</p> <p>GRS 3, 1b</p>
<b>2</b>	<p><b>General Correspondence Files.</b> Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 3, 2</p>
<b>3</b>	<p><b>Routine Procurement Files</b> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). [See note after item 3a(2)(b).]</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining [simplified acquisition threshold]).</p> <p>a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.</p> <p>(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.</p> <p>(2) Transactions dated earlier than July 3, 1995.</p> <p>(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.</p>	<p>Destroy 6 years after final payment.</p> <p>Destroy 3 years after final payment.</p> <p>Destroy 6 years and 3 months after final payment.</p>	<p>GRS, 3a(1)(a)</p> <p>GRS, 3a(1)(b)</p> <p>GRS 3, 3a(2)(a)</p>

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	<p>(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.                  [NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub items to apply to a particular series of records.]</p>	<p>Destroy 3 years after final payment.</p>	<p>GRS 3, 3a(2)(b)</p>
	<p>b. Obligation copy.</p>	<p>Destroy when funds are obligated.</p>	<p>GRS 3, 3b</p>
	<p>c. Other copies of records described above used by component elements of a procurement office for administrative purposes.</p>	<p>Destroy upon termination or completion.</p>	<p>GRS 3, 3c</p>
	<p>d. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.                  [NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file has long-term research value, the records should be scheduled with the submission of an SF 115 to NARA.]</p>	<p>Destroy or delete when 5 years old.</p>	<p>GRS 3, 3d</p>
4	<p><b>Non-personal Requisition File.</b> Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts).</p>	<p>Destroy when 1 year old.</p>	<p>GRS 3, 7</p>
5	<p><b>Inventory Files.</b>                  a. Inventory lists.</p>	<p>Destroy 2 years from date of list.</p>	<p>GRS 3, 9a</p>
	<p>b. Inventory cards.</p>	<p>Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control</p>	<p>GRS 3, 9b</p>
	<p>c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.</p>	<p>Destroy 2 years after date of survey action or date of posting medium.</p>	<p>GRS 3, 9c</p>
6	<p><b>Federal Activities Inventory Reform (FAIR) Act Records</b> (created under OMB Circular A-76, Performance of Commercial Activities)                   Records documenting implementation of OMB</p>		

	<p>Circular A-76, Performance of Commercial Activities. These records are created and maintained in paper and electronic formants and include but are not limited to inventories, reviews, consultations, summary reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, Federal Register notices, standard and streamlined competition documents, accountability statements, cost calculations, and performance measures.</p> <p>[NOTE: Procurement files related to A-76 solicitations are scheduled under GRS 3, Item 3a, and Routine Procurement Files.]</p> <p>a. Circular No. A-76 case files/studies maintained by the office having primary responsibility.</p> <p>[NOTE: To implement this authority, each agency must select one fixed retention period between 6 and 10 years, for the entire series of Circular No. A-76 case files or studies. Agencies are not authorized to use different retention periods for individual case files or studies. The agency should publish the chosen retention period in the organizations Records Control Schedule.]</p> <p>b. Circular No. A-76 records maintained by other offices, including information copies and background material.</p>	<p>Cut off when action is completed, hold 3 years, retire to records center. Destroy 6 years after cut off.</p> <p>Cut off upon completion of study. Destroy 2 years after cut off.</p>	<p>GRS 3, 18a</p> <p>GRS 3, 18b</p>
<p>7</p>	<p><b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems used solely to generate a recordkeeping copy of records covered by other items in this schedule. Includes electronic copies of records that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained in personal files, personal electronic mail directories, or personal directories on hard disc or network drives, and copies on shared network drives that were used to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p>	<p>GRS 3, 19a</p> <p>GRS 3, 19b</p>
<p>8</p>	<p><b>Supply Requisition File</b> Combination Requisition and Shipping Tickets; Continuation Sheet, Report of Survey; Request for Initial Equipment, Request for Turn-in; Receipt for</p>	<p>Destroy 2 years after completion/cancellation of requisitions.</p>	<p>NARA Job Nr. NN-169-48, 1o</p>





**PART I SUBJECT/FUNCTIONAL RECORDS  
SECTION D PROPERTY DISPOSAL RECORDS  
(All records are temporary unless indicated otherwise)**

Item No	Title and Description of Records	Disposition	Authority
1	<b>Property Disposal Correspondence Files</b> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.	GRS 4, 1
2	<b>Excess Personal Property Reports</b>	Destroy when 3 years old.	GRS 4, 2
3	<b>Surplus Property Case Files.</b> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. a. Transactions of more than \$25,000.00.  b. Transactions of \$25,000.00 or less.	Destroy 6 years after final payment.  Destroy 3 years after final payment.	GRS 4, 3a  GRS 4, 3b
4	<b>Real Property Files</b> Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, 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, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value; (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance; and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. [NOTE: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	GRS 4, 4

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	submitting an SF 115 to NARA].		
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<b>5.</b>	<b>Property Voucher Files</b> Adjustment Voucher. Application for United States Flag for Burial Purposes, Bill for Collection (memorandum) Receipts, Credit Issue Voucher, Debit Voucher, Excess Property List, issue Lists and Supporting Papers, Issue Request, Stubs.	Remove to records storage area after 1 Fiscal Year, Destroy after 2 years in records storage area.	NARA Job Number: NN-169-48, 1
<b>6</b>	<b>Excess Property File.</b> Authority to dispose of surplus property, Circulation route sheets, Combination requisition and shipping ticket and continuation sheet, Excess property lists, Notification of excess serviceable stock, Report of excess personal property, Report of utilization.	Destroy after 1 fiscal year.	NARA Job Number: NN-169-48, 1h
<b>7</b>	<b>Property Accountability File.</b> Adjustment Voucher, Consolidated Memorandum Receipt, Reports of Survey, Request, Turn-in and/or Receipts for Property or Services, and related material.	Destroy after final entry and after adjustments have been made and the balance brought up to date.	NARA Job Number: NN-169-48, 1f (2)

**PART I SUBJECT/FUNCTIONAL RECORDS**  
**SECTION E BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT**  
**RECORDS**

(All records are temporary unless otherwise noted)

Item No	Title and Description of Records	Disposition	Authority
1	<p><b>Budget Correspondence Files</b>                      Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.</p>	Destroy when 2 years old.	GRS 5, 1
2	<p><b>Budget Background Records.</b>                      Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.</p>	Destroy 1 year after the close of the fiscal year covered by the budget.	GRS 5, 2
3	<p><b>Budget Reports Files.</b>                      Periodic reports on the status of appropriation accounts and apportionment.</p> <p>a. Annual report (end of fiscal year).                      b. All other reports.</p>	Destroy when 5 years old. Destroy 3 years after the end of the fiscal year.	GRS 5, 3a GRS 5, 3b
4	<p><b>Budget Apportionment Files.</b>                      Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.</p>	Destroy 2 years after the close of the fiscal year.	GRS 5, 4
5	<p><b>Electronic Mail and Word Processing System Copies.</b> 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 the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. 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 network drives that are used only to produce the recordkeeping copy.</p>	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 5, 5a



**PART I SUBJECT/FUNCTIONAL RECORDS**  
**SECTION G TRAVEL AND TRANSPORTATION**  
 (All records are temporary unless otherwise noted.)

Item No	Type and Description of Records	Disposition	Authority
1	<b>Commercial Freight and Passenger Transportation Files.</b> a. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule.	Destroy 6 years after the period of the account.	GRS 9, 1a
	b. Records covering payment for commercial 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) the voucher contains inbound transit shipment(s); 4) parent voucher has print of paid supplemental bill associated; 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.	Destroy when 10 years old.	GRS 9, 1b
	c. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.	Destroy 6 years after the period of the account.	GRS 9, 1c
	d. Obligation copy of commercial passenger transportation vouchers.	Destroy when funds are obligated.	GRS 9, 1d
	e. Unused ticket redemption forms, such as SF 1170.	Destroy 3 years after the year in which the transaction is completed.	GRS 9, 1e
2	<b>Noncommercial, Reimbursable Travel Files.</b> Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. a. Travel administrative office files. b. Obligation copies.	Destroy when 6 years old Destroy when funds are obligated.	GRS 9, 3a GRS 9, 3b
3	<b>General Travel and Transportation Files.</b> a. Routine administrative records including correspondence, forms, and related records pertaining to agency travel.	Destroy when 2 years old.	GRS 9, 4a

**PART I SUBJECT FUNCTIONAL RECORDS**  
**SECTION H SPACE AND MAINTENANCE RECORDS**  
 (All records are temporary unless otherwise noted)

<b>Item No</b>	<b>Type and Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>1</b>	<b>Space and Maintenance General Correspondence Files.</b> Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Destroy when 2 years old.	GRS 11, 1
<b>2</b>	<b>Agency Space Files</b> Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.  a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment.  b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements. (1) Agency reports to the GSA, including Standard Form (SF) 81, Request for Space and related documents.  (2) Copies in subordinate reporting units and related work papers.	Destroy 2 years after termination of assignment or when lease is cancelled or when plans are superseded or obsolete.  Destroy when 2 years old.  Destroy when 1 year old.	GRS 11, 2a  GRS 11, 2b(1)  GRS 11, 2b(2)
<b>3</b>	<b>Directory Service Files.</b> Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.	GRS 11, 3
<b>4</b>	<b>Credentials Files</b> Identification credentials and related papers.  a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.  b. Receipts, indexes, listings, and accountable records.	Destroy credentials 3 months after return to issuing office.  Destroy after all listed credentials are accounted for.	GRS 11, 4a  GRS 11, 4b
<b>5</b>	<b>Building and Equipment Service Files.</b> Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work is performed or requisition is canceled.	GRS 11, 5
<b>6</b>	<b>Buildings, grounds, and Equipment File Plan.</b> Blueprints, drawings, maps, photographs, plans, specification tracings, and related material.	Dispose of equip. /utility, plant blueprints, drawings that have not been turned over to new custodians.	NARA Job Number: II-NN-3270.45

**PART I SUBJECT/FUNCTIONAL RECORDS**  
**SECTION I COMMUNICATION RECORDS**  
 (All records are temporary unless indicated otherwise)

Item No.	Title and Description of Records	Disposition	Authority
1	<b>Messenger Service Files.</b> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.	GRS 12, 1
2	<b>Communication General Files.</b> a. Correspondence and related records pertaining to internal administration and operation.  b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.  c. Telecommunications statistical reports including cost and volume data.  d. Telecommunications voucher files. (1) Reference copies of vouchers, bills, invoices, and related records. (2) Records relating to installation, change, removal, and servicing of equipment.  e. Copies of agreements with background data and other records relating to agreements for telecommunication services.	Destroy when 2 years old.  Destroy when 3 years old.  Destroy when 1 year old.  Destroy when 1 fiscal year old. Destroy 1 year after audit or when 3 years old whichever is sooner.  Destroy 2 years after expiration or cancellation of agreement.	GRS 12, 2a  GRS 12, 2b  GRS 12, 2c  GRS 12, 2d(1) GRS 12, 2d(2)  GRS 12, 2e
3	<b>Telecommunications Operational Files.</b> a. Message registers logs, performance reports, daily load reports, and related and similar records.  b. Copies of incoming and original copies of outgoing messages, including Standard Form 14, Telegraphic Message maintained by communications offices or centers. EXCLUDING copies maintained by originating program office. <b>NOTE:</b> Master files/data bases created to supplement or replace records covered by this item are not authorized for disposal under the GRS. They must be scheduled with NARA.	Destroy when 6 months old.  Destroy when 2 years old.	GRS 12, 3a  GRS 12, 3b
4	<b>Telephone Use (Call Detail) Records.</b> Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records	Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.	GRS 12, 4

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	accumulated in connection with substantive investigations and audits that are covered by GRS 22, Inspector General Records or GRS 6, Accountable Officers' Accounts Records.		
<b>5</b>	<b>Post Office and Private Mail Company Records.</b> Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.		
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.	GRS 12, 5a
	b. Application for registration and certification of declared value mail.	Destroy when 1 year old.	GRS 12, 5b
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Destroy when 1 year old.	GRS 12, 5c
<b>6</b>	<b>Mail and Delivery Service Control Files</b> a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 5 and those used as indexes to correspondence files. b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 1 year old.  Destroy when 6 months old.	GRS 12, 6a  GRS 12, 6b
	c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.	GRS 12, 6c
	d. Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.	GRS 12, 6d
	e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.	GRS 12, 6e
	f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.	GRS 12, 6f
	g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	GRS 12, 6g
	h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete.	GRS 12, 6h.
<b>7</b>	<b>Metered Mail Files.</b> Official metered mail reports and all related papers.	Destroy when 6 years old.	GRS 12, 7
<b>8</b>	<b>Postal Irregularities File.</b> Memorandums, reports and records related to irregularities in loss, shortage of stamps, money orders, or destruction of mail.	Destroy 3 years after completion of investigation.	GRS 12, 8



**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION J. INFORMATION SERVICES RECORDS**  
 (All records are temporary unless noted otherwise)

Item No.	Title and Description of Records	Disposition	Authority
1	<b>Information Requests Files.</b> Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.	Destroy when 3 months old.	GRS 14, 1
2	<b>Acknowledgment Files.</b> Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgment and referral.	GRS 14, 2
3	<b>Press Service Files.</b> Press service teletype news and similar materials.	Destroy when 3 months old.	GRS 14, 3
4	<b>Information Project Files.</b> Information service project case files maintained in formally designated information offices.	Destroy 1 year after close of file or 1 year after completion of project.	GRS 14, 4
5	<b>Commendation/Complaint Correspondence Files.</b> Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, EXCLUDING those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	Destroy when 3 months old.	GRS 14, 5
6	<b>Indexes and Check Lists.</b> Bibliographies, checklists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Destroy when superseded or obsolete.	GRS 14, 6
7	<b>FOIA Requests Files.</b> Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.		
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).		
	(1) Granting access to all of the requested records.	Destroy 2 years after date of reply.	GRS 14, 11a(1)
	(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.	Destroy 2 years after date of reply.	GRS 14,11a(2)a
	(b) Request appealed.	Destroy 6 years after final decision by agency, 6 years after the time that a suit could be filed, or 3 years after final court adjudication.	GRS 14,11a(2)b

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<p>8</p>	<p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request not appealed.</p> <p>(b) Request appealed.</p> <p>b. Official file copy of requested records.</p> <p><b>FOIA Appeals Files.</b> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).</p> <p>b. Official file copy of records under appeal.</p>	<p>Destroy 6 years after date of reply.</p> <p>Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.</p> <p>Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.</p> <p>Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.</p> <p>Dispose of in accordance with approved disposition instructions.</p>	<p>GRS 14,11a(3)a</p> <p>GRS 14,11a(3)b</p> <p>GRS 14,11b</p> <p>GRS 14,12a</p> <p>GRS 14, 12b</p> <p>GRS 14,13a</p> <p>GRS 14, 13b</p>
<p>9</p>	<p><b>FOIA Control Files.</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.</p> <p>a. Registers or listing.</p> <p>b. Other files.</p>	<p>Destroy 6 years after date of last entry.</p> <p>Destroy 6 years after date of agency final action after courts final adjudication whichever is later.</p>	<p>GRS 14,13a</p> <p>GRS 14, 13b</p>
<p>10</p>	<p><b>FOIA Reports Files.</b> [See note after this item.] Recurring reports and one-time information</p>	<p>Destroy when 2 years old.</p>	<p>GRS 14, 14</p>

	requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level. [NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives of the United States by submitting an SF 115 to NARA.]		
<b>11</b>	<b>FOIA Administrative Files.</b> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	GRS 14, 15
<b>12</b>	<b>Privacy Act Requests Files.</b> 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 thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.		
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.	GRS 14, 21a(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	Destroy 2 years after date of reply.	GRS 14, 21a(2)a
	(b) Requests appealed.	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.	GRS 14, 21a(2)b
	(3) Denying access to all or part of the records requested for that are not appealed.	Destroy 5 years after date of reply.	GRS 14, 21a(3)a
	(a) Requests appealed.	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final court adjudication.	GRS 14, 21a(3)b
<b>13</b>	<b>Privacy Act Amendment Case Files.</b> Files relating to an individual's request to amend a record pertaining to that individual as provided for		

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	<p>under 5 U.S.C. 552a (d) (2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U.S.C. 552a (d) (3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a (g).</p> <p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto.</p> <p>b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.</p>	<p>GRS 14, 22a</p> <p>GRS 14, 22b</p>
	<p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p>	<p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.</p>	<p>GRS 14, 22c</p>
	<p>Privacy Act Accounting of Disclosure Files. Files 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 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.</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records or <b>5 years</b> after the disclosure for which the accountability was made.</p>	<p>GRS 14, 23</p>
14	<p><b>Privacy Act Control Files.</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester</p> <p>a. Registers or listings.</p> <p>b. Other files.</p>	<p>Destroy 5 years after date of last entry.</p> <p>Destroy 5 years after final action by the</p>	<p>GRS 12, 24a</p> <p>GRS 14, 24b</p>

		agency or final adjudication by courts, whichever is later.	
15	<b>Privacy Act Reports Files.</b> [See note after this item.] Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels. [NOTE: The GRS does not cover the biennial report to Congress from OMB.]	Destroy when 2 years old.	GRS 14, 25
16	<b>Privacy Act General Administrative Files.</b> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	GRS 14, 26
17	<b>Management of the Data Integrity Files and Computer Matching Agreement Files.</b> The DIB and CMA program contains files on Data Integrity Board meetings and computer matching agreements files. These files are in paper and electronic format, i.e., VA Systems of Records Control File. A system of records is a file, database, or program from which personal information is retrieved by name or other personal identifier. The Privacy Act provides a number of protections for personal information. These typically include how information is collected, used, disclosed, stored, and disposed.	Destroy when 4 years old after expiration of agreement.	NARA Job Number N1-15-97-6
18	<b>Mandatory Review For Declassification Requests Files.</b> Files created in response to requests for information under the mandatory review provisions of Executive Order 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.		
	a. Correspondence and supporting documents ( <b>EXCLUDING</b> the official file copy of the records if filed herein, and sanitizing instructions, if applicable).		
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.	GRS 14, 31a(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) If Request is <b>not</b> appealed.	Destroy 2 years after date of reply.	GRS 14, 31a(2)a
	(b) Request appealed.	Destroy as authorized under Item 32.	GRS 14, 31a(2)b
	(3) Denying access to all or part of the records requested.		
	(a) Request <b>not</b> appealed.	Destroy 5 years after date of reply.	GRS 14, 31a(3)a
	(b) Request appealed.	Destroy as authorized	GRS 14, 31a(3)b

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		under Item 32.	
	b. Official file copy of requested records.	Dispose as authorized in accordance with approved disposition instructions for the related records or review request.	GRS 14, 31b
	c. Sanitizing instructions.	Destroy when superseded or when requested documents are declassified or destroyed.	GRS 14, 31c
<b>19</b>	<p><b>Mandatory Review for Declassification Appeals Files.</b> Files created in responding to administrative appeals under the mandatory review provisions of Executive Order 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official, file copy of records under appeal or copy thereof.</p> <p>a. Correspondence and supporting documents. (EXCLUDING the official file copy of the records under appeal if filed herein.)</p> <p>b. Official file copy of records under appeal.</p>	<p>Destroy 4 years after final determination by agency.</p> <p>Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request whichever is greater.</p>	<p>GRS 14, 32a</p> <p>GRS 14, 32b</p>
<b>20</b>	<p><b>Mandatory Review for Declassification Control Files.</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, purpose of request and name and address of requester.</p> <p>a. Registers or listing.</p> <p>b. Other files.</p>	<p>Destroy 5 years after date.</p> <p>Destroy 5 years after final action by the agency.</p>	<p>GRS 14, 33a</p> <p>GRS 14, 33b</p>
<b>21</b>	<p><b>Mandatory Review for Declassification Reports Files.</b> Reports relating to agency implementation of the mandatory review provisions of the current Executive order on classified national security information, including annual reports submitted to the Information Security Oversight Office.</p>	Destroy when 2 years old.	GRS 14, 34
<b>22</b>	<p><b>Mandatory Review for Declassification Administrative Files.</b> Records relating to the general agency implementation of the mandatory</p>	Destroy when 2 years old.	GRS 14, 35

	review provisions of the current Executive order on classified national security information, including notices, memoranda, correspondence, and related records.		
23	<p><b>Erroneous Release Files.</b> Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.</p> <p>a. Files that include the official file copy of the released records.</p> <p>b. Files that do not include the official file copy of the released records.</p>	<p>Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.</p> <p>Destroy 6 years after the erroneous release.</p>	<p>GRS 14, 36a</p> <p>GRS 14, 36b</p>

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION K. ADMINISTRATIVE MANAGEMENT RECORDS**  
 (All Records are temporary unless indicated otherwise)

Item No	Title and Description of Records	Disposition	Authority
1	<b>Administrative Issuances.</b> [See note after item 1b.]		
	a. Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel).  b. Case files related to (a) above that document aspects of the development of the issuance. [NOTE: Record sets of formal directives, procedural and operating manuals, publications, and management improvement reports submitted to the Office of Management and Budget (OMB), and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.]	Destroy when superseded or obsolete.  Destroy when issuance is destroyed.	GRS 16, 1a  GRS 16, 1b
2	<b>Records Disposition Files.</b> Descriptive inventories, disposal authorizations, schedules, and reports. a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation. (1) SF 115's that have been approved by NARA.  (2) Other records.  b. Routine correspondence and memoranda.	Destroy 2 years after supersession.  Destroy 6 years after the related records are destroyed or after the related records are transferred to NARA, whichever is applicable.  Destroy when 2 years old.	GRS 16, 2a(1)  GRS 16, 2a(2)  GRS 16, 2b
3	<b>Forms Files.</b> a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.  b. Background materials, requisitions, specifications, processing data, and control records.	Destroy 5 years after related form is discontinued, superseded, or canceled.  Destroy when related form is discontinued, superseded, or canceled.	GRS 16, 3a  GRS 16, 3b



4	<p><b>Records Holdings Files.</b> Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer</p> <p>a. Records held by offices that prepare reports on agency-wide records holdings.</p> <p>b. Records held by other offices.</p>	<p>Destroy when 3 years old.</p> <p>Destroy when 1 year old.</p>	<p>GRS 16, 4a</p> <p>GRS 16, 4b</p>
5	<p><b>Project Control Files.</b> Memoranda, reports, and other records documenting assignments, progress, and completion of projects.</p>	<p>Destroy 1 year after the year in which the project is closed.</p>	<p>GRS 16, 5</p>
6	<p><b>Reports Control Files.</b> Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); 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.</p>	<p>Destroy 2 years after the report is discontinued.</p>	<p>GRS 16, 6</p>
7	<p><b>Records Management Files.</b> Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.</p>	<p>Destroy when 6 years old.</p>	<p>GRS 16, 7</p>
8	<p><b>Feasibility Studies.</b> Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.</p>	<p>Destroy 5 years after completion or cancellation of study.</p>	<p>GRS 16, 9</p>
9	<p><b>Information Collection Budget Files.</b> Reports required by the OMB under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.</p>	<p>Destroy when 7 years old.</p>	<p>GRS 16, 12</p>



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	provided they are identified as alternative reviews in the management control plan.		
	(1) Office with responsibility for coordinating internal control functions.	Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.	GRS 16, 14f (1)
	(2) Copies maintained by other offices as internal reviews.	Cut off if no further action is needed. Destroy 1 year after cutoff.	GRS 16, 14f (2)
	[NOTE: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f (2). This item applies only to <b>copies</b> maintained as internal reviews.]		

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION L. SECURITY AND PROTECTION RECORDS**  
 (All records are temporary unless indicated otherwise)

Item No	Title and Description of Records	Disposition	Authority
	<b>Classified Information Accounting and Control Records.</b> Records accumulated from measures taken by the agency to protect classified information from unauthorized disclosure in accordance with Executive orders, and statutory or regulatory requirements.		
1	<b>Classified Documents Administrative Correspondence Files.</b> Correspondence files that pertain to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this RCS. [NOTE: this item does not cover records that document policies and procedures accumulated in offices having agency wide responsibilities for security and protective services programs.]	Destroy when 2 years old.	GRS 18, 1
	<b>Facilities Security and Protective Services Records.</b> Records that relate to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.		
2	<b>Survey and Inspection Files. (Government-owned facilities)</b> Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.	GRS 18, 9
3	<b>Investigative Files.</b> Investigative files. accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning concurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Destroy when 2 years old.	GRS 18, 11
4	<b>Property Pass Files.</b> Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.	GRS 18, 12
5	<b>Guard Assignment Files.</b> Files related to guard assignments and strength.		
	a. Ledger records.	Destroy 3 years after final entry.	GRS 18, 13a

	b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy when 2 years old.	GRS 18, 13b
<b>6</b>	<b>Police Functions Files.</b> Files relating to exercise of police functions.		
	a. Ledger records of arrest, cars ticketed, and outside police contacts.	Destroy 3 years after last entry.	GRS 18, 14a
	b. Reports, statements or witnesses, warning notices, and other case papers relating to arrest, commitments and traffic violations.	Destroy when 2 years old	GRS 18, 14b
	c. Reports on contact outside police with building occupants.	Destroy when 1 year old.	GRS 18, 14c
<b>7</b>	<b>Personal Property Accountability Files.</b> Files relating to accountability for personal property lost or stolen.		
	a. Ledger files.	Destroy 3 years after final entry.	GRS 18, 15a
	b. Reports, loss statements, receipts and other papers to lost and found.	Destroy when 1 year old.	GRS 18, 15b
<b>8</b>	<b>Key Accountability Files.</b> Files relating to accountability for keys issued.		
	a. For maximum security areas.	Destroy 3 years after turn-in of keys.	GRS 18, 16a
<b>9</b>	<b>Visitor Control Files.</b> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and report on automobiles and passengers.		
	a. For areas under maximum security.	Destroy 5 years after final entry or 5 years after date of document, as appropriate.	GRS 18, 17a
	b. For other areas.	Destroy 2 years after final entry.	GRS 18, 17b
<b>10</b>	<b>Facilities Checks Files.</b> Files relating to periodic guard force facility checks.		
	a. Data sheets, door slips summaries, checks sheets, and guard reports on security violations, (except copies in files of station security offices covered by item 15 below.	Destroy when 1 year old.	GRS 18, 18a
	b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in files defined in item 15 below.	Destroy when 1 month old.	GRS 18, 18b
<b>11</b>	<b>Guard Service Control Files.</b>		
	a. Control center key or code records, emergency call cards, and building records and employee identification cards.	Destroy when superseded or obsolete.	GRS 18, 19a
	b. Round reports, service reports on interruption and tests, and punch clocks dial sheets.	Destroy when 1 year old.	GRS 18, 19b
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 1 year old.	GRS 18, 19c
	d. Arms distribution sheets, charge records,	Destroy 90 days after	GRS 18, 19d

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	receipts.	return of arms.	
<b>12</b>	<b>Logs and Registers Guard</b> logs and registers not covered elsewhere.		
	a. Central guard office master logs.	Destroy 2 year after final entry.	GRS 18, 20a
	<b>Personnel Security Clearance Records</b> Records accumulating from investigations of personnel conduct under Executive Orders and statutory or regulatory requirements.		
<b>13</b>	<b>Security Clearance Administration Subject Files.</b> Correspondence, reports, and other records relating to the administration and operation of the personnel security program.	Destroy when 2 years old.	GRS 18, 21
<b>14</b>	<b>Personnel Security Clearance Files.</b> Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.		
	a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.	GRS 18, 22a
	b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	Destroy in accordance with the investigating agency instructions.	GRS 18, 22b
	c. Index to the Personnel Security Case Files.	Destroy with related case file.	GRS 18, 22c
<b>15</b>	<b>Personnel Security Clearance -Status Files.</b> Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.	GRS 18, 23
<b>16</b>	<b>Security Violations Files</b> Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.		
	a. Files relating to alleged violations of a sufficiently serious nature that they are	Destroy 5 years after close of case.	GRS 18, 24a

	referred to the Departments of Justice or Defense for prospective determination exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.		
	b. All other files exclusive of papers placed in official personnel folders.	Destroy 2 years after completion of final action.	GRS 18, 24b
<b>17</b>	<b>Emergency Planning Administrative Correspondence Files</b> Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule. <b>[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for emergency programs.]</b>	Destroy when 2 years old.	GRS 18, 26
<b>18</b>	<b>Emergency Planning Case Files.</b> Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Destroy when 3 years old after issuance of a new plan or directive.	GRS 18, 27
	<b>[NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency wide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115.]</b>		
<b>19</b>	<b>Emergency Operations Tests Files.</b> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports.	Destroy when 3 years old.	GRS 18, 28

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION M. ELECTRONIC RECORDS**  
 (All records are temporary unless otherwise indicated)

Item No	Title and Description of Record	Disposition	Authority
<b>1</b>	<b>Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.</b>		
	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.	Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20,1a
	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.	Delete after information has been transferred to the master file and verified.	GRS 20,1b
	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.	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 1c
<b>2</b>	<b>Input/Source Records</b> Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).		
	1) Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format	Permanent. Transfer to NARA in accordance with previously approved schedule	GRS 20, 2a(1)
	(2) Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion.	Permanent. Transfer to NARA in accordance with previously approved schedule.	GRS 20, 2a(2)
	(3) Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations).	Apply previously approved schedule.	GRS 20, 2a(3)



	<p>(4) Hard copy documents other than those covered by Items 2(a) (1) – (3).</p> <p><b>[NOTE:</b> The term hard copy records or non-electronic records as used in this schedule includes, in addition to traditional textual files: still picture negatives, prints, slides, and transparencies; aerial photography, maps, charts, and drawings; motion picture film and analog videotape; and analog sound recordings.]</p>	<p>Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later</p>	<p>GRS 20, 2a(4)</p>
	<p>b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.</p>	<p>Delete when data has been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.</p>	<p>GRS 20, 2b</p>
	<p>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.</p>	<p>Delete when data has been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.</p>	<p>GRS 20, 2c</p>
	<p>d. Computer files or records containing uncalibrated and invalidated 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 database.</p>	<p>Delete after the necessary data have been incorporated into a master file.</p>	<p>GRS 20, 2d</p>
<p><b>3</b></p>	<p><b>Electronic Records That Replace Temporary Hard Copy Records.</b> Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously approved schedule explicitly excludes electronic records, an SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p>		

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	<p>a. Scanned images</p> <p>b. Electronic formats other than scanned images.</p> <p>1) Records covered by temporary items in the GRS other than GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operational Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files) <b>or</b> Records covered by temporary items in an agency-specific schedule that pertain to</p> <p>c. administrative housekeeping activities.</p>	<p>Delete after the expiration of the retention period authorized for the hard copy</p> <p>Delete after the expiration of the retention period authorized for the hard copy records.</p>	<p>GRS 20, 3a</p> <p>GRS 20, 3b</p> <p>GRS 20, 3b(1)</p>
	<p>(2) Records covered by GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operational Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files).</p>	<p>Submit SF 115 to NARA.</p>	<p>GRS 20, 3b(2)</p>
	<p>(3) Digital versions of temporary still pictures, sound recordings, motion picture film, and video recordings.</p>	<p>Delete after the expiration of the retention period authorized for the hard copy records.</p>	<p>GRS 20, 3b(3)</p>
	<p>(4) Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records.</p>	<p>Delete after the expiration of the retention period specified in the previously approved schedule.</p>	<p>GRS 20, 3b(4)</p>
	<p>(5) Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)(1), 3(b)(3), or 3(b)(4).</p>		<p>GRS 20, 3b(5)</p>
	<p>[NOTES: (1) Items 3(b)(1) and 3(b)(3) may be applied to electronic records consisting of information drawn from multiple previously scheduled hard copy series of administrative housekeeping records. In such instances, the electronic records must be retained for the longest retention period specified in the previously approved schedules. (2) Disposition authorities included in Item 3 may be applied to copies of records maintained on agency web sites only in the case of administrative housekeeping records. These items may not be applied to web site copies of program records, which must be scheduled separately.]</p>		
3	<p><b>Electronic Records That Replace Permanent Hard Copy Records</b> Electronic records that replace hard copy</p>	<p>Permanent. Submit notification to NARA in accordance with 36 CFR</p>	<p>GRS 20, 3.1</p>

	records approved as permanent in a previously approved schedule.	1228.31(b) (1) (i).	
	<p>[NOTES: (1) Electronic versions of permanent records that are retained as recordkeeping copies must meet the standards contained in NARA guidance concerning the creation, maintenance, and transfer of permanent electronic records. (2) Item 3.1 may be applied if the electronic records consist of information drawn from multiple previously scheduled permanent series. In cases where the electronic records include information drawn from both temporary and permanent hard copy series, an agency may apply Item 3.1 or submit an SF 115 that proposes disposal of the records if the agency believes the electronic records do not warrant permanent retention. (3) <b>This item does not cover copies of permanent records maintained on agency web sites, which must be scheduled separately.]</b></p>		
4	<p><b>Data Files Consisting of Summarized Information.</b> 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 a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval.</p>	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 4
	<p>[NOTE: Data files consisting of summarized information which were created from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval.]</p>		
5	<p><b>Records Consisting of Extracted Information.</b> Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: produced as disclosure-free files to allow public access to the data; or produced by an extraction process which changes the informational content of the source master file or data base; which may not be</p>	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 5

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	destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 of this schedule respectively.		
	[NOTES: (1) Records consisting of extracted information that was created from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval. (2) See item 12 of this schedule for other extracted data.].		
6	<b>Print File.</b> Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 6
7	<b>Technical Reformat File.</b> Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 7
8	<b>Backups of Files.</b> Electronic copy considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased		
	a. File identical to records scheduled for transfer to the National Archives.	Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.	GRS 20, 8a
	b. File identical to records authorized for disposal in a NARA-approved records schedule.	Delete when the identical records have been deleted, or when replaced by a subsequent backup file.	GRS 20, 8b
9	<b>Finding Aids (or Indexes).</b> Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.	GRS 20, 9

10	<b>Special Purpose Programs.</b> Applications software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.	Delete when related master file or database has been deleted.	GRS 20, 10
11	<b>Documentation.</b> a. data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports. (regardless of medium) relating to a master file, data base or other electronic record.		
	(1) Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule.	Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.	GRS 20, 11a(1)
	(2) Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule.	Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.	GRS 20, 11a(2)
	b. Copies of records relating to system security.	Destroy/delete 1 year after system is superseded.	GRS 20, 11b
12	<b>Downloaded and Copied Data.</b> Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained.		
	a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 12a
	b. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.	Delete when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes.	GRS 20, 12b
	c. Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing.	Delete from the receiving system or device when no longer needed for processing.	GRS 20, 12c

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13	<b>Word Processing Files.</b> Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Delete from the word processing system when no longer needed for updating or revision.	GRS 20, 13
14	<b>Electronic Mail Records.</b> Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. [NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.]	Delete from the e-mail system after copying to a recordkeeping system.	GRS 20, 14
15	<b>Electronic Spreadsheets.</b> Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.		
	a. When used to produce hard copy that is maintained in organized files.	Delete when no longer needed to update or produce hard copy.	GRS 20, 15a
	b. When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired.	GRS 20, 15b
16	<b>Hard copy printouts created to meet ad hoc business needs.</b> Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.	Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, 16

**PART I. SUBJECT/FUNCTIONAL RECORDS  
SECTION N. AUDIOVISUAL RECORDS**

**(All records are temporary unless otherwise indicated)**

<b>Item No</b>	<b>Title and Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>1</b>	<b>Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency.</b>	Destroy when 1 year old.	GRS 21, 1
<b>2</b>	<b>Personnel Identification or Passport Photographs.</b>	Destroy when 5 years old or when superseded or obsolete, whichever is later.	GRS 21, 2
<b>3</b>	<b>Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not reflect the mission of the agency</b>	Destroy 1 year after completion of training program.	GRS 21, 3

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION O. COMMON TO MOST OFFICES WITHIN AGENCIES RECORDS**  
 (All records are temporary unless otherwise indicated)

Item No	Title and Description of Records	Disposition	Authority
1	<p><b>Office Administrative Files.</b> Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.</p>	Destroy when 2 years old.	GRS 23, 1
2	<p><b>Schedules of Daily Activities.</b> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.</p>		
	<p>a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files EXCLUDING records relating to the official activities of high Government officials.</p>	Destroy or delete when 2 years old.	GRS 23, 5a
3	<p>b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.</p> <p><b>Suspense Files.</b> Documents 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.</p>	Destroy or delete when no longer needed for convenience of reference.	GRS 23, 5b



	a. A note or other reminder to take action.	Destroy after action is taken.	GRS 23, 6a
	b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.	GRS 23, 6b
<b>4</b>	<b>Transitory Files.</b> a. Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:	Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).	GRS 23, 7a
	b. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;	Same as item 4a.	
	c. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;	Same as item 4a.	
	d. 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;	Same as item 4a.	
	e. Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;	Same as item 4a.	
	f. Suspense and tickler files or “to-do” and task lists that serve 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.	Same as item 4a.	
<b>5</b>	<b>Tracking and Control Records.</b> Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.	GRS 23, 8

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6	<b>Finding Aids (or Indexes).</b> Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING 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.	GRS 23, 9
7	<b>Electronic Mail and Word Processing System Copies.</b> 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 the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. 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 network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the record keeping copy has been produced.	GRS 23, 10a
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 23, 10b

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION P. INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS**  
**(All records are temporary unless otherwise indicated)**

<b>Item No</b>	<b>Title and Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>1</b>	<b>Oversight and Compliance Files.</b> Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities		
	a. Performance measurements and benchmarks	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer	GRS 24, 1a
	b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS 24, 1b
<b>2</b>	<b>IT Facility, Site Management, and Equipment Support Services Records.</b> Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.	Destroy/delete when 3 years old or when superseded or obsolete, whichever is longer.	GRS 24, 2
<b>3</b>	<b>IT Asset and Configuration Management Files.</b> a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets. b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:	Destroy/delete 1 year after completion of the next inventory.	GRS 24, 3a

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	(1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	Destroy/delete 1 year after termination of system.	GRS 24, 3b(1)
	(2) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records. [Note: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as a part of 3b (1).	Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.	GRS 24, 3b(2)
<b>4</b>	<b>System Backups and Tape Library Records.</b>		
	a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.  [Note: See GRS 20, item 8 for backup of master files and databases.]	(1) Delete/destroy <b>incremental backup</b> tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (2) Delete/destroy full <b>backup tapes</b> when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.	GRS 24, 4a(1)&(2)
	b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	Destroy/delete when superseded or obsolete.	GRS 24, 4b
<b>5</b>	<b>Files Related to Maintaining the Security of Systems and Data</b>		
	a. System Security Plans and Disaster Recovery Plans.	Destroy/delete 1 year after system is superseded.	GRS 24, 5a
	b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.	Destroy/delete 1 year after system is superseded.	GRS 24, 5b
<b>6</b>	<b>User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures.</b>		

	a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.	Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.	GRS 24, 6a
	b. Routine systems, i.e., those not covered by item 6a.	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 24, 6b
<b>7</b>	<b>Computer Security Incident Handling, Reporting and Follow-up Records.</b>	Destroy/delete 3 years after all follow-up actions have been completed.	GRS 24, 7
<b>8</b>	<b>IT Operations Records</b>		
	a. Workload schedules, run reports, and schedules of maintenance and support activities.	Destroy/delete when 1 year old.	GRS 24, 8a
	b. Problem reports and related decision documents relating to the software infrastructure of the network or system.	Destroy/delete 1 year after problem is resolved.	GRS 24, 8b
	c. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.	Destroy/delete when 3 years old.	GRS 24, 8c
<b>9</b>	<b>Financing of IT Resources and Services</b> [Note: Copies of records needed to support contracts should be in procurement files, which are scheduled under GRS 3.]		
	a. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.	Destroy/delete 3 years after agreement is superseded or terminated.	GRS 24, 9a
	b. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.	Destroy/delete 3 years after control measures or procedures are superseded or terminated.	GRS 24, 9b
	. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7.	Destroy/delete records with no outstanding payment issues when 3 years old.	GRS 24, 9c

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<p><b>10</b></p>	<p><b>IT Customer Service Files</b></p> <p>a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.</p> <p>b. Help desk logs, reports, and other files related to customer query and problem response; query monitoring and clearance; and related trend analysis and reporting.</p>	<p>Destroy/delete 1 year after record is superseded or obsolete.</p> <p>Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.</p>	<p>GRS 24, 10a</p> <p>GRS 24, 10b</p>
<p><b>11</b></p>	<p><b>IT Infrastructure Design and Implementation Files</b></p> <p>Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/ accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.</p>		
	<p>a. Records for projects not implemented.</p>	<p>Destroy/delete 1 year after final decision is made.</p>	<p>GRS 24, 11a</p>
	<p>b. Records for projects that are implemented.</p>	<p>Destroy/delete 5 years after project is terminated.</p>	<p>GRS 24, 11b</p>
	<p>c. Installation and testing records.</p>	<p>Destroy/delete 3 years after final decision on acceptance is made.</p>	<p>GRS 24, 11c</p>
	<p><b>[Note:</b> IT Infrastructure means the basic systems and services used to supply the agency with access to computers and data telecommunications. Components include printers, desktop computers, network and web servers, routers, hubs, and network cabling, as well as software operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an agency's IT</p>		

	infrastructure. Records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of an SF 115 to NARA.		
<b>12</b>	<b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records created on electronic mail and word processing systems used solely to generate a recordkeeping copy of the records covered by the other items in this GRS 24 schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. 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 network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 24, 12a
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 24, 12b
<b>13</b>	<b>Equipment and Testing Files.</b> Testing Reports of equipment, products, and related materials.	Destroy after 3 years old both originals and/or copies in the VA Marketing Center and CO, Office of Acquisition and Material Management. Destroy field facility copies after 1 year.	NARA Job Number: II-NN-169-55, 1a(b)

**PART I. SUBJECT/FUNCTIONAL RECORDS**  
**SECTION Q. CHIEF INFORMATION OFFICERS RECORDS**  
 (All records are temporary unless otherwise indicated)

Item No	Title and Description of Records	Disposition	Authority
1	<p><b>Information Technology (IT) Program Planning Records.</b> Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency’s IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.</p>	<p>Cut off annually.                      Destroy/delete when 7 years old or when no longer needed, whichever is later.</p>	GRS 27, 1
	<p>[<b>Note:</b> This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA.]</p>		
2	<p><b>Enterprise Architecture Records</b>                      Records identifying the IT systems and networks required performing the agency’s mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency’s baseline architecture, target architecture, and related sequencing plans.</p>	<p>Cut off when superseded by a new iteration of the enterprise architecture.                      Destroy/delete when 7 years old or when no longer needed, whichever is later.</p>	GRS 27, 2
3	<p><b>IT Capital Investment Records</b>                      Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency’s capital investment portfolio; and clearance and review records.</p>	<p>Cut off Destroy/delete when 7 years old or when no longer needed, whichever is later.</p>	GRS 27, 3
	<p>[<b>Note:</b> Records needed to support contracts are scheduled under GRS 3.]</p>		
4	<p><b>Legal and Regulatory Compliance Records</b> Records documenting agency compliance with Federal IRM laws and regulations, created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.</p>	<p>Cut off annually.                      Destroy/delete when 5 years old.</p>	GRS 27, 4



5	<p><b>CIO Committee Records</b> Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.</p>	Cut off annually. Destroy/delete when 5 years old.	GRS 27, 5
	<p>[<b>Note:</b> Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.]</p>		
6	<p><b>CIO Subject and Office Records</b> Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency.</p>	Cut off annually. Destroy/delete when 5 years old.	GRS 27, 6
	<p>[<b>Note:</b> Official agency policy records generated by the CIO are not covered by this item. They are considered agency policy and issuance records and are scheduled elsewhere.]</p>		
7	<p><b>Schedules of Daily Activities</b> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems. <b>Note:</b> [This item applies only to records of the CIO, not of the office's subordinate staff. See Section O, Item 2 of this RCS for coverage of the latter.]</p>	Cut off annually. Destroy/delete when not less than 2 years but not more than 5 years old.	GRS 27, 7
8	<p><b>Electronic Mail and Word Processing</b> Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		

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	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 27, 8a
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is complete.	GRS 27, 8b

**SUBJECT/FUNCTIONAL INDEX**

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<b>SUBJECT</b>	<b>SECTION</b>	<b>GRS NBR</b>	<b>ITEM #</b>
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<b>SUBJECT</b>	<b>SECTION</b>	<b>GRS NBR</b>	<b>ITEM #</b>
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<b>SUBJECT</b>	<b>SECTION</b>	<b>GRS NBR</b>	<b>ITEM #</b>
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SUBJECT	SECTION	GRS NBR	ITEM #
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