

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
NARA's General Records Schedule					
GRS 1-1a	Official Personnel Folders (OPF's) - Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention. a. Transferred employees.	See Chapter 7 of the Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-1b	Official Personnel Folders (OPF's) - Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention. b. Separated employees.	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. (N1-GRS-87-12 item 1b2)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-2a	Service Record Cards - Cards for employees separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 yrs. after earliest personnel action. (N1-GRS-78-2, item 1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-2b (NC1-64-77-10 item 2b)	Service Record Cards - Separated/Transferred CY 1948 and later	Destroy 3 years after separation	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on separation or transfer of employee
GRS 1-3 (N1-GRS-81-10 item 1)	Personnel Correspondence Records	Destroy when 3 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-4a	Offers of Employment Files - Accepted offers.	Destroy when appointment is effective. (NC1-64-77-10 item 4a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-4b(1)	Offers of Employment Files - Declined offers: When name is received from certificate of eligibles.	Return to OPM with reply and application. (NC1-64-77-10, item 4b1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

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GRS 1-4b(2)	Offers of Employment Files - Declined offers: Temporary or excepted appointment.	File with application (see GRS 1, items 33k, 33l, 33m, 33n, as appropriate). (NC1-64-77-10, item 4b2).	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-4b(3)	Offers of Employment Files - Declined offers: All others.	Destroy immediately. (NC1-64-77-10, item 4b3).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-5 (NC1-64-77-10 item 5)	Certificate of Eligibles Files	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-6	Employee Record Cards - Civilian Personnel Records - Employee Record Cards	Destroy on separation or transfer of employee. (NC1-64-77-10 item 65)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-7a (2) (a) (NC1-64-77-10 item 7a2a)	Position Classification Standards Files- Correspondence and other records- Case File	Destroy 5 years after position is abolished or description is superseded.	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after position is abolished or description is superseded
GRS 1-7a (2) (b) (NC1-64-77-10 item 7a2b)	Position Classification Standards Files- Correspondence and other records- Review File	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-7a(1)	Position Classification Files - Position Classification Standards Files. Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	Destroy when superseded or obsolete. (N1-GRS-81-11, item 1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-7b (N1-GRS-88-4 item 1)	Position Descriptions	Destroy 2 years after position is abolished or description is superseded	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when position is abolished or description is superseded

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GRS 1-7c (1) (NC1-64-77-10 item 7c1a)	Position Classification Survey Files- Classification survey reports	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001- 0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after inspection
GRS 1-7c (2) (NC1-64-77-10 item 7c1b)	Position Classification Survey Files- Inspection, audit, and survey files	Destroy when obsolete or superseded	Short-term Human Resources Records - DAA-0048-2013-0001- 0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when obsolete or superseded
GRS 1-7d (1) (N1-GRS-90-1 item 7d1)	Appeals Files- Case files relating to classification appeals, excluding OPM classification certificate.	Destroy 3 years after case is closed	Short-term Human Resources Records - DAA-0048-2013-0001- 0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when case is closed
GRS 1-7d (2) (N1-GRS-90-1 item 7d2)	Appeals Files- Certificates of classification issued by OPM	Destroy after affected position is abolished or superseded	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001- 0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when affected position is abolished or superseded
GRS 1-8	Interview Records	Destroy 6 months after transfer or separation of employee	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001- 0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off after separation or transfer of employee.
GRS 1-9 (NC1- 64-77-10 item 9)	Performance Rating Board Case Files	Destroy 1 year after case is closed	Short-term Human Resources Records - DAA-0048-2013-0001- 0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when case is closed

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GRS 1-10a (N1-GRS-97-4 item 10a)	Temporary Individual Employee Records. All copies of correspondence and forms maintained EXCLUDING the Immigration and Natural Service Form 1-9 and performance related records.	Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded or obsolete, or upon separation or transfer of employee, unless transferred with the eOPF
GRS 1-10b (N1-GRS-97-4 item 10b)	Temporary Individual Employee Records- Immigration and Naturalization Service Form I-9	Destroy 3 years after employee separates from service or transfers to another agency	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on separation or transfer of employee
GRS 1-11	Position Identification Strips. - Strips, such as the former SF 7D, containing summary data on each position occupied.	Destroy when superseded or obsolete. (NC1-64-77-10, item 11)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-12a(1) (NC1-64-77-10 item 12a1)	Employee Awards Files- General awards records- Case files	Destroy 2 years after approval or disapproval	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on approval or disapproval of award
GRS 1-12a(2) (NC1-64-77-10 item 12a2)	Employee Awards Files- General awards records- Correspondence	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-12b (NC1-64-77-10 item 12b)	Employee Awards Files- Length of service and sick leave awards files	Destroy when 1 year old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-12c (NC1-64-77-10 item 12c)	Employee Awards Files- Letters of commendation and appreciation	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

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GRS 1-12d	Employee Award Files - Lists of or indexes to agency award nominations. Lists of nominees and winners and indexes of nominations.	Destroy when superseded or obsolete. (NC1-64-77-10, item 12d)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-13 (NC1-64-77-10 item 13)	Incentive Awards Program Reports	Destroy when 3 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-14a (NC1-64-77-10 item 14a)	Notifications of Personnel Actions- Chronological file copies	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-14b (NC1-64-77-10 item 14b)	Notifications of Personnel Actions- All other copies maintained in personnel offices	Destroy when 1 year old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-16 (NC1-64-77-10 item 16)	Personnel Operations Statistical Reports	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-17a (NC1-64-77-10, item 17a)	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when action is completed
GRS 1-17b (1) (NC1-64-77-10 item 17b1)	Correspondence and Forms Files- Retention registers and related records- Effect reduction-in-force actions	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

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GRS 1-17b(2)	Correspondence and Form Files - Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. Retention registers and related records. Registers from which no reduction-in-force actions have been taken and related records.	Destroy when superseded or obsolete. (NC1-64-77-10, item 17b2)	NONE; NOT CROSSWALKED TO DRS	OBSELETE - DO NOT USE	N/A
GRS 1-17c	Correspondence and Forms Files- Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. All other correspondence and forms	Destroy when 6 months old	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when no longer needed
GRS 1-18a (NC1-64-77-10 item 18a)	Supervisors' Personnel Files and Duplicate OPF Documentation- Supervisors' Personnel Files	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Review annually. Cut off when superseded or obsolete, or when an employee has separated or transferred.
GRS 1-18b	Supervisors' Personnel Files and Duplicate OPF Documentation- Duplicate Documentation	Destroy when 6 months old	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when no longer needed
GRS 1-19 (NC1-64-77-10 item 19)	Individual Non-Occupational Health Record Files	Destroy 6 years after date of last entry	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after date of last entry

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GRS 1-20a (NC1-64-77-10, item 20a)	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units. If information is summarized on statistical report.	Destroy 3 mos. after last entry.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off after last entry
GRS 1-20b (NC1-64-77-10 item 20b)	Health Unit Control Files- If information is not summarized	Destroy 2 years after last entry	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on date of last entry
GRS 1-21a(1)	Employee Medical Folder (EMF) - Long term medical records as defined in 5 CFR Part 293, Subpart E. Transferred employees.	See 5 CFR Part 293, Subpart E for instructions. (N1-GRS-86-4, item 21a1).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-21a(2)	Employee Medical Folder (EMF) - Long term medical records as defined in 5 CFR Part 293, Subpart E. Separated employees.	Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later. (N1-GRS-86-4 item 21a2)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-21b (N1-GRS-86-4 item 21b)	Employee Medical Folder (EMF)- Temporary or short-term records as defined in the Federal Personnel Manual (FPM).	Destroy 1 year after separation or transfer of employee	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on separation or transfer of employee

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GRS 1-21c	Employee Medical Folder (EMF) - Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.	Destroy 60 yrs. after retirement to the NARA records storage facility. (N1-GRS-86-4, item 21c).	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-22 (NC1-64-77-10 item 22)	Statistical Summaries	Destroy 2 years after date of summary or report	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on date of summary or report
GRS 1-23a(1)	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S.C. 4301(2)). Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents.	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. (N1-GRS-93-3 item 23a1)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23a(2)	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S.C. 4301(2)). Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy when superseded. (N1-GRS-93-3, item 23a2).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23a(3)(a)	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S.C. 4301(2)). Performance-related records pertaining to a former employee. Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	Destroy when superseded. (N1-GRS-93-3, item 23a2).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

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GRS 1-23a(3)(b)	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S.C. 4301(2)). Performance-related records pertaining to a former employee. All other performance plans and ratings.	Destroy when 4 yrs. old. (N1-GRS-98-2, item 2).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23a(4)	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S.C. 4301(2)). All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	Destroy 4 yrs. after date of appraisal. (N1-GRS-95-3, item 23a4).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23a(5)	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S.C. 4301(2)). Supporting documents.	Destroy 4 yrs. after date of appraisal. (N1-GRS-98-2, item 3).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23b(1)	Employee Performance File System Records - SES appointees (as defined in 5 U.S.C. 3132a(2)). Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy when superseded. (N1-GRS-82-2, item 23b1).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23b(2)(a)	Employee Performance File System Records - SES appointees (as defined in 5 U.S.C. 3132a(2)). Performance-related records pertaining to a former SES appointee. Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule. (N1-GRS-95-3 item 23a3a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

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GRS 1-23b(2)(b) .	Employee Performance File System Records - SES appointees (as defined in 5 U.S.C. 3132a(2)). Performance-related records pertaining to a former SES appointee. All other performance ratings and plans.	Destroy when 5 yrs old. (N1-GRS-98-2, item 4).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23b(3)	Employee Performance File System Records - SES appointees (as defined in 5 U.S.C. 3132a(2)). All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	Destroy 5 yrs. after date of appraisal. (N1-GRS-82-2, item 23b3).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-23b(4)	Employee Performance File System Records - SES appointees (as defined in 5 U.S.C. 3132a(2)). Supporting documents.	Destroy 5 yrs. after date of appraisal. (N1-GRS-98-2, item 5).	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-24a (N1-GRS-04-2 item 1a)	Reasonable Accommodation Request Records- General Files	Destroy 3 years after supercession or when no longer needed for reference whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or no longer needed
GRS 1-24b (N1-GRS-04-2 item 1b)	Reasonable Accommodation Request Records- Employee Case Files	Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on separation or transfer of employee and when all appeals are concluded
GRS 1-24c (N1-GRS-04-2 item 1c)	Reasonable Accommodation Request Records- Supplemental Files	Destroy 3 years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which accomodation is decided and all appeals are concluded.

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GRS 1-24d (N1-GRS-04-2 item 1d)	Reasonable Accommodation Request Records- Tracking System	Delete/destroy 3 years after compliance report is filed or when no longer needed for reference	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when compliance report is filed or when no longer needed for reference
GRS 1-25a	Civilian Personnel Records -Equal Employment Opportunity (EEO) Records - Official Discrimination Complaint Case Files	Destroy 4 yrs. after resolution of case (N1-GRS-80-9, item 1).	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-25b	Equal Employment Opportunity (EEO) Records - Copies of Complaint Case Files.	Destroy 1 yr. after resolution of case (NC1-64-77-10, item 26b).	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 1-25b (NC1-64-77-10 item 26b)	Equal Employment Opportunity (EEO) Records- Copies of Complaint Case Files	Destroy 1 year after resolution of case	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on resolution of the case
GRS 1-25c (1) (N1-GRS-92-3 item 25c1)	Equal Employment Opportunity (EEO) Records- Preliminary and Background Files- Background records not filed in the Official Discrimination Complaint Case Files	Destroy 2 years after final resolution of case	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on final resolution of the case
GRS 1-25c (2) (N1-GRS-92-3 item 25c2)	Equal Employment Opportunity (EEO) Records- Preliminary and Background Files- Records documenting complaints that do not develop into Official Discrimination Complaint Cases	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-25d (1)	Civilian Personnel Records -Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- Compliance Records- Compliance Review Files	Destroy when 7 years old (NC1-64-77-10 item 26d1)	Audit Files & Financial Disclosures	Disposition: Temporary. Cut off at end of FY in which files are closed. Destroy 7 years after cut-off.	Not yet determined

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-25d(2)	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Compliance Records. EEO Compliance Reports.	Destroy when 3 yrs. old (NC1-64-77-10, item 26d2).	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-25e (NC1-64-77-10 item 26e)	Equal Employment Opportunity (EEO) Records- Employee Housing Requests	Destroy when 1 year old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-25f	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- Employment Statistics Files	Destroy when 5 years old. (NC1-64-77-10 item 26f)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-25g	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO General Files	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. (NC1-64-77-10 item 26g)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-25h (1)	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Agency copy of consolidated AAP	Destroy 5 years from date of plan. (NC-64-76-4 item 27a)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-25h (2)	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Agency feeder plan to consolidated AAP	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. (NC-64-76-4 item 27b)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-25h (3)	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Report of on-site reviews of Affirmative Action Programs	Destroy 5 years from date of report. (N1-GRS-83-2 item 1)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-25h (4)	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Agency copy of annual report of Affirmative Action accomplishments	Cut off on date of report. (N1-GRS-83-4 item 26h4)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-26a (NC1-64-77-10 item 27a)	Personnel Counseling Records- Counseling Files	Destroy 3 years after termination of counseling	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on termination of counseling
GRS 1-26b (NC1-64-77-10 item 27b)	Personnel Counseling Records- Alcohol and Drug Abuse Program	Destroy when 3 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-27a	Civilian Personnel Records - Alternative Dispute Resolution (ADR) Files - General Files: General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program.	Destroy when 3 years old. (N1-GRS-03-2, item a)	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-27b	Civilian Personnel Records - Alternative Dispute Resolution (ADR) Files - Case Files: Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence.	Destroy 3 years after settlement is implemented or case is discontinued. (N1-GRS-03-2, item b)	General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc.). Destroy 5 years after cut-off.	Not yet determined
GRS 1-28a (1) (NC1-64-77-10 item 29a1)	Labor Management Relations Records- General and Case Files- Office negotiating agreement	Destroy 5 years after expiration of agreement	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on expiration of agreement
GRS 1-28a(2)	Labor Management Relations Records- Labor Management Relations General and Case Files. Other offices.	Destroy when superseded or obsolete. (NC1-64-77-10, item 29a2).	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 1-28b (NC1-64-77-10 item 29b)	Labor Management Relations Records- Labor Arbitration General and Case Files	Destroy 5 years after final resolution of case	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final resolution of case
GRS 1-29a (1) (NC1-64-77-10 item 30b1)	Training Records- General file of agency-sponsored training- Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives	Destroy when 5 years old or 5 years after completion of a specific training program	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 1-29a (2) (NC1-64-77-10 item 30b2)	Training Records- General file of agency-sponsored training- Background and working files	Destroy when 3 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-29b (NC1-64-77-10 item 30c)	Training Records- Employee training	Destroy when 5 years old or when superseded or obsolete, whichever is sooner	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when superseded or obsolete
GRS 1-30a	Administration Grievance, Disciplinary, and Adverse Action Files - Administrative Grievance Files (5 CFR 771).	Destroy no sooner than 4 years but no later than 7 years after case is closed. (N1-GRS-92-1 item 30a)	Administrative Decisions and Adjudication Case Files	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when case is closed and any appeals exhausted. Destroy 7 years after cut-off	Not yet determined
GRS 1-30b	Administration Grievance, Disciplinary, and Adverse Action Files - Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432).	Destroy no sooner than 4 years but no later than 7 years after case is closed. (N1-GRS-92-1 item 30b)	Administrative Decisions and Adjudication Case Files	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when case is closed and any appeals exhausted. Destroy 7 years after cut-off	Not yet determined
GRS 1-31 (N1-GRS-86-4 item 32)	Personnel Injury Files	Cut off on termination of compensation or when deadline for filing a claim has passed, destroy 3 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on termination of compensation or when deadline for filing a claim has passed
GRS 1-32 (N1-GRS-79-2 item 1)	Merit Promotion Case Files	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after OPM audit or after the personnel action is completed, whichever is sooner
GRS 1-33a (N1-GRS-86-1 item 34)	Examining and Certification Records- Delegated agreements	Destroy 3 years after termination of agreement	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on termination of agreement
GRS 1-33b (N1-GRS-85-2 item 34a)	Examining and Certification Records- Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations	Cut off annually, destroy 1 year after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-33c (N1-GRS-02-1 item 33c)	Correspondence or notices received from eligibles indicating a change in name, address, or availability.	Destroy 90 days after updating the appropriate record in the registry or inventory.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off after updating the appropriate record in the registry or inventory
GRS 1-33d (N1-GRS-85-2 item 34b)	Test material stock control.	Destroy when test is superseded or obsolete.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when test is superseded or obsolete
GRS 1-33e (N1-GRS-85-2 item 34c)	Application Record Card (OPM Form 5000A, or equivalent).	Cut off after examination. Destroy no later than 90 days after cutoff.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off after examination
GRS 1-33f (N1-GRS-02-1 item 33f)	Examining and Certification Records- Examination Announcement Case Documentation Files	Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures
GRS 1-33g (N1-GRS-02-1 item 33g)	Examining and Certification Records- Register or inventory of eligibles	Destroy 2 years after the date on which the register of inventory is terminated	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after the date on which the register of inventory is terminated

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-33h (N1-GRS-85-2 item 34f)	Examining and Certification Records- Letters to applicants denying transfer of eligibility	Cut off annually, destroy 1 year after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33i	Examining and Certification Records - Test Answer Sheets.	Destroy when 6 months old. (N1-GRS-85-2 item 34h)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 1-33j (N1-GRS-85-2 item 34i)	Examining and Certification Records- Lost or Exposed Test Material Case Files.	Cut off files annually, destroy 5 years after cutoff	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 1-33k (N1-GRS-02-1 item 33k)	Examining and Certification Records- Cancelled and ineligible applications for positions filled from a register or inventory	Cut off annually, destroy 1 year after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33l (2) (N1-GRS-02-1 item 33l2 [el-two])	Examining and Certification Records- Eligible applications for positions filled from a register or inventory- On inactive register or inventory	Cut off annually, destroy 1 year after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33l(1) (N1-GRS-02-1 item 33l1 [el-one])	Examining and Certification Records - 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. On active register or inventory.	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).	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date on which the register or inventory is destroyed
GRS 1-33m (N1-GRS-02-1 item 33m)	Examining and Certification Records- Ineligible or incomplete applications for positions filled by case examining	Cutoff annually, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-33n (N1-GRS-02-1 item 33n)	Examining and Certification Records- 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	Cutoff annually, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33o (N1-GRS-85-2 item 34k)	Examining and Certification Records- 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, OPM 648, or equivalent form	Cut off annually, destroy 1 year after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33p (N1-GRS-02-1 item 33p)	Examining and Certification Records- Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based	Cut off annually, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33q (N1-GRS-02-1 item 33q)	Examining and Certification Records- Certification request control index. Certificate control log system. Records of information	Cut off annually, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-33r (N1-GRS-85-2 item 34n)	Interagency Placement Program (IPP) application and registration sheet.	Destroy upon expiration of employee's DEP eligibility.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off on expiration of employee's DEP eligibility
GRS 1-33s (N1-GRS-85-2 item 34o)	Examining and Certification Records- DEP control cards, if maintained	Cut off annually, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-33t (N1-GRS-85-2 item 34p)	Examining and Certification Records- Reports of audits of delegated examining operations	Destroy 3 years after date of the report	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on the date of the report
GRS 1-34 (N1-GRS-87-6 item 35)	Occupational Injury and Illness Files	Destroy when 5 years old	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 1-35a (N1-GRS-88-2 item 1a)	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, not appealed	Destroy 3 years after denial	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon denial
GRS 1-35b (2) (N1-GRS-88-2 item 1b2)	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, appealed to OPM for reconsideration- Appeal unsuccessful	Destroy 3 years after denial	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon denial
GRS 1-35b(1)	Denied Health Benefits Requests Under Spouse Equity - Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. b. Health benefits denied, appealed to OPM for reconsideration. (1.) Appeal successful - benefits granted.	Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook. (N1-GRS-88-2 item 1b1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 1-36a (N1-GRS-98-2 item 6)	Federal Workplace Drug Testing Program Files- Drug test plans and procedures	Destroy when 3 years old or when superseded or obsolete	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or obsolete

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-36b (N1-GRS-90-2 item 36b)	Federal Workplace Drug Testing Program Files. Employee acknowledgment of notice forms.	Destroy when employee separates from testing-designated position.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when employee separates from testing-designated position
GRS 1-36c (N1-GRS-90-2 item 36c)	Federal Workplace Drug Testing Program Files- Selection/scheduling records	Destroy when 3 years old [See note (2) after item 36e(2).]	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-36d (1) (N1-GRS-90-2 item 36d1)	Federal Workplace Drug Testing Program Files- Records relating to the collection and handling of specimens-Record Books	Destroy 3 years after date of last entry. [See note (2) after item 36e(2).]	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on date of last entry
GRS 1-36d (2) (N1-GRS-90-2 item 36d2)	Federal Workplace Drug Testing Program Files- Records relating to the collection and handling of specimens-Chain of custody records	Destroy when 3 years old [See note (2) after item 36e(2).]	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-36e (1) (a) (N1-GRS-98-1 item 36e2a)	Test Results- Positive Results-Employees	Destroy when employee leaves the agency or when 3 years old, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when employee leaves the agency
GRS 1-36e (1) (b) (N1-GRS-98-1 item 36e2b)	Test Results- Positive Results-Applicants not accepted for employment	Destroy when 3 years old [See note (2) after item 36e(2).]	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-36e (2) (N1-GRS-98-1 item 36e1)	Test Results- Negative results	Destroy when 3 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-37 (N1-GRS-92-5 item 1)	Donated Leave Program Case Files	Beginning in 1/94, destroy 1 year after the EOCY in which the file is closed	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which the file is closed
GRS 1-38	Wage Survey Files	Destroy after completion of second succeeding wage survey	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of second succeeding wage survey
GRS 1-39 (NC1-64-77-7 item 21b)	Retirement Assistance Files	Destroy when 1 year old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 1-40 (N1-GRS-93-2 item 1)	Handicapped Individuals Appointment Case Files	Destroy 5 years following the date of approval or disapproval of each case	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on the date of approval or disapproval of each case
GRS 1-41 (N1-GRS-96-2)	Pay Comparability Records	Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on the date of approval or upon completion of the relevant service agreement or allowance, whichever is later

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 1-42a (N1-GRS-97-1 item 1a)	Alternate Worksite Records- 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	Destroy 1 year after end of employee's participation in the program	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at the end of employee's participation in the program
GRS 1-42b (N1-GRS-97-1 item 1b)	Alternate Worksite Records- Unapproved requests	Destroy 1 year after request is rejected	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when request is rejected
GRS 1-42c (N1-GRS-97-1 item 1c)	Alternate Worksite Records- Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program	Destroy when 1 year old, or when no longer needed, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-23b	Payroll Administration - All other copies.	Destroy 1 month after end of related pay period. (N1-GRS-92-4 item 23b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 2-1a	Payroll - Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	Update elements and/or entire record as required. (N1-GRS-92-4 item 1a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 2-1b	Payroll - Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.	Transfer to National Personnel Records Center. Destroy when 56 years old. (N1-GRS-92-4 item 1b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 2-2	Payroll - Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.	Destroy 15 years after close of pay year in which generated. (N1-GRS-92-4 item 2)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 2-6a	Time and Attendance - If employee initials time card or equivalent.	Destroy at end of following pay period. (N1-GRS-92-4 item 6a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 2-6b (N1-GRS-92-4 item 6b)	Leave Application Files- If employee has not initialed time card or equivalent	Destroy after GAO audit or when 3 years old, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-7 (N1-GRS-92-4 item 7)	Time and Attendance Source Records	Destroy after GAO audit or when 6 years old, whichever is sooner	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of FY or after GAO audit.
GRS 2-8 (N1-GRS-92-4 item 8)	Time and Attendance Input Records	Destroy after GAO audit or when 6 years old, whichever is sooner	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of FY or after GAO audit.
GRS 2-9a	Time and Attendance - Record of employee leave, such as SF 1150, prepared upon transfer or separation.	File on right side of the Official Personnel Folder (OPF). See GRS 1, item 1. (N1-GRS-92-4 item 9a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 2-9b (N1-GRS-92-4 item 9b)	Leave Record- Creating agency copy, when maintained	Destroy when 3 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-13a (N1-GRS-92-4 item 13a)	Tax Files- Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents	Destroy 4 years after superseded or obsolete or upon separation of employee	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after superseded or obsolete or upon separation of employee

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 2-13b (N1-GRS-92-4 item 13b)	Tax Files- Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor	Destroy when 4 years old	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 2-13c (N1-GRS-92-4 item 13c)	Tax Files- Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor	Destroy when 4 years old	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 2-14a	Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB 2152, or equivalent.	Destroy when superseded or after separation of employee. (N1-GRS-92-4 item 14a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 2-14b	Bond registration files: issuing agent's copies of bond registration stubs.	Destroy 4 months after date of issuance of bond. (N1-GRS-92-4 item 14b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 2-14c	Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.	Destroy 4 months after date of issuance of bond. (N1-GRS-92-4 item 14c)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 2-15a (N1-GRS-92-4 item 15a)	Combined Federal Campaign and Other Allotment Authorizations	Destroy after GAO audit or when 3 years old, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-15b (N1-GRS-92-4 item 15b)	Combined Federal Campaign and Other Allotment Authorizations	Destroy after GAO audit or when 3 years old, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 2-16 (N1-GRS-92-4 item 16)	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	Destroy when superseded or after separation of employee.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded or after separation of employee
GRS 2-17 (N1-GRS-92-4 item 17)	Direct Deposit Sign-up Form (SF 1199A).	Destroy when superseded or after separation.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded or after separation of employee
GRS 2-18 (N1-GRS-92-4 item 18)	Levy and Garnishment Files	Destroy 3 years after garnishment is terminated	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when garnishment is terminated
GRS 2-22a (N1-GRS-92-4 item 22a)	Payroll System Reports- Error reports, ticklers, system operation reports	Destroy when related actions are completed or when no longer needed, not to exceed 2 years	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when related actions are completed or when no longer needed
GRS 2-22b (N1-GRS-92-4 item 22b)	Payroll System Reports- Reports and data used for agency workload and or personnel management purposes	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-22c (N1-GRS-92-4 item 22c)	Payroll System Reports- Reports providing fiscal information on agency payroll	Destroy after GAO audit or when 3 years old, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 2-23a (N1-GRS-92-4 item 23a)	Payroll Change Files- Copies subject to GAO audit	Destroy after GAO audit or when 3 years old, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-24 (N1-GRS-92-4 item 24)	Payroll Correspondence	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 2-28 (N1-GRS-92-4 item 28)	Retirement - Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off CSRS/FERS related records upon receipt of official OPM acceptance of annual summary.
GRS 3-1a	Real Property Files - Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 3-1b	Real Property Files - Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 3-2 (NC1-64-77-5 item 3)	General Correspondence Files	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 3-3a (1) (a) (N1-GRS-95-4 item 3a1a)	Routine Procurement Files- Procurement or purchase organization copy, and related papers- Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")- Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000	Destroy 6 years and 3 months after final payment	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final payment
GRS 3-3a (1) (b) (N1-GRS-95-4 item 3a1b)	Routine Procurement Files- Procurement or purchase organization copy, and related papers- Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")- Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000	Destroy 3 years after final payment	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final payment
GRS 3-3a(2)(a)	Routine Procurement Files - Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after final payment. (N1-GRS-95-4 item 3a2a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 3-3a(2)(b)	Routine Procurement Files - Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	Destroy 3 years after final payment. (N1-GRS-95-4 item 3a2b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 3-3b	Routine Procurement Files - Obligation copy.	Destroy when funds are obligated. (NC1-64-77-5 item 4b)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 3-3c	Routine Procurement Files - Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion. (NC1-64-77-5 item 4c)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 3-3d (N1-GRS-87-8 item 4d)	Routine Procurement Files- Data Submitted to the Federal Procurement Data System (FPDS)	Destroy or delete when 5 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 3-4a (NC1-64-77-5 item 5a)	Supply Management Files- Copies received from other units for internal purposes or for transmission to staff agencies	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 3-4b (NC1-64-77-5 item 5b)	Supply Management Files- Copies in other reporting units and related working documents	Destroy when 1 year old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 3-5a (NC1-GRS-81-2 item 6a)	Solicited and Unsolicited Bids and Proposals Files. Successful bids and proposals.	Destroy with related contract case files (see item 3 of this schedule).	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	File with related contract case file. Cut off on final payment.
GRS 3-5b (1) (NC1-GRS-86-2 item 6b1)	Solicited and Unsolicited Bids and Proposals Files- Unsuccessful bids and proposals- Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13	Destroy 1 year after date of award or final payment, whichever is later	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on date of award or final payment, whichever is later
GRS 3-5b (2)(a) (NC1-GRS-86-2 item 6b2a)	Solicited and Unsolicited Bids and Proposals Files. When filed separately from contract case files.	Destroy when related contract is completed.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when related contract is completed
GRS 3-5b (2)(b) (NC1-GRS-86-2 item 6b2b)	Solicited and Unsolicited Bids and Proposals Files. When filed with contract case files.	Destroy with related contract case file (see item 3 of this schedule).	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	File with related contract case file. Cut off on final payment.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 3-5c (1) (NC1-GRS-81-2 item 6c1)	Solicited and Unsolicited Bids and Proposals Files- Canceled solicitations files- Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract	Destroy 5 years after date of cancellation	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on date of cancellation
GRS 3-5c (2) (NC1-GRS-81-2 item 6c2)	Solicited and Unsolicited Bids and Proposals Files. Unopened bids.	Return to bidder.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on receipt of bid.
GRS 3-5d	Solicited and Unsolicited Bids and Proposals Files - Lists or card files of acceptable bidders.	Destroy when superseded or obsolete. (NC1-GRS-81-2 item 6d)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 3-6a (NC1-64-77-5 item 7a)	Public Printer Files- Printing procurement unit copy of requisition, invoice, specifications, and related papers	Destroy 3 years after completion or cancellation of requisition	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on completion or cancellation of requisition
GRS 3-6b (NC1-64-77-5 item 7b)	Public Printer Files- Accounting copy of requisition	Destroy 3 years after period covered by related account	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after period covered by related account
GRS 3-7 (NC1-64-77-5 item 8)	Non-personnel Requisition File	Destroy when 1 year old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 3-8a (NC1-64-77-5 item 9a)	Inventory Requisition File- Stockroom copy	Destroy 2 years after completion or cancellation of requisition	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on completion or cancellation of requisition

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 3-8b	Inventory Requisition File - All other copies.	Destroy when 6 months old. (NC1-64-77-5 item 9b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 3-9a (NC1-64-77-5 item 10a)	Inventory Files- Inventory lists	Destroy 2 years from date of list	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 3-9b (NC1-64-77-5 item 10b)	Inventory Files- Inventory cards	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	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on discontinuance of item or removal of equipment from agency control, or after stock balance is transferred to a new card/new classification
GRS 3-9c (NC1-64-77-5 item 10c)	Inventory Files- Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS	Destroy 2 years after date of survey action or date of posting medium	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on date of survey action or date of posting medium
GRS 3-10 (NC1-64-77-5 item 11)	Telephone Records	Destroy 3 years after period covered by related account	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after period covered by related account
GRS 3-11 (NC1-64-77-5 item 12)	Contractors' Payroll Files	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on completion of contract unless contract performance is subject of active enforcement action
GRS 3-12 (NC1-64-77-5 item 13)	Tax Exemption Files	Destroy 3 years after period covered by related account	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after period covered by related account

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 3-13 (NC1-GRS-81-2 item 14a)	Unsuccessful Grant Application Files	Destroy 3 years after rejection or withdrawal	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after rejection or withdrawal
GRS 3-14 (NC1-64-77-5 item 17b)	Grant Administrative Files	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 3-15a	Contract Appeals Case Files - Records created prior to October 1, 1979.	Destroy 6 years, 3 months after final action on decision. (N1-GRS-87-9 item 19a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 3-15b (N1-GRS-87-9 item 19b)	Contract Appeals Case Files- Records created after September 30, 1979	Destroy 1 year after final action on decision	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after final action on decision
GRS 3-16 (N1-GRS-98-2 item 7)	SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	Destroy when superseded or obsolete.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded or obsolete.
GRS 3-17 (N1-GRS-87-14 item 1)	Small and Disadvantaged Business Utilization Files	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 3-18a (N1-GRS-05-2 item 18a)	Federal Activities Inventory Reform (FAIR) Act Records- Circular No. A-76 case files/studies maintained by office having primary responsibility	Cut off when action is completed, hold 3 years, and retire to FRC, destroy 6 to 10 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when action is completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 3-18b (N1-GRS-05-2 item 18b)	Federal Activities Inventory Reform (FAIR) Act Records- Circular No. A-76 records maintained by other offices, including information copies and background material	Cut off upon completion of study, destroy 2 years after cut off	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon completion of study
GRS 4-1 (GRS 4, 1952, item 4)	Property Disposal Correspondence Files	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 4-2 (GRS 4, 1952, item 5)	Excess Personal Property Reports	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 4-3a (N1-GRS-87-11-1, item 6a)	Surplus Property Case Files- Transactions of more than \$25,000	Destroy 6 years after final payment	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final payment
GRS 4-3b (N1-GRS-87-11-1, item 6b)	Surplus Property Case Files- Transactions of \$25,000 or less	Destroy 3 years after final payment	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final payment
GRS 4-4	Real Property Files - Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 5-1 (GRS 5, 1952, items 1 and 3)	Budget Correspondence Files	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 5-2 (NC1-GRS-81-13 item 2)	Budget Background Records	Destroy 1 year after the EOFY covered by the budget	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY covered by the budget
GRS 5-3a (GRS 5, 1952, item 5a)	Budget Reports Files- Annual report	Destroy when 5 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 5-3b (NC-64-75-2 item 5b)	Budget Reports Files- All other reports	Destroy 3 years after the EOFY	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 5-4 (GRS 5, 1952, item 6)	Budget Apportionment Files	Destroy 2 years after the EOFY	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 6-10a	Administrative Claims Files - Claims against the United States. Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by sub item c. below.	Destroy when 6 years, 3 months old (N1-GRS-87-13 item 1a)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 6-10b (2)(b) (N1-GRS-87-13 item 1b2b)	Administrative Claims Files - Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	Destroy 3 months after the end of the extended period.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off after the end of the extended period

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 6-10b(1)	Administrative Claims Files - Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	Destroy when 6 years, 3 months old. (N1-GRS-87-13 item 1b1)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 6-10b(2)(a)	Administrative Claims Files - Claims for which the Government's right to collect was not extended.	Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued. (N1-GRS-87-13 item 1b2a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 6-10b(2)(b)	Administrative Claims Files - Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	Destroy 3 months after the end of the extended period (N1-GRS-87-13 item 1b2b)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY. Cannot be destroyed until 3 months after the end of the extended period.
GRS 6-10b(3)	Administrative Claims Files - Claims that the agency administratively determines are not owed to the United States after collection action was initiated.	Destroy when 6 years, 3 months old. (N1-GRS-87-13 item 1b3)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 6-10c	Administrative Claims Files - Claims files that are affected by a court order or that are subject to litigation proceedings.	Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later (N1-GRS-87-13 item 1c)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY. Records cannot be destroyed until the court order is lifted and litigation is concluded
GRS 6-11a	Waiver of Claims Files- Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).	Destroy 6 years, 3 months after the EOFY in which the waiver was approved (N1-GRS-88-1 item 11a)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which the waiver was approved
GRS 6-11b	Waiver of Claims Files- Denied waivers.	Destroy with related claims files in accordance with items 10b and 10c of this schedule (N1-GRS-88-1 item 11b)	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off and handle in accordance with related claims files.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 6-1a (N1-GRS-91-3)	Accountable Officers' Files- Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors...	Destroy 6 years and 3 months after period covered by account	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of period covered by account
GRS 6-1b (N1-GRS-86-3, item 1b)	Accountable Officers' Files- Memorandum or extra copies of accountable officers' returns	Destroy when 1 year old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 6-2 (GRS 6, 1952, item 2)	GAO Exceptions Files	Destroy 1 year after exception has been reported as cleared by GAO	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after exception has been reported as cleared by GAO
GRS 6-3a (GRS 6, 1952, item 3a)	Certificates Settlement Files- Certificates covering closed account settlements, supplemental settlements, and final balance settlements	Destroy 2 years after date of settlement	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on date of settlement
GRS 6-3b (GRS 6, 1952, item 3b)	Certificates Settlement Files - Certificates covering period settlements.	Destroy when subsequent certificate of settlement is received.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when subsequent certificate of settlement is received
GRS 6-4 (NC174-105, item 5)	General Fund Files	Destroy when 3 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 6-5a (NC-64-77-11, item 5a)	Accounting Administrative Files- Files used for workload and personnel management purposes	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 6-5b (NC-64-77-11, item 5b)	Accounting Administrative Files- All other files	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 6-6a(1)	Federal Personnel Surety Bond Files Bonds purchased before January 1, 1956.	Destroy 15 years after bond becomes inactive. (NC-64-77-11, item 6a1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 6-6a(2)	Federal Personnel Surety Bond Files Bonds purchased after December 31, 1955.	Destroy 15 years after end of bond premium period. (NC-64-77-11, item 6a2)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 6-6b	Federal Personnel Surety Bond Files Other bond files including other copies of bonds and related documents.	Destroy when bond becomes inactive or after the end of the bond premium period. (NC-64-77-11, item 6b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 6-7 (NC-64-77-11, item 7)	Gasoline Sales Tickets	Destroy after GAO audit or when 3 years old, whichever is sooner	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 6-8 (NC-64-77-11, item 8)	Telephone Toll Tickets	Destroy after GAO audit or when 3 years old, whichever is sooner	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 6-9 (NC-64-77-11, item 9)	Telegrams Filed in Support of Telegraph Bills	Destroy after GAO audit or when 3 years old, whichever is sooner	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 7-1 (GRS 7, 1952, item 1)	Expenditure Accounting General Correspondence and Subject Files	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 7-2 (NC1-GRS-83-5, item 1)	General Accounting Ledgers	Destroy 6 years and 3 months after the EOFY involved	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY involved in ledgers
GRS 7-3 (NC1-GRS-83-5, item 2)	Appropriation Allotment Files	Destroy 6 years and 3 months after the EOFY involved	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY involved in files
GRS 7-4a (NC-64-75-2, item 4a)	Expenditure Accounting Posting and Control Files- Original records	Destroy when 3 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 7-4b (GRS 7, 1952, item 4b)	Expenditure Accounting Posting and Control Files- Copies	Destroy when 2 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 8-1 (GRS 8, 1952, item 1)	Plant, Cost, and Stores General Correspondence Files	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-2 (NC-64-75-2, item 3)	Stores Invoice Files	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-3 (NC-64-75-2, item 4)	Stores Accounting Files	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 8-4 (GRS 8, 1952, item 5)	Stores Accounting Background Files	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-5 (GRS 8, 1952, item 6)	Plant Accounting Files	Destroy 3 years after item is withdrawn from plant account	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when item is withdrawn from plant account
GRS 8-6a (NC-64-75-2, item 7a)	Cost Accounting Reports- Copies in units receiving reports	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-6b (NC-64-75-2, item 7b)	Cost Accounting Reports- Copies in reporting units and related work papers	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-7a (NC-64-75-2, item 8a)	Cost Report Data Files- Ledgers and forms	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-7b (3) (GRS 8, 1952, item 8b3)	Cost Report Data Files- Automated records- Tabulations	Destroy when 1 year old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 8-7b(1)	Stores, Plant, and Cost Accounting Records - Cost Report Data Files - Detail cards.	Destroy when 6 months old. (NC-64-75-2, item 8b1)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 8-7b(2)	Stores, Plant, and Cost Accounting Records - Cost Report Data Files - Summary cards.	Destroy when 6 months old. (NC-64-75-2, item 8b2)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 9-1a (N1-GRS-91-3, item 1a)	Commercial Freight and Passenger Transportation Files- Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents	Destroy 6 years after the period of the account	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after the period of the account
GRS 9-1b (N1-GRS-91-3, item 1b)	Commercial Freight and Passenger Transportation Files- Records covering payment for commercial freight and passenger transportation charges for services for which any 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	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when associated condition is investigated and/or settled (e.g., detection of overcharge).
GRS 9-1c (N1-GRS-91-3, item 1c)	Commercial Freight and Passenger Transportation Files- 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	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after the period of the account
GRS 9-1d (N1-GRS-91-3, item 1e)	Obligation copy of commercial passenger transportation vouchers.	Destroy when funds are obligated.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when funds are obligated
GRS 9-1e (N1-GRS-98-2, item 8)	Commercial Freight and Passenger Transportation Files- Unused ticket redemption forms, such as SF 1170	Destroy 3 years after the year in which the transaction is completed	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when the transaction is completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 9-2 (N1-GRS-91-3, item 2)	Lost or Damaged Shipments Files	Destroy when 6 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 9-3a (N1-GRS-91-3, item 3a)	Noncommercial, Reimbursable Travel Files- Travel administrative office files	Destroy when 6 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
GRS 9-3b	Noncommercial, Reimbursable Travel Files - Obligation copies.	Destroy when funds are obligated. (N1-GRS-91-3, item 3b)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 9-4a (N1-GRS-91-3, item 4a)	General Travel and Transportation Files- Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule	Destroy when 2 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 9-4b (N1-GRS-91-3, item 4b)	General Travel and Transportation Files- Accountability records documenting the issue or receipt of accountable documents	Destroy 1 year after all entries are cleared	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after all entries are cleared
GRS 9-5a (N1-GRS-91-1, item 5a)	Records Relating to Official Passports- Application files	Destroy when 3 years old or upon separation of the bearer, whichever is sooner	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off on separation of the bearer or when 3 years old, whichever is sooner

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 9-5b (N1-GRS-91-1, item 5b)	Records Relating to Official Passports- Annual reports concerning official passports	Destroy when 1 year old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 9-5c (N1-GRS-98-2, item 9)	Records Relating to Official Passports- Passport registers.	Destroy when superseded or obsolete.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded or obsolete
GRS 9-7 (N1-GRS-97-2, item 7)	Federal Employee Transportation Subsidy Records	Destroy when 3 years old	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 10-1 (GRS 10, 1952, item 1)	Motor Vehicle Correspondence Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 10-10 (N1-GRS-04-6, item 2)	Logistical Support for Flight Operations	Destroy when 6 years old or when superseded, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when superseded
GRS 10-11a	General Aircraft Maintenance and Modification Records - Records relating to fleet-wide general maintenance activities, modifications, or improvements designed to meet programmed requirements (as opposed to maintenance activities performed on a specific aircraft). a. Recordkeeping copies of maintenance manuals for unique or customized aircraft	Permanent. Transfer to the National Archives in 5-year blocks after they become superseded or obsolete. (N1-GRS-04-6, item 3a)	Wildland Fire and Aviation Permanent Records	Permanent	Not yet determined

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 10-11b (N1-GRS-04-6, item 3b)	All other records	Destroy when 6 years old or when superseded or obsolete, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when superseded or obsolete
GRS 10-12 (N1-GRS-04-6, item 4)	Individual Aircraft Maintenance and Airframe Modifications Records	Destroy 6 years after aircraft disposal or clearance of related equipment from the program	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after aircraft disposal or clearance of related equipment from the program
GRS 10-13 (N1-GRS-04-6, item 5)	Records Required for Accident/Incident Reports - Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by Federal agencies, including leased aircraft used by Federal agencies.	Keep for the duration of investigation and then destroy 1 year after completion of investigation and preparation of required reports.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at the end of the investigation and preparation of required reports.
GRS 10-2a Destroy when 3 months old. (GRS 10, 1952, item 2a)	Operating records including those relating to gas and oil consumption, dispatching, and scheduling	Destroy when 3 months old.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off at end of fiscal quarter
GRS 10-2b (GRS 10, 1952, item 2b)	Motor Vehicle Operating and Maintenance Files- Maintenance records, including those relating to service and repair	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 10-3 (GRS 10, 1952, item 3)	Motor Vehicle Cost Files	Destroy 3 years after discontinuance of ledger or date of worksheet	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after discontinuance of ledger or date of worksheet

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 10-4 (GRS 10, 1952, item 4)	Motor Vehicle Report Files	Destroy 3 years after date of report	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 10-5 (GRS 10, 1952, item 5)	Motor Vehicle Accident Files	Destroy 6 years after case is closed	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 10-6 (NARA memo 10/20/1955)	Motor Vehicle Release Files	Destroy 4 years after vehicle leaves agency custody	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after vehicle leaves agency custody
GRS 10-7	Motor Vehicle Operator Files	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after separation of employee, or upon rescission of authorization to operate Government-owned vehicle, whichever is sooner
GRS 10-9 (N1-GRS-04-6, item 1)	Routine Aircraft Operations	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 11-1 (N1-GRS-96-1, item 1c)	Space and Maintenance General Correspondence Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 11-2a (GRS 11, 1952, item 2a)	Agency Space Files- Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment	Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete
GRS 11-2b (1) (GRS 11, 1952, item 2b1)	Agency Space Files- Correspondence with and reports to staff agencies relating to agency space holdings and requirements- Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 11-2b (2) (GRS 11, 1952, item 2b2)	Agency Space Files- Correspondence with and reports to staff agencies relating to agency space holdings and requirements- Copies in subordinate reporting units and related work papers	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 11-3	Space and Maintenance Records - Directory Service Files - Copies in subordinate reporting units and related work papers.	Destroy 2 months after issuance of listing. (GRS 11, 1952, item 3)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 11-4b (GRS 11, 1952, item 4b)	Credentials Files- Receipts, indexes, listings, and accountable records	Destroy after all listed credentials are accounted for	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off after all listed credentials are accounted for

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 11-5 (GRS 11, 1952, item 5)	Building and Equipment Service Files - Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work is performed or requisition is canceled.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off after work is performed or requisition is cancelled
GRS 12-1	Communication Records - Messenger Service Files -	Destroy when 2 months old. (NC1-64-77-9, item 1)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 12-2a (NC1-64-77-9, item 2a)	Communication General Files- Correspondence and related records pertaining to internal administration and operation	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-2b (NC1-64-77-9, item 2b)	Communication General Files- Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters	Destroy when 3 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-2c (NC1-64-77-9, item 2c)	Communication General Files- Telecommunications statistical reports including cost and volume data	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-2d (1) (NC1-64-77-9, item 2d1)	Communication General Files- Telecommunications voucher files- Reference copies of vouchers, bills, invoices, and related records	Destroy when 1 fiscal year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-2d (2) (NC1-64-77-9, item 2d2)	Communication General Files- Telecommunications voucher files- Records relating to installation, change, removal, and servicing of equipment	Destroy 1 year after audit or when 3 years old, whichever is sooner	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 12-2e (NC1-64-77-9, item 2e)	Communication General Files- Copies of agreements with background data and other records relating to agreements for telecommunications services	Destroy 2 years after expiration or cancellation of agreement	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after expiration or cancellation of agreement
GRS 12-3a	Telecommunication Operational Files - Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old. (NC1-64-77-9, item 3a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 12-3b	Telecommunication Operational Files - Copies of incoming and original copies of outgoing messages	Destroy when 2 months old. (NC1-64-77-9, item 3b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 12-4 (N1-GRS-96-4)	Telephone Use (Call Detail) 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	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records
GRS 12-5a (N1-GRS-87-2 item 1a)	Post Office and Private Mail Company Records- 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	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-5b (N1-GRS-87-2 item 1b)	Post Office and Private Mail Company Records- Application for registration and certification of declared value mail	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-5c (N1-GRS-87-2 item 1c)	Post Office and Private Mail Company Records- Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 12-6a (NC1-64-77-9, item 6a)	Mail and Delivery Service Control Files- 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	Destroy when 1 year old	Short-term Administration Records - DAA-0048- 2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-6b	Mail and Delivery Service Control Files - 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 6 months old. (NC1-64-77-9, item 6b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 12-6c	Mail and Delivery Service Control Files - Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old. (NC1-64-77-9, item 6c)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 12-6d (NC1-64-77-9, item 6d)	Mail and Delivery Service Control Files- Statistical reports and data relating to handling of mail and volume of work performed	Destroy when 1 year old	Short-term Administration Records - DAA-0048- 2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-6e (NC1-64-77-9, item 6e)	Mail and Delivery Service Control Files- Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail	Destroy when 1 year old	Short-term Administration Records - DAA-0048- 2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 12-6f	Mail and Delivery Service Control Files - Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old. (NC1-64-77-9, item 6f)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 12-6g (NC1-64-77-9, item 6g)	Mail and Delivery Service Control Files- 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	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off directives and guides when superseded or obsolete. Memoranda, correspondence, etc. are cut off as normal
GRS 12-7 (NC1-64-77-9, item 7)	Metered Mail Files	Destroy when 6 years old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when record is created
GRS 12-8 (NC1-64-77-9, item 8)	Postal Irregularities File	Destroy 3 years after completion of investigation	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of investigation
GRS 13-1 (GRS 13, 1952, item 2)	Printing, Binding, Duplication, and Distribution - Administrative Correspondence Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 13-2a (GRS 13, 1952, item 3a)	Project Files- Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency	Destroy 1 year after completion of job	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of job
GRS 13-2b (GRS 13, 1952, item 3b)	Project Files- Files pertaining to planning and other technical matters	Destroy when 3 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 13-3 (GRS 13, 1952, item 4)	Control Files	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after close of fiscal year in which compiled or after filling of register, whichever is applicable
GRS 13-4a	Printing, Binding, Duplication, and Distribution Records - Mailing Lists - Correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. (GRS 13, 1952, item 5a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 13-4b	Printing, Binding, Duplication, and Distribution Records - Mailing Lists - Card lists.	Destroy individual cards when canceled or revised. (GRS 13, 1952, item 5b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 13-5a	Joint Committee on Printing (JCP) Reports Files - Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old. (GRS 13, 1952, item 6a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 13-5b	Joint Committee on Printing (JCP) Reports Files - Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report. (GRS 13, 1952, item 6b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 13-6 (GRS 13, 1952, item 7)	Internal Management Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 14-1	Information Requests Files - 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. (N1-GRS-98-2, item 10) □	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-2	Information Services Records - Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply. (GRS 14, 1952, items 2 and 3)□	3 months after acknowledgement and referral.	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 14-3	Press service teletype news and similar materials	Destroy when 3 months old.	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-4	Information Project Files	Destroy 1 year after close of file or 1 year after completion of project	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after close of file or after completion of project
GRS 14-5	Commendations/Complaint Correspondence Files - 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, 1952, item 5)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 14-11a (1) (NC1-64-77-1 item 16a1)	FOIA Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Granting access to all the requested records	Destroy 2 years after date of reply	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date of reply

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-11a (2)a (NC1-64-77-1 item 16a2a)	FOIA Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees- Request not appealed	Destroy 2 years after date of reply	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date of reply
GRS 14-11a(2)(b)	FOIA Requests Files - Responding to request for nonexistent records - Request appealed - Request appealed.	Destroy as authorized under Item 12. (NC1-64-77-1 item 16a2b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-11a(3)(b)	FOIA Requests Files - Denying access to all or part of the records requested - Requests appealed - Request appealed.	Destroy as authorized under Item 12. (NC1-64-77-1 item 16a3b) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-11a(3)a (N1-GRS-87-4 item 16a3a)	FOIA Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Denying access to all or part of the records requested- Request not appealed	Destroy 6 years after date of reply	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on date of reply
GRS 14-11b	FOIA Requests Files - Official copy of requested records - Official file copy of requested records.	Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later. (NC1-64-77-1 item 16b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-12a (N1-GRS-87-4 item 17a)	FOIA Appeals Files- Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein)	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	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final determination by agency, on expiration of time in which a requester can file suit, or on final adjudication by the courts, whichever is later
GRS 14-12b	FOIA Appeals Files - <input type="checkbox"/> 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. <input type="checkbox"/> - Official files copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later. (NC1-64-77-1 item 17b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-13a (NC1-64-76-3, item 11a)	FOIA Control Files- Registers or listing	Destroy 5 years after date of last entry	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after date of last entry
GRS 14-13b (NC1-64-76-3, item 11b)	FOIA Control Files- Other files	Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final action by the agency or on final adjudication by courts, whichever is later
GRS 14-14 (N1-GRS-98-2 item 11)	FOIA Reports Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-15 (N1-GRS-98-2 item 12)	FOIA Administrative Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 14-21a (1) (NC1-64-77-1 item 25a1)	Privacy Act Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Granting access to all the requested records	Destroy 2 years after date of reply	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date of reply
GRS 14-21a (2)a (NC1-64-77-1 item 25a2a)	Privacy Act Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees- Requests not appealed	Destroy 2 years after date of reply	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date of reply
GRS 14-21a (3)a (NC1-64-77-1 item 25a3a)	Privacy Act Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Denying access to all or part of the records requested- Requests not appealed	Destroy 5 years after date of reply	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on date of reply
GRS 14-21a(2)(b)	Privacy Act Request Files - Requests appealed.	Destroy as authorized under Item 22. (NC1-64-77-1 item 25a2b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-21a(3)(b)	Privacy Act Request Files - Requests appealed.	Destroy as authorized under Item 22. (NC1-64-77-1 item 25a3b)□	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-21b	Privacy Act Request Files - Official file copy of request records.	Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later. (NC1-64-77 1 item 25b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-22a (NC1-64-77-1 item 26a)	Privacy Act Amendment Case Files- 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, and related materials	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	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off records upon agency agreement to amend or the approved disposition of the related subject's individual record, whichever is later.
GRS 14-22b (NC1-64-77-1 item 26b)	Privacy Act Amendment Case Files- 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	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	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off records on final agency determination, final adjudication by courts, or the approved disposition of the related subject's individual record, whichever is later.
GRS 14-22c (NC1-64-77-1 item 26c)	Privacy Act Amendment Case Files- 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	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	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off records on final adjudication by courts, or the approved disposition of the related subject's individual record, whichever is later.
GRS 14-23 (NC1-64-77-1 item 27)	Privacy Act Accounting of Disclosure Files	Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-24a (NC1-64-77-1 item 28a)	Privacy Act Control Files- Registers or listings	Destroy 5 years after date of last entry	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on date of last entry
GRS 14-24b (NC1-64-77-1 item 28b)	Privacy Act Control Files- Other files	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final action by the agency or final adjudication by courts, whichever is later
GRS 14-25 (N1-GRS-89-4 item 1)	Privacy Act Reports Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 14-26 (N1-GRS-98-2 item 13)	Privacy Act General Administrative Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 14-31a (1) (N1-GRS-87-7, item 31a1)	Mandatory Review For Declassification Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable)- Granting access to all the requested records	Destroy 2 years after date of reply	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date of reply

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-31a (2)a (N1-GRS-87-7, item 31a2a)	Mandatory Review For Declassification Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable)- Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees- Request not appealed	Destroy 2 years after date of reply	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after date of reply
GRS 14-31a (3)a (N1-GRS-87-7, item 31a3a)	Mandatory Review For Declassification Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable)- Denying access to all or part of the records requested- Request not appealed	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final action by the agency or final adjudication by courts, whichever is later
GRS 14-31a(2)(b)	Mandatory Review For Declassification Requests Files - Request appealed.	Destroy as authorized under Item 32. (N1-GRS-87-7, item 31a2b)☐	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-31a(3)(b)	Mandatory Review For Declassification Requests Files - Request appealed.	Destroy as authorized under Item 32. (N1-GRS-87-7, item 31a3b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 14-31b	Mandatory Review For Declassification Requests Files - Official file copy of requested records.	Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later. (N1-GRS-87-7, item 31b)☐	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-32a (N1-GRS-87-7, item 32a)	Mandatory Review for Declassification Appeals Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein)	Destroy 4 years after final determination by agency	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final determination by agency
GRS 14-32b	Mandatory Review for Declassification Appeals Files - Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later. (N1-GRS-87-7, item 32b)□	NONE; NOT CROSSWALKED TO DRS	OBSELETE - DO NOT USE	N/A
GRS 14-33a (N1-GRS-87-7, item 33a)	Mandatory Review for Declassification Control Files- Registers or listing	Destroy 5 years after date	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on final date in register/listing
GRS 14-33b (N1-GRS-87-7, item 33b)	Mandatory Review for Declassification Control Files- Other files	Destroy 5 years after final action by the agency	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final action by the agency
GRS 14-34 (N1-GRS-98-2 item 14)	Mandatory Review for Declassification Reports Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 14-35 (N1-GRS-98-2 item 15)	Mandatory Review for Declassification Administrative Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 14-36a (N1-GRS-89-2 item 1a)	Erroneous Release Files- Files that include the official file copy of the released records	Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 14-36b (N1-GRS-89-2 item 1b)	Erroneous Release Files- Files that do not include the official file copy of the released records	Destroy 6 years after the erroneous release	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after the erroneous release
GRS 15-1 (GRS 15, 1953, item 1)	Housing General Correspondence Files	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 15-2a (GRS 15, 1953, item 2a)	Housing Maintenance and Repair Files- Summary card or ledger record	Destroy 3 fiscal years following COFY in which unit is closed to tenancy or leaves agency control	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which unit is closed to tenancy or leaves agency control
GRS 15-2b (GRS 15, 1953, item 2b)	Housing Maintenance and Repair Files- Work orders, requisitions, and related papers involved in repair and maintenance work	Destroy 3 fiscal years following COFY in which work is done	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which work is done
GRS 15-3 (GRS 15, 1953, item 3)	Housing Management Files	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 15-4 (GRS 15, 1953, item 4)	Housing Lease Files	Destroy 3 fiscal years following EOFY in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which lease is terminated/lapsed/cancelled, or litigation is concluded, whichever is later.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 15-5a (GRS 15, 1953, item 5a)	Housing Assignment and Vacancy Card Files. Individual tenant cards.	Destroy when tenant vacates unit.	Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when tenant vacates the unit
GRS 15-5b (GRS 15, 1953, item 5b)	Housing Assignment and Vacancy Card Files- Individual housing unit cards	Destroy 3 fiscal years after EOFY in which unit is closed to tenancy or leaves agency control	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which unit is closed to tenancy or leaves agency control
GRS 15-6 (GRS 15, 1953, item 6)	Housing Inventory Files	Destroy 3 fiscal years after close of fiscal year in which inventory is superseded	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at close of FY in which inventory is superseded
GRS 15-7a (GRS 15, 1953, item 7a)	Housing Application Files- Rejected application files	Destroy 1 year from date of rejection	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on date of rejection
GRS 15-7b (GRS 15, 1953, item 7b)	Housing Application Files- All others	Destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 16-1a (NC1-GRS-81-5 item 3c)	Administrative Issuances - Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel).	Destroy when superseded or obsolete. <input type="checkbox"/>	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or obsolete.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 16-1b (NC1-GRS-81-5 item 3d)	Administrative Issuances - Case files related to (a) above that document aspects of the development of the issuance.	Destroy when issuance is destroyed. □	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when related issuance is destroyed.
GRS 16-2a (1) (N1-GRS-98-2 item 16)	Records Disposition Files- 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- SF 115s that have been approved by NARA	Destroy 2 years after supersession	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded.
GRS 16-2a(2) (N1-GRS-98-2 item 17)	Records Disposition Files- 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- Other records	Destroy 6 years after the related records are destroyed or after the related records are transferred to the NARA, whichever is applicable	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when the related records are destroyed or transferred to the NARA, whichever is applicable
GRS 16-2b (N1-GRS-98-2 item 18)	Records Disposition Files- Routine correspondence and memoranda	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 16-3a (NC1-GRS-81-4 item 1)	Forms Files- One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form	Destroy 5 years after related form is discontinued, superseded, or canceled	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when related form is discontinued, superseded, or canceled
GRS 16-3b	Forms Files - Background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or canceled. (NC1-64-77-8 item 4b)☐	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 16-4a (NC1-GRS-80-4 item 6a)	Records Holdings Files- Records held by offices that prepare reports on agency-wide records holdings	Destroy when 3 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 16-4b (NC1-GRS-80-4 item 6b)	Records Holdings Files- Records held by other offices	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 16-5 (NC1-64-77-8 item 7)	Project Control Files	Destroy 1 year after the year in which the project is closed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at the end of FY in which the project is closed
GRS 16-6 (NC1-GRS-80-7 item 1)	Reports Control Files	Destroy 2 years after the report is discontinued	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after the report is discontinued
GRS 16-7 (N1-GRS-98-2 item 19)	Records Management Files	Destroy when 6 years old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 16-9 (N1-GRS-81-7 item 1)	Feasibility Studies- Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications.	Destroy 5 years after completion or cancellation of study	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on completion or cancellation of study
GRS 16-10a	Microform Inspection Records - Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.	Destroy 1 year after the records are transferred to the National Archives of the United States. (N1-GRS-91-4 item 1) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 16-10b	Administrative Management Records - Microform Inspection Records - Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	Destroy when 2 years old or when superseded, whichever is later. (N1-GRS-98-2 item 22) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 16-11	IRM Triennial Review Files - Reports required by the GSA concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Destroy when 7 years old. (N1-GRS-87-15 item 1) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 16-12 (N1-GRS-87-16 item 1)	Information Collection Budget Files	Destroy when 7 years old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 16-13a (N1-GRS-87-17 item 1a)	Documents Published in the Federal Register- Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b(e)(3)); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 16-13b (N1-GRS-87-17 item 1b)	Documents Published in the Federal Register- Files documenting the processing of semiannual regulatory agenda	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 16-14a	Management Control Records- Policy, procedure, and guidance files	Destroy when superseded	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded
GRS 16-14b (N1-GRS-91-5 item 1b)	Management Control Records- Management control plans	Destroy when superseded	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded
GRS 16-14c (N1-GRS-91-5 item 1c)	Management Control Records- Risk analyses	Cut off closed files annually, destroy after next review cycle	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Records cannot be destroyed before next review cycle

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 16-14d (N1-GRS-91-5 item 1d)	Management Control Records- Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress	Cut off closed files annually, destroy after next reporting cycle	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which the file is closed
GRS 16-14e (N1-GRS-98-2 item 23)	Management Control Records- Tracking files	Destroy 1 year after report is completed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when report is completed
GRS 16-14f (2) (N1-GRS-91-5 item 1f2)	Management Control Records- Review files- Copies maintained by other offices as internal reviews	Cut off when no further corrective action is necessary, destroy 1 year after cut off	Audits and Financial Disclosures	Temporary. Cut off as instructed in the bureau or office records manual. If no unique instructions exist, cut off at end of FY in which files are closed. Destroy 7 years after cut-off.	Cut off when no further corrective action is necessary
GRS 16-14f(1) (N1-GRS-91-5 item 1f1)	Management Control Records- Review files- Office with responsibility for coordinating internal control functions	Cut off when no further corrective action is necessary, destroy 5 years after cut off	Audits and Financial Disclosures	Temporary. Cut off as instructed in the bureau or office records manual. If no unique instructions exist, cut off at end of FY in which files are closed. Destroy 7 years after cut-off.	Cut off when no further corrective action is necessary

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 17-1	Cartographic Records Prepared During Intermediate Stages of Publication - Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	Destroy when no longer needed for revision. (N1-GRS-88-5 item 1)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 17-3 (N1-GRS-98-2 item 24)	Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency	Destroy when superseded or after the structure or object has been retired from service	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or after the structure or object has been retired from service
GRS 17-4 (N1-GRS-98-2 item 25)	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	Destroy when superseded or after the structure or object has been retired from service	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or after the structure or object has been retired from service

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 17-5	Contract Negotiation Drawings - Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	Destroy when the final working/as-built drawings have been produced. (N1-GRS-98-2 item 26)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 17-6 (N1-GRS-98-2 item 27)	Space Assignment Plans - Outline floor plans indicating occupancy of a building	Destroy when superseded or after the structure or object has been retired from service.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded, or when the structure or object has been retired from service
GRS 17-8 (N1-GRS-98-2 item 28)	Engineering Drawings of Routine Minor Parts - Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	Destroy when superseded or after the structure or object has been retired from service.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or after the structure or object has been retired from service
GRS 17-9 (N1-GRS-98-2 item 29)	Cartographic, Aerial Photographic, Architectural, and Engineering Records - Drawings Reflecting Minor Modifications - Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	Destroy when superseded or after the structure or object has been retired from service.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or after the structure or object has been retired from service

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 17-10 (N1-GRS-98-2 item 30)	Paint Plans and Samples - Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings.	Destroy when superseded or after the structure or object has been retired from service.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded or after the structure or object has been retired from service
GRS 18-1	Classified Documents Administrative Correspondence Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-2	Document Receipt Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-3	Destruction Certificates Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-4	Classified Document Inventory Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-5a	Security and Protective Services Records - Classified Information Accounting and Control Records - Top Secret Accounting and Control Files. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after documents shown on forms are downgraded, transferred, or destroyed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-5b	Top Secret Accounting and Control Files.	Destroy when related document is downgraded, transferred, or destroyed	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when related document is downgraded, transferred, or destroyed
GRS 18-6	Access Request Files	Destroy 2 years after authorization expires	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when authorization expires
GRS 18-7a	Classified Document Container Security Files. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list or upon turn-in of containers.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded by a new form or list, or upon turn-in of containers
GRS 18-7b (N1-GRS-93-1 item 7b).	Classified Document Container Security Files. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and window and activating alarms.	Destroy 3 months following the last entry on the form (see note).	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off after date of last entry on the form
GRS 18-8	Security and Protective Services Administrative Correspondence Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-9	Survey and Inspection Files (Government-owned facilities)	Destroy when 3 years old or upon discontinuance of facility, whichever is sooner	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-10	Security and Protective Services Records - Facilities Security and Protective Services Records - Survey and Inspection Files. (privately owned facilities) Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 18-11	Investigative Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-12	Property Pass Files	Destroy 3 months after expiration or revocation.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off after expiration or revocation
GRS 18-13a	Guard Assignment Files- Ledger records	Destroy 3 years after final entry	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on final entry

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-13b	Guard Assignment Files- Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-14a	Police Functions Files- Ledger records of arrest, cars ticketed, and outside police contacts	Destroy 3 years after final entry	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on final entry
GRS 18-14b	Security and Protective Services Records - Facilities Security and Protective Services Records - Police Functions Files - Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.	Destroy when 2 years old.	General Law Enforcement Files	Cut off as instructed in the bureau/office records manual. If no unique cut-off exists, cut off at end of fiscal year in which report or file is created. Destroy 3 years after cut-off.	Not yet determined
GRS 18-14c	Police Functions Files- Reports on contact of outside police with building occupants	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-15a	Personal Property Accountability Files- Ledger files	Destroy 3 years after final entry	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on final entry
GRS 18-15b	Personal Property Accountability Files- Reports, loss statements, receipts, and other documents relating to lost and found articles	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-16a	Key Accountability Files- For areas under maximum security	Destroy 3 years after turn-in of key	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at turn-in of key
GRS 18-16b	Key Accountability Files - Files relating to accountability for keys issued. For areas NOT under maximum security	Destroy 6 months after turn-in of key.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off after turn-in of key
GRS 18-17a	Visitor Control Files- For areas under maximum security	Destroy 5 years after final entry or 5 years after date of document, as appropriate	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 18-17b	Visitor Control Files- For other areas	Destroy 2 years after final entry or 2 years after date of document, as appropriate	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after final entry or after date of document, as appropriate
GRS 18-18a	Facilities Checks Files- Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule)	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-18b	Facilities Security and Protective Services Records - Facilities Checks Files - Files relating to periodic guard force facility checks. Reports of routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.	Destroy when 1 month old.	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 18-19a	Control center key or code records, emergency call cards, and building record and employee identification cards.	Destroy when superseded or obsolete.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or obsolete
GRS 18-19b	Guard Service Control Files- Round reports, service reports on interruptions and tests, and punch clock dial sheets	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-19c	Guard Service Control Files- Automatic machine patrol charts and registers of patrol and alarm services	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-19d	Arms distribution sheets, charge records, and receipts.	Destroy 3 months after return of arms.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off after return of arms

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-20a	Logs and Registers- Central guard office master logs	Destroy 2 years after final entry	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on final entry
GRS 18-20b	Logs and Registers- Individual guard post logs of occurrences entered in master logs	Destroy 1 year after final entry	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on final entry
GRS 18-21 (NC1-GRS-80-1 item 22)	Security Clearance Administrative Subject Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-22a (NC1-GRS-80-1 item 23a)	Personnel Security Clearance Records - Case files documenting the processing of investigations on Federal employees or applicants for Federal employment	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.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after separation or transfer of employee, or after contract relationship expires, or upon notification of death, whichever is applicable
GRS 18-22b	Personnel Security Clearance Records - 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. (NC1-GRS-80-1 item 23b)□	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 18-22c	Personnel Security Clearance Records - Index to the Personnel Security Case Files.	Destroy with related case file. (NC1-GRS-80-1 item 23c)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-23	Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded or obsolete
GRS 18-24a	Security and Protective Services Records - Security Violations Files - Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations.	Destroy 5 years after close of case. (NC1-GRS-81-8 item 1a) <input type="checkbox"/>	Incident Investigation and Response	Cut off as instructed in the bureau/office manual. If no unique cut-off exists, cut off when all actions related to the incident/investigation are completed and the matter closed. Destroy 10 years after cut-off.	Not yet determined
GRS 18-24b	Security and Protective Services Records - Security Violations Files - Security Violations Files. All other files, exclusive of documents placed in official personnel folders.	Destroy 2 years after completion of final action. (N1-GRS-98-2 item 31) <input type="checkbox"/>	General Law Enforcement Files	Cut off as instructed in the bureau/office records manual. If no unique cut-off exists, cut off at end of fiscal year in which report or file is created. Destroy 3 years after cut-off.	Not yet determined
GRS 18-25a	Classified Information Nondisclosure Agreements - If maintained separately from the individual's official personnel folder.	Destroy when 70 years old. (N1-GRS-95-1 item 1a) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 18-25b	Classified Information Nondisclosure Agreements - If maintained in the individual's official personnel folder.	Apply the disposition for the official personnel folder. (N1-GRS-95-1 item 1b)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 18-26	Emergency Planning Administrative Correspondence Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 18-27 (NC1-GRS-81-1 item 1b)	Emergency Planning Case Files	Destroy 3 years after issuance of a new plan or directive	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on issuance of a new plan or directive (i.e., when superseded)
GRS 18-28 (NC1-GRS-81-1 item 4)	Emergency Operations Tests Files	Destroy when 3 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 18-29a	Emergency Planning Records - National Defense Executive Reserve (NDER) Case Files. Case files on reservists.	Destroy 5 years after termination from NDER program. (NC1-GRS-87-10 item 1a)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 18-29b	Emergency Planning Records - National Defense Executive Reserve (NDER) Case Files. Case files on individuals whose applications were rejected or withdrawn.	Destroy when 5 years old. (NC1-GRS-87-10 item 1b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 20-1a (N1-GRS-95-2 item 1a)	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records- 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
GRS 20-1b (N1-GRS-87-5 item 1b)	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records- 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after information has been transferred to the master file and verified

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-1c (N1-GRS-95-2 item 1c)	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records- 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes
GRS 20-2a(1)	Input/Source Records - 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.). - 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. (N1-GRS-07-4 item 2a1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-2a(2)	Input/Source Records - 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 conversation.	Permanent. Transfer to NARA in accordance with previously approved schedule. (N1-GRS-07-4 item 2a2)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-2a(3)	Input/Source Records - 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. (N1-GRS-07-4 item 2a3)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-2a(4)	Input/Source Records - Hard copy documents other than those covered by Items 2(a)(1) - (3).	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 (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225.24(a)(1), whichever is later. (N1-GRS-07-4 item 2a4)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-2b (N1-GRS-87-5 item 2b)	Input/Source Records- Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes	Delete when data have 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when data has been entered into the master file or database and verified, and when no longer required to serve as backup

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-2c (N1-GRS-87-5 item 2c)	Input/Source Records- 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	Delete when data have 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when data has been entered into the master file or database and verified, and when no longer required to serve as backup
GRS 20-2d (N1-GRS-87-5 item 2d)	Input/Source Records- Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database	Delete after the necessary data have been incorporated into a master file	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after the necessary data has been incorporated into a master file
GRS 20-3.1	Electronic Records That Replace Permanent Hard Copy Records - Electronic records that replace hard copy records approved as permanent in a previously approved schedule.	Permanent. Submit notification to NARA in accordance with 36 CFR 1225.24(a)(1). (N1-GRS-07-4 item 3.1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-3a	Electronic Records That Replace Temporary Hard Copy Records - Scanned images.	Delete after the expiration of the retention period authorized for the hard copy records. (N1-GRS-07-4 item 3a)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-3b(1)	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - 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).	Delete after the expiration of the retention period authorized for the hard copy records. (N1-GRS-07-4 item 3b1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-3b(2)	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - 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).	Submit SF 115 to NARA. (N1-GRS-07-4 item 3b2)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-3b(3)	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Digital versions of temporary still pictures, sound recordings, motion picture film, and video-recordings.	Delete after the expiration of the retention period authorized for the hard copy records. (N1-GRS-07-4 item 3b3)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-3b(4)	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records.	Delete after the expiration of the retention period specified in the previously approved schedule. (N1-GRS-07-4 item 3b4)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-3b(5)	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - 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).	Submit SF 115 to NARA. (N1-GRS-07-4 item 3b5)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-4	Data Files Consisting of Summarized Information - 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.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (N1-GRS-95-2 item 4)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-5	Records Consisting of Extracted Information - 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; produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 of this schedule respectively	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (N1-GRS-95-2 item 5)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-6	Print File - 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. (N1-GRS-95-2 item 6)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-7	Technical Reformat File - 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. (N1-GRS-95-2 item 7) □	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-8a (N1-GRS-95-2 item 8a)	Backups of Files- 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 NARA and successfully copied	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when the identical records have been captured in a subsequent backup file or transferred to NARA
GRS 20-8b (N1-GRS-95-2 item 8b)	Backups of Files- 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when the identical records have been deleted or replaced by a subsequent backup file
GRS 20-9	Finding Aids (or Indexes) - 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. (N1-GRS-95-2 item 9)□	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-10	Special Purpose Programs - Application 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. (N1-GRS-87-5 item 10)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-11a (1) (N1-GRS-07-4 item 11a1)	Documentation- Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records- Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule	Destroy/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	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
GRS 20-11a(2)	Documentation - 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. (N1-GRS-07-4 item 11a2)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-11b	Documentation - Copies of records relating to system security	GRS 24, items 5. 3 Categories under Item 5: Destroy/delete 3 years after agreement is superseded or terminated (N1-GRS-03-1 Item 9a); Destroy/Delete 3 years after control measures or procedures are superceded or terminated. (N1-GRS-03-1 Item 9b); and Destroy/delete records when no outstanding payment issues hwen 3 years old.	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-12a	Downloaded and Copied Data - 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. (N1-GRS-95-2 item 12a)□	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-12b	Downloaded and Copied Data - 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 operations.	Delete from the receiving system or device when no longer needed for processing. (N1-GRS-95-2 item 12c)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 20-12b	Downloaded and Copied Data - 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. (N1-GRS-95-2 item 12b)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 20-13	Word Processing Files - 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. (N1-GRS-95-2 item 13)☐	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-14	Electronic Mail Records - 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.	Delete from the e-mail system after copying to a recordkeeping system. (N1-GRS-95-2 item 14)☐	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-15a	Electronic Spreadsheets - When used to produce hard copy that is maintained in organized files.	Delete when no longer needed to update or produce hard copy. (N1-GRS-95-2 item 15a)☐	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 20-15b	Electronic Spreadsheets - 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. (N1-GRS-95-2 item 15b)□	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 20-16	Hard copy printouts created to meet ad hoc business needs - Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Excluded are printouts created to satisfy established reporting requirements (e.g., a statistical report produced quarterly in accordance with an agency directive).□	Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.) (N1-GRS-07-4 item 3.2. Slight edit in series description informally approved by NWML October 2009.)□	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 21-1 (N1-GRS-98-2, item 32)	Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency	Destroy when 1 year old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 21-2 (N1-GRS-98-2, item 33)	Personnel Identification or Passport Photographs	Destroy when 5 years old or when superseded or obsolete, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when superseded or obsolete
GRS 21-3 (N1-GRS-81-9, item I-3)	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency	Destroy 1 year after completion of training program	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of training program
GRS 21-5 (N1-GRS-98-2, item 34)	Viewgraphs	Destroy 1 year after use	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 21-6	Audiovisual Records - Routine Artwork for Handbills, Flyers, Poster, Letterhead, and Other Graphics - Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics.	Destroy when no longer needed for publication or reprinting. (N1-GRS-98-2, item 35)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-7	Audiovisual Records - Graphic Arts - Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction.	Destroy when no longer needed for publication or reprinting. (N1-GRS-81-9, item II-3)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-8	Audiovisual Records - Graphic Arts - Line Copies of Graphs and Charts.	Destroy when no longer needed for publication or reprinting. (N1-GRS-98-2, item 36)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 21-9 (N1-GRS-81-9, item III-1)	Films Acquired from Outside Sources for Personnel and Management Training	Destroy 1 year after completion of training program	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of training program
GRS 21-11	Audiovisual Records - Motion Pictures - Routine Surveillance Footage.	Destroy when 6 months old. (N1-GRS-98-2, item 37)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-12 (N1-GRS-98-2, item 38)	Routine Scientific, Medical, or Engineering Footage	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 21-14 (N1-GRS-81-9, item IV-1)	Programs Acquired from Outside Sources for Personnel and Management Training	Destroy 1 year after completion of training program	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of training program
GRS 21-16	Video Recordings - Rehearsal or Practice Tapes.	Destroy immediately. (N1-GRS-81-9, item IV-3) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-17 (N1-GRS-81-9, item IV-4)	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency	Destroy 1 year after completion of training program	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after completion of training program
GRS 21-18	Video Recordings - Routine Surveillance Recordings.	Destroy when 6 months old. (N1-GRS-98-2, item 39)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-19 (N1-GRS-98-2, item 40)	Routine Scientific, Medical, or Engineering Recordings	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 21-20 (N1-GRS-98-2, item 41)	Recordings that Document Routine Meetings and Award Presentations	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 21-22	Audio (Sound) Recordings - Recordings of Meetings Made Exclusively for Note Taking or Transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	Destroy immediately after use. (N1-GRS-81-9, item V-1)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-23	Audio (Sound) Recordings - Dictation Belts or Tapes.	Destroy immediately after use. (N1-GRS-81-9, item V-2)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-24	Audio (Sound) Recordings - Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production.	Destroy immediately after use. (N1-GRS-81-9, item V-3)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-26	Audio (Sound) Recordings - Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis. <input type="checkbox"/>	Destroy when 6 months old. (N1-GRS-98-2, item 42) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 21-28	Audiovisual Records - Related Documentation - Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records.	Dispose of according to the instructions covering the related audiovisual records. (N1-GRS-81-9, item VI-1)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 21-29	Audiovisual Records - Related Documentation - Finding Aids for Identification, Retrieval, or Use of Temporary Audiovisual Records.	Dispose of according to the instructions covering the related audiovisual records. (N1-GRS-81-9, item VI-2)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 23-1 (N1-GRS-98-2 item 43)	Office Administrative Files	Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 23-5a (N1-GRS-87-19 item 5a)	Schedules of Daily Activities- 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	Destroy or delete when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 23-5b	Schedules of Daily Activities - Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Destroy or delete when no longer needed for convenience of reference. (N1-GRS-87-19 item 5b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 23-6a	Suspense Files - A note or other reminder to take action.	Destroy after action is taken. (N1-GRS-80-8 item 3a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 23-6b	Suspense Files - 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. (N1-GRS-80-8 item 3b)	NONE; NOT CROSSWALKED TO DRS	NON-RECORD - DO NOT USE	N/A
GRS 23-7	Transitory Files - Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.	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). (N1-GRS-04-5, item 1)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 23-8 (N1-GRS-98-2 item 45)	Tracking and Control Records	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off after the date of the latest entry.
GRS 23-9	Finding Aids (or Indexes) - Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF115, 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. (N1-GRS-98-2 item 46)	NONE; NOT CROSSWALKED TO DRS	OBSOLETE - DO NOT USE	N/A
GRS 24-1a	Oversight and Compliance Files- 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	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after responsible office determines that there are no unresolved issues.
GRS 24-1b	Oversight and Compliance Files- 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	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after responsible office determines that there are no unresolved issues
GRS 24-2 (N1-GRS-03-1 item 2)	IT Facility, Site Management, and Equipment Support Services Records	Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Records must be retained for the full 3 year retention after cutoff

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-3a (N1-GRS-03-1 item 3a)	IT Asset and Configuration Management Files- 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.	Destroy/delete 1 year after completion of the next inventory	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after completion of the next inventory
GRS 24-3b (1) (N1-GRS-03-1 item 3b1)	IT Asset and Configuration Management Files- 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- 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	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when the system is discontinued. Destroy 3 years after cut-off.	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-3b (2) (N1-GRS-03-1 item 3b2)	IT Asset and Configuration Management Files- 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- 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	Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
GRS 24-4a (1) (N1-GRS-03-1 item 4a1)	System Backups and Tape Library Records- Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data- Incremental backup tapes	Delete/destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when superseded by a full backup, and when no longer needed for system restoration
GRS 24-4a (2) (N1-GRS-03-1 item 4a2)	System Backups and Tape Library Records- Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data- Full backup tapes	Delete/destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when second subsequent backup is verified as successful and when no longer needed for system restoration
GRS 24-4b (1) (N1-GRS-03-1 item 4b)	System Backups and Tape Library Records- 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-5a (N1-GRS-03-1 item 5a)	Files Related to Maintaining the Security of Systems and Data- System Security Plans and Disaster Recovery Plans	Destroy/delete 1 year after system is superseded	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
GRS 24-5b (N1-GRS-03-1 item 5b)	Files Related to Maintaining the Security of Systems and Data- 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	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
GRS 24-6a (N1-GRS-03-1 item 6a)	User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures- 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	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after user account is terminated or password is altered, and when no longer needed for investigative or security purposes
GRS 24-6b (N1-GRS-03-1 item 6b)	User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures- Routine systems, i.e., those not covered by item 6a	See GRS 20, item 1c	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes
GRS 24-7	Computer Security Incident Handling, Reporting and Follow-up Records	Destroy/delete 3 years after all necessary follow-up actions have been completed	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after all necessary follow-up actions have been completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-8a (N1-GRS-03-1 item 8a)	IT Operations Records- Workload schedules, run reports, and schedules of maintenance and support activities	Destroy/delete when 1 year old	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
GRS 24-8b (N1-GRS-03-1 item 8b)	IT Operations Records- Problem reports and related decision documents relating to the software infrastructure of the network or system	Destroy/delete 1 year after problem is resolved	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after problem is resolved
GRS 24-8c (N1-GRS-03-1 item 8c)	IT Operations Records- 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	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
GRS 24-9a (N1-GRS-03-1 item 9a)	Financing of IT Resources and Services- 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	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
GRS 24-9b (N1-GRS-03-1 item 9b)	Financing of IT Resources and Services- 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	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-9c (N1-GRS-03-1 item 9c)	Financing of IT Resources and Services- 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	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
GRS 24-10a (N1-GRS-03-1 item 10a)	IT Customer Service Files- 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	Destroy/delete 1 year after record is superseded or obsolete	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after record is superseded or obsolete
GRS 24-10b (N1-GRS-03-1 item 10b)	IT Customer Service Files- Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting	Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when no longer needed for review and analysis
GRS 24-11a (N1-GRS-03-1 item 11a)	IT Infrastructure Design and Implementation Files- Records for projects that are not implemented	Destroy/delete 1 year after final decision is made	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when the system is discontinued. Destroy 3 years after cut-off.	N/A
GRS 24-11b (N1-GRS-03-1 item 11b)	IT Infrastructure Design and Implementation Files- Records for projects that are implemented	Destroy/delete 5 years after project is terminated	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after project is terminated

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-11c (N1-GRS-03-1 item 11c)	IT Infrastructure Design and Implementation Files- Installation and testing records	Destroy/delete 3 years after final decision on acceptance is made	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after final decision on acceptance is made
GRS 24-13a1	Information Technology Operations and Management Records - Public Key Infrastructure (PKI) Administrative Records - FBCA CAs	Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (N1-GRS-07-3 item 13a1)□	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 24-13a2	Information Technology Operations and Management Records - PKI Administrative Records - Other (non-FBCA et. al.) CAs	Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (N1-GRS-07-3 item 13a2)□	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 24-13b	Information Technology Operations and Management Records - PKI Transaction-specific Records. - Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology.	Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody. Longer retention is authorized if the agency determines that transaction-specific PKI records are needed for a longer period. (N1-GRS-07-3 item 13b)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-1a	Ethics Program Implementation, Interpretation, Counseling, and Development Files - Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.	Destroy when 3 years old or when superseded or obsolete, whichever is later. (N1-GRS-01-1 item 1a)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-1b	Ethics Program Implementation, Interpretation, Counseling, and Development Files - All other records.	Destroy when 6 years old or when superseded or obsolete, whichever is later. (N1-GRS-01-1 item 1b)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 25-2a(1)	Financial Disclosure Reporting Files SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected.	Destroy 1 year after nominee or candidate ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2a1) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-2a(2)	Financial Disclosure Reporting Files All other SF 278s.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2a2) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-2b(1)	Financial Disclosure Reporting Files OGE Form 450a for individuals not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2b1) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-2b(2)	Financial Disclosure Reporting Files All other OGE Form 450s and OGE Optional Form 450-As.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2b2) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 25-2c(1)	Financial Disclosure Reporting Files Reports for individuals not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2c1)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-2c(2)	Financial Disclosure Reporting Files All other alternative or additional financial disclosure reports.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2c2)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-3	Ethics Agreement Records - Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest	Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later. (N1-GRS-01-1 item 3)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-4	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files - Referrals made to Inspectors General or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations.	Destroy when 6 years old. (N1-GRS-01-1 item 4)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 25-5a	Non-Federally Funded Travel Files - Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. 1353, as implemented by 41 C.F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A.	Destroy when 3 years old. (N1-GRS-01-1 item 5a)	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-5b	Non-Federally Funded Travel Files - Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	Destroy 1 year after submission of report to the Office of Government Ethics. (N1-GRS-01-1 item 5b) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-6a	Ethics Program Review Files - OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	Destroy when 6 years old. (N1-GRS-01-1 item 6a) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-6b	Ethics Program Review Files - All other records produced during OGE program reviews, including notes and background materials.	Destroy 1 year after the date of the OGE program review report or, if there are recommendations, one year after they are closed. (N1-GRS-01-1 item 6b) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-7a	Annual Agency Ethics Program Questionnaire Files - Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records.	Destroy 3 years after submission. (N1-GRS-01-1 item 7a) <input type="checkbox"/>	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 25-7b	Annual Agency Ethics Program Questionnaire Files - All other records related to responses to annual agency ethics program questionnaires.	Destroy 1 year after submission of associated annual agency ethics program questionnaire. (N1-GRS-01-1 item 7b)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-8a	Ethics Program Employee Training and Education Files - Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education.	Destroy when 6 years old. (N1-GRS-01-1 item 8a)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-8b	Ethics Program Employee Training and Education Files - Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education	Destroy when 6 years old or when superseded or obsolete, whichever is later. (N1-GRS-01-1 item 8b)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 25-9	Ethics Program Procedures Files - Procedures and related supporting records on the administration of ethics programs	Destroy when 6 years old or when superseded or obsolete, whichever is later. (N1-GRS-01-1 item 9)☐	NONE; NOT CROSSWALKED TO DRS	UNCHANGED	N/A
GRS 26-1a (N1-GRS-04-1 item 1a)	Records of Internal agency committees unrelated to an agency's mission.	Destroy/delete when no longer needed for administrative purposes.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when no longer needed for administrative purposes

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 26-2a	Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA) - Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as: original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components.	Transfer to the National Archives on termination of the Commission. Earlier periodic transfers are authorized for commissions operating for 3 years or longer. (N1-GRS-07-5 item 2a)	DAA-0048-2013-0008-0004 Executive Commission Records	Cut off records at the end of the Commission's meeting cycle. Transfer to NARA 15 years after cut-off. Records in electronic form must be pre-accessioned to NARA within 3 years of cut-off. If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be implemented as a documented standard and implemented consistently within the bureau.	None
GRS 26-2b (N1-GRS-07-1 item 2b)	Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA)- Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value	Destroy/delete when 3 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 26-2c(1) (N1-GRS-07-1 item 2c1)	Commissions Established under the Federal Advisory Committee Act (FACA) Web site records. Electronic version of web site(s).	Destroy/delete on termination of commission or when no longer needed, excluding records covered by the NOTE following this item.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off on termination of the commission or when no longer needed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 26-2c(2) (N1-GRS-07-1 item 2c2)	Commissions Established under the Federal Advisory Committee Act (FACA) Web site records. Design, management, and technical operation records.	Destroy/delete on termination of commission or when no longer needed.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off on termination of the commission or when no longer needed
GRS 26-2c(3) (N1-GRS-07-1 item 2c3)	Commissions Established under the Federal Advisory Committee Act (FACA) Web site records. Electronic version of content records duplicated in textual series of commission records.	Destroy/delete on termination of commission or when no longer needed.	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off on termination of the commission or when no longer needed
GRS 26-3 (N1-GRS-04-1 item 3)	Committee Records Not Maintained by the Sponsor or Secretariat	Destroy when 3 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
GRS 26-4 (N1-GRS-04-1 item 4)	Committee Management Records	Destroy/delete when 6 years old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
GRS 27-1 (N1-GRS-04-4 item 1)	Information Technology (IT) Program Planning Records	Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at end of FY and when no longer needed
GRS 27-2 (N1-GRS-04-4 item 2)	Enterprise Architecture Records	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	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off when superseded by a new iteration of the enterprise architecture

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
GRS 27-3 (N1-GRS-04-4 item 3)	IT Capital Investment Records	Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at end of FY and when no longer needed
GRS 27-4	Legal and Regulatory Compliance Records	Cut off annually, destroy/delete when 5 years old	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	None
GRS 27-5	CIO Committee Records	Cut off annually, destroy/delete when 5 years old	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	None
GRS 27-6	CIO Subject and Office Records	Cut off annually, destroy/delete when 5 years old	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	None
GRS 27-7	Schedules of Daily Activities	Cut off annually. Destroy/delete when not less than 2 years but not more than 5 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
Office of the Secretary					
N1-048-06-02, Item 3701.3a	Firefighter and Law Enforcement Retirement Team (FLERT) Files- Standard Position Descriptions Files	Temporary. Destroy 2 years after position is abolished or description is superseded	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when position is abolished or description is superseded
N1-048-06-02, Item 3701.3b	Firefighter and Law Enforcement Retirement Team (FLERT) Files- Non-Standard Position Descriptions Files	Temporary. Destroy 2 years after position is abolished or description is superseded	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when position is abolished or description is superseded

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-06-08 4307.a	OCIO - Enterprise Security Architecture (ESA)) Waiver Requests Files	Temporary. Cut off on the date of issue. Destroy 5 years after superseded, or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after superseded, or when no longer needed, whichever is later
N1-048-06-08 4307.b	OCIO - ESA E-Authentication Files	Temporary. Cut off on the date of issue. Destroy 5 years after superseded, or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after superseded, or when no longer needed, whichever is later
N1-048-06-08 4307.c	OCIO - ESA Secure Technical Implementation Guidelines (STIG)	Temporary. Cut off on the date of issue, destroy 5 years after superseded, or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off on the date of issue, after superseded, or when no longer needed, whichever is later
N1-048-06-08 4307.d	OCIO - ESA Standards	Temporary. Cut off on the date of issue. Destroy 5 years after superseded, or when no longer needed, whichever is later.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off on the date of issue, after superseded, or when no longer needed, whichever is later
N1-048-07-02, SOL 7504	Program Records	Temporary. Cut off at EOFY, destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-07-02, SOL 7509b	Chronological/Reading files after creation of centralized filing	Temporary. Cut off at EOFY, destroy 5 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-07-03, item 7507i	IFT SOL Chronological Files	Permanent. Cut off at EOCY in which file is closed, transfer to NARA as yet undetermined	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7101.5	OHA- General Files- Program Planning Files	Temporary. Cut off on the last day of the period being planned, delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on the last day of the period being planned.
N1-048-07-04 7101.6	OHA- General Files- Committees/Meetings Files	Temporary. Cut off on last day of the committee's cycle; if there is no regular cycle, cut off on last day of fiscal year, delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7101.8	OHA- General Files- Project Issue Files	Temporary. Cut off upon closure or completion or project or issue, delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon closure or completion of project/issue.
N1-048-07-04 7102.5	OHA- Director's Office- Reading Files	Temporary. Cut off at close of fiscal year in which notice or order is issued, delete/destroy 7 years after cut-off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which notice or order is issued
N1-048-07-04 7102.6a	OHA- Director's Office- Monthly and Quarterly Case Load Reports- Monthly and Quarterly Reports	Temporary. Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7102.9a	OHA- Director's Office- Docket Management System- Master Data Files	Temporary. Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7102.9b	OHA- Director's Office- Docket Management System- Output Files	Temporary. Destroy/delete when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-07-04 7102.9c (a)	OHA- Director's Office- Docket Management System- Documentation Files- System documentation	Temporary. Delete/destroy system documentation and manuals 3 years after superseded or obsolete	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04 7103.10	OHA- Interior Board of Indian Appeals (IBIA)- Return Receipts	Temporary. Cut off when last case filed within the fiscal year is closed and administrative record is returned to agency, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when last case filed in the FY is closed and administrative record is returned to the agency.
N1-048-07-04 7103.5	OHA- Interior Board of Indian Appeals (IBIA)- Reading Files	Temporary. Cut off at EOFY in which notice, order, or decision is issued, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which notice, order, or decision is issued.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7103.6a	OHA- Interior Board of Indian Appeals (IBIA)- Monthly and Quarterly Caseload Reports- Reports	Temporary. Cut off at close of fiscal year to which report pertains. Delete/destroy monthly and quarterly reports 3 years after cut-off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7103.9a	OHA- Interior Board of Indian Appeals (IBIA)- Docket Management System- Master Data Files	Temporary. Delete/destroy when system superseded, if all data transferred to successor system. Otherwise, retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7103.9b	OHA- Interior Board of Indian Appeals (IBIA)- Docket Management System- Output Files	Disposition: Temporary. Destroy/delete when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-07-04 7103.9c (a)	OHA- Interior Board of Indian Appeals (IBIA)- Docket Management System- Documentation Files- System documentation and manuals	Temporary. Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04 7104.10	OHA- Interior Board of Land Appeals (IBLA)- Return Receipts	Temporary. Cut off when last case filed within the fiscal year is closed and period for the parties to seek reconsideration has expired. Delete/destroy 7 years after cut-off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when last case filed in the FY is closed and administrative record is returned to the agency.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7104.5	OHA- Interior Board of Land Appeals (IBLA)- Reading Files	Temporary. Cut off at COFY in which notice, order, or decision is issued, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which notice, order, or decision is issued.
N1-048-07-04 7104.6a	OHA- Interior Board of Land Appeals (IBLA)- Monthly and Quarterly Case Load Reports- Reports	Temporary. Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7104.9a	OHA- Interior Board of Land Appeals (IBLA)- Docket Management System- Master Data Files	Temporary. Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7104.9b	OHA- Interior Board of Land Appeals (IBLA)- Docket Management System- Output Files	Temporary. Destroy/delete when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-07-04 7104.9c (a)	OHA- Interior Board of Land Appeals (IBLA)- Docket Management System- Documentation Files- System Documentation and Manuals	Temporary. Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04 7105.5	OHA- Departmental Cases Hearings Division (DCHD)- Reading Files	Temporary. Cut off at COFY in which notice, order, or decision is issued, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when last case filed in the FY is closed and administrative record is returned to the agency.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7105.6a	OHA- Departmental Cases Hearings Division (DCHD)- Monthly and Quarterly Caseload Reports- Reports	Temporary. Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7105.9a	OHA- Departmental Cases Hearings Division (DCHD)- Docket Management System- Master Data Files	Temporary. Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7105.9b	OHA- Departmental Cases Hearings Division (DCHD)- Docket Management System- Output Files	Temporary. Destroy/delete when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-07-04 7105.9c (a)	OHA- Departmental Cases Hearings Division (DCHD)- Docket Management System- Documentation Files- Manuals	Temporary. Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04 7106.6a	OHA- Probates Hearings Division (PHD)- Monthly and Quarterly Case Load Reports- Reports	Temporary. Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut-off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7106.9a	OHA- Probates Hearings Division (PHD)- Docket Management System- Master Data Files	Temporary. Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7106.9b	OHA- Probates Hearings Division (PHD)- Docket Management System- Output Files	Temporary. Destroy/delete when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-07-04 7106.9c (a)	OHA- Probates Hearings Division (PHD)- Docket Management System- Documentation Files- Documentation and Manuals	Temporary. Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04 7107.4	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Correspondence Files	Temporary. Cut off at COFY in which correspondence is sent or received, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which notice, order, or decision is issued.
N1-048-07-04 7107.6a	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Monthly and Quarterly Case Load Reports- Reports	Temporary. Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed for agency business, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7107.9a	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Docket Management System- Master Data Files	Temporary. Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-07-04 7107.9b	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Docket Management System- Output Files	Temporary. Destroy/delete when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04 7107.9c (a)	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Docket Management System- Documentation Files- Documentation and Manuals	Temporary. Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04, 7101.10	OHA- General Files- Network Security Files	Temporary. Cut off at close of fiscal year in which record is created. Delete/destroy when superseded, obsolete, or no longer needed for agency business	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04, 7108.4	OHA- Integrated Electronic Docket Management System- Master Data Files - These files contain the master copy of information created and compiled by the system for the purpose of electronic docketing and case tracking.	Temporary. Retain for life of system plus 3 years, then delete/destroy	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when system is superseded/discontinued.
N1-048-07-04, 7108.6	OHA- Integrated Electronic Docket Management System- Documentation Files	Temporary. Cut off at end of fiscal year in which superseded or obsolete. Delete/destroy 3 years after cut off	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04, 7108.7	OHA- Integrated Electronic Docket Management System- User Manual and Training Files	Temporary. Cut off at end of fiscal year in which superseded or obsolete. Destroy/delete 3 years after cut off	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-048-07-04, item 7108.1	OHA- Integrated Electronic Docket Management System- Planning and Development	Temporary. Cut off at end of fiscal year in which initial system or any new version or enhancement to the system was successfully installed and accepted. Delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when the system is discontinued. Destroy 3 years after cut-off.	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-07-04, item 7108.2	OHA- Integrated Electronic Docket Management System- Management and Maintenance	Temporary. Destroy/delete when superseded/obsolete or when no longer needed	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-07-04, item 7108.3	OHA- Integrated Electronic Docket Management System- Input Files	Temporary. Delete/destroy after input and verification of data into master files or when no longer needed to support the reconstruction of the master files, whichever is later	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after input and verification of data into master files or when no longer needed to support the reconstruction of the master files, whichever is later
N1-048-07-04, item 7108.5	OHA- Integrated Electronic Docket Management System- Output Files	Temporary. Delete/destroy when no longer needed for agency business	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-048-08-01 3101.2	OCIO - Reports and presentations issued by the OCIO and their supporting documentation	Temporary. Cut off at EOFY in which report is issued, destroy 5 years after cut off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	None
N1-048-08-01 3103	OCIO Project Planning Files	Temporary. Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented, destroy 15 years after cut off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-01 3104.1	OCIO - CPIC - Final OMB Submissions and Supporting Documentation	Temporary. Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented, destroy 15 years after cut-off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented
N1-048-08-01 3105	OCIO - Electronic Capital Planning and Investment Control (E-CPIC) System Data Files	Temporary. Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented, destroy 15 years after cut-off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented
N1-048-08-01 3107	OCIO - IT-Related Licensing/Purchasing Agreement Project Files	Temporary. Cut off files at end of FY in which project closes. Destroy 10 years after cut-off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off files at end of FY in which project closes
N1-048-08-01 3108	OCIO - DOI Enterprise Architecture Repository (DEAR) System Data files	Temporary. Destroy data files and any related metadata 20 years after the data is input, updated, created within the system, or when no longer needed for agency business, whichever is longer.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off when the data is input, updated, created within the system, or when no longer needed for agency business, whichever is longer
N1-048-08-01 3109.2	OCIO - DEAR - Long-term Reports	Temporary. Cut off at end of FY in which report is created. Destroy 15 years after cut-off, or when no longer needed, whichever is later.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	None
N1-048-08-01 3110	OCIO - Website Review/Approval	Temporary. Cut off files at end of FY. Destroy 2 years after cut off	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when the system is discontinued. Destroy 3 years after cut-off.	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-01 3111	OCIO - Website Compliance	Temporary. Cut off files at end of FY. Destroy 3 years after cut off	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when the system is discontinued. Destroy 3 years after cut-off.	N/A
N1-048-08-01 3113	OCIO - Major Projects/Initiatives Files	Temporary. Cut off files at end of FY after planning process ends, destroy 5 years after cut off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off files at end of FY after planning process ends
N1-048-08-01, item 3112	OCIO - Change and Configuration Management Files	Temporary. Cut off when type/device or system terminates, destroy 1 year after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when type/device or system terminates
N1-048-08-01, item 3115	OCIO - Enterprise Radio/Spectrum Program, Radio Frequency Assignment Files	Temporary. Cut off files at EOFY in which assignment is cancelled, destroy 3 years after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off files at end of FY in which assignment is cancelled
N1-048-08-03, 7551.2	FPPS - Change Management Software Application Requests (SARs)	Temporary. Cut off at EOY, destroy 7 years after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at end of FY
N1-048-08-03, 7551.3	FPPS - Predict Files	Temporary. Cut off when system is terminated or superseded, destroy 1 year after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when system is terminated or superseded
N1-048-08-03, 7552.2	Quicktime - Change Management SARs	Temporary. Cut off at EOY, destroy 7 years after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at end of FY

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-03, 7553.2	IBC HRD Retirement Subsystem - Change Management SARs	Temporary. Cut off at EOY, destroy 7 years after cut-off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at end of FY
N1-048-08-03, item 7551.1	Federal Personnel Payroll System (FPPS) Master Data Files	Temporary. Cut off at end of the pay year, destroy 56 years after cut-off	Payroll System Data - DAA-0048-2013-0001-0007	Cut off at the end of the pay year. Destroy records 60 years after cut-off.	N/A
N1-048-08-04 7556.11	ADS - Retirement and Insurance Transfer System	Temporary. Cut off when information is transmitted to OPM, destroy 6 years 3 months after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when information is transmitted to OPM
N1-048-08-04 7556.13	ADS - W2 Corrections	Temporary. Cut off when corrected W2 is sent, destroy 15 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when corrected W2 is sent
N1-048-08-04 7556.15	ADS - Leave and Earnings Statements	Temporary. Cut off at close of pay year, destroy 15 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-08-04 7556.2	ADS - Retirement System Data Files	Temporary. Cut off when OPM acceptance of annual summary, destroy 15 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on OPM acceptance of annual summary
N1-048-08-04 7556.3	ADS - Thrift Reporting	Temporary. Cut off at close of pay year, destroy 15 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-04 7556.5	ADS - Debt Management System	Temporary. Cut off at close of pay year in which debt collection is settled, destroy 15 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at close of pay year in which debt collection is settled
N1-048-08-04, item 7556.1	Alpha Database Server (ADS) - BIA Public Law	Temporary. Cut off at EOFY, destroy 56 years after cut-off	Other Long-term Records - DAA-0048-2013-0001-0008	Cut off upon separation of employee from the Department of the Interior. Destroy records 60 years after cut-off.	N/A
N1-048-08-06, 1101.2	Program Correspondence - All Others	Temporary. Cut off at EOY, destroy 5 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-048-08-06, item 1104	Chronological Files	Temporary. Cut off at EOY, destroy 1 year after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-08-06, item 1109.2	Daily Schedules, Calendars, and Appointment Books - Dep. Asst. Secretaries, Directors, and Staff Assistants	Temporary. Cut off when official's tenure is over, destroy 3 years after cut-off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-08-10, item 7558.1	Aviation Management Financial System	Temporary. Cut off when funds are obligated, destroy 6 years and 3 months after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when funds are obligated
N1-048-08-12, item 7151.0	Office of Financial Management- Consolidated Financial System (CFS)	Temporary. Cut off at the end of the annual report cycle, destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of the annual report cycle
N1-048-08-13, 1305.5	Departmental Level Honor Awards	Temporary. Cut off when award is given, destroy 5 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when award is given

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-14, item 7562	Facilities Management System	Temporary. Cut off at EOFY when case file is closed out, destroy 10 years after cut-off, or when no longer needed, whichever is longer	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-048-08-15	PPP - Management Information Tracking System	Temporary. Cut off after the President's Budget is published, destroy 1 year after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after the President's Budget is published
N1-048-08-16	DOI Learn / TMS	Temporary. Cut off upon separation of employee, destroy 65 years after cut-off	Other Long-term Records - DAA-0048-2013-0001-0008	Cut off upon separation of employee from the Department of the Interior. Destroy records 60 years after cut-off.	N/A
N1-048-08-17, item 7563	OS Travel Management System	Temporary. Cut off when funds are obligated, destroy 6 years and 3 months after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when funds are obligated
N1-048-08-18, item 7564.1	Quarters Management Information System - Local	Temporary. Cut off at EOY, destroy 6 years after cut off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-08-18, item 7564.2	Quarters Management Information System - Interagency Database	Temporary. Cut off at EOFY, destroy when superseded/obsolete	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-08-20	Smart Card System	Temporary. Cut off upon expiry of the ID Card, destroy 3 years after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon expiry of the ID card

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-22, 1202	Program Planning	Temporary. Cut off at EOY, destroy 4 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-048-08-22, 1203	Technical Advice/Guidance Files	Temporary. Cut off at EOY, destroy 5 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-048-08-22, 1207.1	Committee Management Files	Temporary. Cut off at end of committee/meeting cycle, destroy 6 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of committee/meeting cycle
N1-048-08-22, 1207.2	Meeting Records	Temporary. Cut off at end of committee/meeting cycle, destroy 6 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of committee/meeting cycle
N1-048-08-22, 1215	Congressional/Discovery Document Production Certification Files	Temporary. Cut off when litigation or Congressional inquiry has ended, destroy 4 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when litigation or Congressional inquiry has ended
N1-048-08-22, item 1204	Routine Reports	Temporary. Cut off when report is made, destroy 2 years after cut off, or when no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-048-08-22, item 1208.1	Budget Estimates	Temporary. Cut off when final budget is produced, destroy 1 year after cut-off.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when final budget is produced
N1-048-08-22, item 1208.2	Budget Justifications	Temporary. Cut off when final budget is produced destroy 1 year after cut-off.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when final budget is produced

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-08-22, item 1209.3	Records Inventories	Temporary. Cut off when superseded, destroy when no longer needed	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when superseded
N1-048-08-22, item 1210.2	Audit Files - GAO Copies/Drafts/Working Papers	Temporary. Cut off when final report is made, destroy 3 years after cut-off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when final report is made
N1-048-08-26, item 7560	Federal Financial System	Temporary. Cut off at EOFY, destroy 6 years and 3 months after cut-off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-09-02, 7558.4	Master Data Files of the Interagency Aviation Training System	Temporary. Cut off at EOFY, destroy 7 years after cut-off, or when no longer needed, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-09-03	DOI Library System	Temporary. Cut off when records are transferred to a new system, destroy when no longer needed	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when information is superseded or obsolete.
N1-048-09-04	DOI Museum System	Temporary. Cut off when system is obsolete and data transferred to a new system, destroy when no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when information is superseded or obsolete.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-09-06 7554.1	Datamart - Data Files	Temporary. Cut off files at end of pay year, destroy 30 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-09-06 7554.2	Datamart - Bank Card Training	Temporary. Cut off records when training is complete, destroy 10 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off records when training is complete
N1-048-09-06 7554.3	Datamart - Charge Card Report Distribution System	Temporary. Cut off records at EOFY, destroy when 10 years old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-09-06, item 7554.4	Datamart - Executive Information System	Temporary. Cut off at EOCY in which product or service is no longer in use, destroy 1 year after cut off, or when no longer needed, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which product of service is no longer in use.
N1-048-09-06, item 7554.9	Datamart - Web Survey	Temporary. Cut off when survey is concluded, destroy 1 year after cut off, or when no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when survey is concluded
N1-048-09-08 6452	Employee Labor Relations Tracking System (ELERTS)	Temporary. Cut off at the EOCY, destroy 10 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-09-09, 7504.1	Federal Consulting Group- Federal Consulting Group Case Files	Temporary. Cut off at EOFY in which business with client is concluded, destroy ten years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which business with client is concluded

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-09-09, 7504.2	Federal Consulting Group- American Customer Satisfaction Index (ACSI) Reports	Temporary. Cut off at EOFY in which business with client is concluded, destroy ten years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY in which business with client is concluded
N1-048-09-11, item 1304.3	Curriculum Material Used in Training Courses	Temporary. Cut off when material is superseded or obsolete, destroy one year after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when material is superseded or obsolete
N1-048-09-12, item 7511.2	IBC Human Resources Directorate- Corrective and Preventive Action Review Files	Temporary. Cut off when no further corrective action necessary, destroy 3 years after cutoff or at the next ISO full audit, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off or at the next ISO full audit
N1-048-09-13, 3151	Electronic FOIA Tracking System (EFTS)	Temporary, Cut off at EOFY in which the request is completed or closed, destroy 6 years after cut-off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-048-10-01, Item 10.2	Valuation Services- Service-Level- Agreements Files	Temporary. Cut off at expiration of agreement, destroy 3 years after cut-off	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at expiration of agreement
N1-048-10-01, Item 3.4	DOI Internet Website Files	Temporary. Cut off at end of each presidential administration, delete 4 years after cut-off or when obsolete, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of each presidential administration
N1-048-10-01, Item 6.1.1	OCIO - Cyber Security - Critical Infrastructures	Temporary. Cut off files on formal conclusion of project or issue. Destroy 5 years after cut-off or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off files on formal conclusion of project or issue, or when no longer needed, whichever is later

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-10-01, Item 6.1.10	OCIO - Cyber Security - Incident Tracking System	Temporary. Cut off when the agency determines they are no longer needed, destroy 3 years after all necessary follow-up actions have been completed	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when all necessary follow-up actions have been completed
N1-048-10-01, Item 6.1.11	OCIO - Cyber Security Reports (Issued and supporting docs)	Temporary. Cut off on the date the report is issued. Destroy 5 years after cut-off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off on the date the report is issued
N1-048-10-01, Item 6.1.2	OCIO - Cyber Security - System Certification & Accreditation (C&A) Files	Temporary. Destroy 7 years after the end of each system's life-cycle or when files are no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after the end of each system's life-cycle or when files are no longer needed, whichever is later
N1-048-10-01, Item 6.1.3	OCIO - C&A Documentation Files.	Temporary. Destroy 7 years after the end of each system's life-cycle or when files are no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after the end of each system's life-cycle or when files are no longer needed, whichever is later
N1-048-10-01, Item 6.1.4	OCIO - C&A Command Center System	Temporary. Cut off at the end of the system's life-cycle if all other active data has been migrated to any replacement system, destroy 7 years after cut-off or when no longer needed, whichever is later	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of the system's life-cycle if all other active data has been migrated to a replacement system, or when no longer needed, whichever is later
N1-048-10-01, Item 6.1.8	OCIO - Computer Incident Files	Temporary. Cut off when the agency determines they are no longer needed, destroy 3 years after all necessary follow-up actions have been completed	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when all necessary follow-up actions have been completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-10-01, Item 6.1.9	OCIO - Incident Files - Supporting Documents	Temporary. Cut off when the agency determines they are no longer needed, destroy 3 years after all necessary follow-up actions have been completed	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when all necessary follow-up actions have been completed
N1-048-10-01, Item 6.2.1	OCIO - Year 2000 (Y2K) Computer Century Conversion Activities; Policy and Planning Records, Official Copy	Temporary. Cut off at end of year of project completion, destroy 15 years after cut off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at end of FY of project completion
N1-048-10-01, Item 6.4	Section 508 Complaint Files	Temporary. Cut off at issuance of final agency letter issued in response to the complaint. Destroy 5 years after cut off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at issuance of final agency letter issued in response to the complaint
N1-048-10-01, Item 8.1	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Special Retirement Claims Case Files	Temporary. Cut off case files at EOFY in which they are closed. Transfer to Federal Records Center 5 years after cut-off, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	Retirement Records - DAA-0048-2013-0001-0006	Cut off upon final closure of the issue. See records manual for any specific instructions for what constitutes closure. Destroy 60 years after cut-off.	None
N1-048-10-01, Item 8.2	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Special Retirement Claims Appeals Files	Temporary. Cut off appeal case files at the EOFY in which appeals are closed, transfer to FRC 5 years after cut-off, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	Retirement Records - DAA-0048-2013-0001-0006	Cut off upon final closure of the issue. See records manual for any specific instructions for what constitutes closure. Destroy 60 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-10-01, Item 8.3	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Special Retirement Claims Court Decisions	Temporary. Cut off court decisions case files at the EOFY in which final court decisions are issued, transfer to FRC 5 years after cut-off, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	Retirement Records - DAA-0048-2013-0001-0006	Cut off upon final closure of the issue. See records manual for any specific instructions for what constitutes closure. Destroy 60 years after cut-off.	Cut off at end of FY in which final court decisions are issued
N1-048-10-01, Item 8.4	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Denied Position Descriptions Files	Temporary. Destroy 3 years after position is denied or when no longer needed for agency business, whichever is longer	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when position is denied and when no longer needed for agency business
N1-048-10-01, Item 8.7	Firefighter and Law Enforcement Retirement Team (FLERT) Files-FLERT Advisory Board Administrative Files	Temporary. Cut off at EOFY, delete/destroy 5 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-10-01, Item 8.8.1	Firefighter and Law Enforcement Retirement System (FLERS) Files-FLERS Master File Personal Data (in Claimant Records)	Temporary. Cut off at the EOFY in which claimant's records are first input into the system, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	Retirement Records - DAA-0048-2013-0001-0006	Cut off upon final closure of the issue. See records manual for any specific instructions for what constitutes closure. Destroy 60 years after cut-off.	Cut off at end of FY in which data is input into the system
N1-048-10-01, Item 8.8.2	Firefighter and Law Enforcement Retirement System (FLERS) Files-FLERS Master File Statistical Data and Position Data	Temporary. Retain for the life of the FF/LEO Special Retirement Program plus 5 years	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off upon termination of FF/LEO Special Retirement Program
N1-048-10-04, 1209.4	Vital Records Plans	Temporary. Cut off when plan is superseded, destroy 10 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when plan or directive is superseded

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-10-04, 1221.1	Final Continuity of Operations Plans or Directives	Temporary. Cut off when plan or directive is superseded, destroy 10 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when plan or directive is superseded
N1-048-10-04, item 1219	Memorandums of Understanding (MOUs)	Temporary. Cut off when agreement is superseded or invalidated, destroy 10 years after cut off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when agreement is superseded or invalidated
N1-048-10-04, item 1220	Interagency Agreements	Temporary. Cut off when agreement is superseded or invalidated, destroy 10 years after cut off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when agreement is superseded or invalidated
N1-048-10-2 7204	Budget Technical Guidance	Temporary. Cut off at EOY, destroy 10 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-10-2 7206	Budget Formulation Files	Temporary. Cut off at end of budget year, destroy 5 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of budget year
N1-048-10-2 7207.2	Budget Presentation Files- Other Office Staff	Temporary. Cut off at end of budget year, destroy 3 years after cut-off	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of budget year
N1-048-10-2 7208	Budget Execution Files	Temporary. Cut off at end of budget year, destroy 3 years after cut-off or when no longer needed for agency business, whichever is later	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of budget year

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-048-10-2 7214.2	Payment in Lieu of Taxes (PILT) Files- Supporting Documents	Temporary. Cut off at EOFC, destroy 6 years after cut off	Long-term Financial and Acquisition Records - DAA-0048- 2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-048-10-2 7251	Budget Electronic System	Temporary. Cut off at end of budget year, destroy 3 years after cut-off or when no longer needed for agency business, whichever is later	Short-term Financial and Acquisition Records - DAA-0048- 2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of budget year
N1-048-10-2, item 7213	Appropriations/Congressional Travel	Temporary. Cut off when elected officials are no longer in office, for committee staff, cut-off when no longer on Appropriations committee, destroy 2 years after cut-off	Short-term Financial and Acquisition Records - DAA-0048- 2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when elected officials are no longer in office or when committee staff are no longer on Appropriations committee
N1-048-11-01, item 10.3	Sustainability Program - Data Calls and Surveys	Temporary. Cut off upon completion of action the data call or survey is supporting, destroy 2 years after cut off, or when no longer needed, whichever is later	Short-term Administration Records - DAA-0048- 2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon completion of action the data call or survey is supporting
N1-048-11-03 1409.1	DOI Data Loss Prevention System Data Files - Minor Incidents	Temporary. Cut off when incident is recorded, destroy 6 months after cut-off, or when no longer needed, but not longer than 1 year	System Maintenance and Use - DAA-0048- 2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when incident is records. Maintain records no longer than 1 year
N1-048-11-03 1409.2	DOI Data Loss Prevention System Data Files - Major Incidents	Temporary. Cut off when all necessary follow-up actions have been completed, destroy 3 years after cut off	System Maintenance and Use - DAA-0048- 2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when all necessary follow-up actions have been completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
DAA-0048-2011-0001, item 8	Environmental Monitoring Records	Temporary. Cut off at EOY in which record is created, destroy 5 years after cut-off, or when no longer needed, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
DAA-0048-2012-0002, item 4	Annual Program Allocation Records	Temporary. Cut off at EOFY in which liability is satisfied, destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at EOFY in which liability is satisfied
Fish and Wildlife Service					
NC1-22-78-1/08 MNGT-330	Local Operating Procedures Files	Temporary. Destroy when obsolete, superseded, or otherwise cancelled.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded by new procedures
NC1-22-78-1/09a CONT-410	Memorandum of Agreement Files - Cooperative agreements, letters of agreement, all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations concerning services rendered to or received from such bodies. Record copy.	TEMPORARY. Destroy 3 yrs after expiration or cancellation	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on expiration of cancellation of agreement

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
NC1-22-78-1/09b CONT-410	Memorandum of Agreement Files - Cooperative agreements, letters of agreement, all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations concerning services rendered to or received from such bodies. All other copies.	TEMPORARY. Destroy when memorandum expires or is cancel	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off on expiration of cancellation of agreement
NC1-22-78-1/10 SAFE-110	Report of Accident/Incident File	TEMPORARY. Transfer to the FRC 2 years after close of case, destroy 6 yrs after close of case	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
NC1-22-78-1/12 ADMI-153	Training Aids File	TEMPORARY. Review annually. Destroy when obsolete, superseded, or when it ceases to serve the purpose for which it was created	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Review annually. Cut off when superseded or obsolete
NC1-22-78-1/15 PERM-820	General Permits Files	TEMPORARY. Destroy when obsolete, superseded, or otherwise canceled.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when obsolete, superseded, or otherwise canceled.
NC1-22-78-1/45 MNGT-211	Activity Report Files	TEMPORARY. Separate files into 1 years sets and transfer the set to a FRC when 3 yrs old, destroy the set when it is 7 yrs old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
NC1-22-78-1/47 ADMI-520	Congressional Inquiry Files	TEMPORARY. Destroy when 3 yrs old or when no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
NC1-22-78-1/48a MNGT-214	Equipment Utilization Records. a. Raw data	TEMPORARY. Destroy when appropriate report has been prepared or when data is 4 yrs old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when report has been made
NC1-22-78-1/48b MNGT-214	Equipment Utilization Records. b. Reports	TEMPORARY. Destroy 3 yrs after preparation	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
NC1-22-78-1/50b ADMI-530	General Correspondence Files - Material that documents the routine accomplishments of the Service's mission	TEMPORARY. Separate file into 1-year sets and transfer the set to a FRC when it is 4 yrs old, destroy the set when it is 8 yrs old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
NC1-22-78-1/50c ADMI-530	General Correspondence Files - Material that documents repetitive, individual, routine transactions and matters; housekeeping and other purely facilitative functions	TEMPORARY. Destroy the set when it is 3 yrs old or no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
NC1-22-78-1/60 MNGT-213	Managerial Studies, Reports and Supporting Papers	b. All other records in this series - Retention: TEMPORARY. Separate file into 1-year sets and transfer to a FRC when the set is 3 yrs old, destroy the set when it is 7 yrs old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
NC1-22-78-1/67 PLAN-410	Plans and Schedules Files - Files include material which describes or outlines actions to be taken or events to be observed for a period of time in the future by personnel assigned to a specified activity. A plan or schedule can address any type of function, operation, or duty be it technical, scientific, administrative, or managerial.	TEMPORARY. Review annually, destroy that which is obsolete, superseded, or no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Review annually. Cut off when superseded or obsolete.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
NC1-22-78-1/71 ADMI-630	Reference Files	TEMPORARY. Review file annually. Destroy material when 5 yrs old or when no longer of reference value, whichever occurs first.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
NC1-22-78-1/80a BUDG-312	Budget Preparation, Presentation, and Apportionment Records - Budget statements - estimates and justification prepared at Service level, budget digests, budget briefing books, and program and financial plans.	TEMPORARY. Separate file into 2-year sets and transfer the set to a FRC when it is 4 yrs old, destroy the set when it is 8 yrs old	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
NC1-22-78-1/80b BUDG-312	Budget Preparation, Presentation, and Apportionment Records	TEMPORARY. Destroy 2 yrs after close of fiscal year covered in budget	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY
N1-022-02-01/01 ADMI-146	Volunteer Personnel Files	TEMPORARY. Cut off at the EOFY in which services are terminated, destroy 3 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cutoff at the end of FY in which services are terminated
N1-022-02-01/02 ADMI-149	Volunteer Program Administration Files	TEMPORARY. Cut off at the EOFY, destroy 3 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-022-02-01/03b	Annual National Status of the Volunteer Program Report Files. b. Volunteer Program Report Files. Background and reference materials used to create the annual Volunteer Program Report.	TEMPORARY. Cutoff after final report is completed. Destroy 3 years after cutoff.	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after final report is completed.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-022-02-01/04a	Volunteer Personnel Rosters. a. Electronic Copies. Rosters of current and previous Service volunteers maintained at the Regional Office and used to verify current or previous volunteer status.	TEMPORARY. Delete individual entries 8 years after termination of service.	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on termination of service
N1-022-05-01/150 LIST-150	Species Management Administrative Files	TEMPORARY. Cut off at end of the year and destroy when 5 years old	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-022-05-01/155b ADMI-665	Library Catalog and Finding Aid Databases - Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy	DISPOSITION: TEMPORARY Delete entries after collection Item disposed of	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when collection item is disposed of
N1-022-05-01/20b, ADMI-416	Personal Property Tracking Databases. b. Database Records. Records maintained in electronic form on an online system and regularly backed up on computer tape	TEMPORARY. Delete property entry 2 years after property is excessed or otherwise removed from USFWS custody.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when property is excessed or otherwise removed from agency custody
N1-022-05-01/76b, ADMI-427	Employee Quarters Databases. b. Database Records. Database records maintained within the database on an online system and regularly backed up to digital media.	TEMPORARY. Delete quarters entry 6 years after each individual tenant's occupancy ends.	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of individual tenant's occupancy
N1-022-05-01/80 ADMI-455	Energy Conservation Case Files - Periodic energy consumption/conservation reports, data, correspondence, and related materials	Retention: TEMPORARY. Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-022-05-01/86 ADMI-465	Reimbursable Work Authorizations (RWA)	TEMPORARY. Destroy when 2 years old	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-022-05-01/87 ADMI-466	Renovations	TEMPORARY. Destroy 2 years after completion of project	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on completion of project
N1-022-05-01/99 PERM-813	Applicant Test Materials	TEMPORARY Destroy 1 year after superseded, obsolete, or no longer needed	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded, obsolete, or no longer needed
United States Geological Survey					
N1-057-02-03 503-01b	Electronic mail and Word Processing System copies - Copies used for dissemination, revision, or updating is completed.	Destroy/delete when dissemination, revision, or updating is completed	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when dissemination, revision, or updating is completed
N1-057-02-03, 603-02	True Copy Certifications - Certifying or evidencing true copy nature of material submitted for publications in the Federal Register or elsewhere	Destroy when 1 year old.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 404-04	Employee Merit Promotion case Files	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner, in instances where a complaint has been filed concerning an action, file must be retained for a minimum of 2 years following resolution of the case	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after OPM audit or when the personnel action is completed, whichever is sooner. If a complaint is filed, cut off on resolution of the case.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-01 , 404-06	Notification of Personnel Actions	Cut off at the EOFY, destroy when 2 years old	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 404-12m	Employment Examination and Certification Records Certificate Files	Cut off at the EOFY, destroy 2 years after cut-off data unless litigation has resulted, in those cases, retain until further notice from OPM	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 405-01b	Employee Award Files Correspondence and Reports	Cut off at the EOFY, destroy 3 years after cut-off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 408-01a	Physical Fitness Program Handbook	Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 408-01c	Physical fitness - Copies of Employee E-mails and Other Materials	Cut off at the EOFY, destroy 2 years after cut-off or when no longer needed, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 408-06a	Employee Assistance Program (EAP) - Files Concerning the Planning, Coordination, and Direction of the EAP.	Cut-off at the EOFY, destroy 3 years after cut-off, or when no longer needed for reference, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01 , 412-01	Educational and Student Program files Academic and Outreach Programs	Cut off at the end of the fiscal year, destroy 6 years after cut-off or project completion, whichever is later	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on project completion

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-01 , 412-04	Student Recruitment System (SRS)	Destroy when no longer needed for current business	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when no longer needed for agency business
N1-057-08-01 , 413-01c(2)	Learning Management system Outputs Recordkeeping Copy (paper)	Cut off at the end of the fiscal year. Retire records to storage facility 2 years after cut-off, destroy 6 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-057-08-01 , 413-01e	Learning Management System- All other Copies.	Cut off at the EOFY, destroy 2 years after cut-off or when superseded, obsolete, or no longer needed, whichever is later	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded, obsolete, or no longer needed.
N1-057-08-01 , 413-03	USGS Programs Designed to Help USGS Employees	Cut off at the end of the fiscal year, destroy 5 years after cut-off or when superseded, obsolete, or no longer needed whichever is later	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-057-08-01 , 415-01d 2	Labor Management Relations - Labor Agreement Information Retrieval System and Official Time Reports	Destroy when 5 years old or when no longer needed, whichever is later	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-057-08-01 306-06	Library Management Records	Cut-off at the EOFY, destroy when 5 years old or when obsolete, superseded, or no longer needed, whichever is later	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when obsolete, superseded, or no longer needed.
N1-057-08-01 405-01a	Employee Award Files Case Files	Cut off at the EOFY, destroy 2 years after approval or disapproval or after cut-off, whichever is sooner	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon approval or disapproval of award

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-01 413-01a	Employee Training Files - Learning Management System (LMS) Inputs	Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of the master file, whichever is later	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after input and verification of data into master file and when no longer needed to support the reconstruction of the master file.
N1-057-08-01 413-01c(1)	Learning Management system Outputs Electronic copy	Delete after recordkeeping copy is produced or no longer needed for operational purposes, whichever is later	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when recordkeeping copy is produced and record is no longer needed for operational purposes
N1-057-08-01 413-01d	Learning Management system documentation	Cut off when system is replaced, destroy 6 years after cut-off	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	Cut-off when system is replaced
N1-057-08-01, 413-02a	Training Records - General files of agency-sponsored training.	Destroy when 5 years old or 5 years after completion of a specific training program	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-057-08-01, 101-04b(2)	All Other Agency Committee Records and Conference Records	Destroy when 3 years old or when no longer needed for reference	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01, 202-01c	General IT files - General correspondence, miscellaneous reports, newsletters and other records relating to IT topics not otherwise covered in this schedule.	Cutoff at the end of the fiscal year. Destroy 3 years after cutoff.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at end of fiscal year

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-01, 301-01e	USGS.gov Web site Access Logs - Web access logs, including all of the information that web browsers send when they request a web page, such as name, domain, and numerical internet address of the host computer; date and time of the access; Internet address of the referring web page; page requested; user agent information.	Cut-off at the end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is later.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at end of fiscal year
N1-057-08-01, 303-01a	Commerical Freight and Passenger Transportation Files - Original vouchers (Domestic, foreign, and relocation travel)	Destroy 6 years 3 months after the period of the account	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of the period of the account
N1-057-08-01, 303-05c	Routine Relocation Records - Contains copies maintained for fiscal and accountability purposes.	Cut-off at the end of fiscal year. Destroy 3 years after cut-off.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01, 306-03	Interlibrary Borrowing Requests	Cut-off at the end of the calendar year. Destroy 3 years after cut-off.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01, 306-04	Library Purchase Transactions - Transactions for books, periodicals, and databases from time of order to receipt.	Destroy when 5 years old.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year
N1-057-08-01, 306-05	Library Reference Inquiries and Document Delivery Field Requests.	Destroy after 6 months.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-01, 401-01	Human Capital Program Plans and General Records	Cut-off at the end of the fiscal year. Destroy 3 years after cut-off, or when no longer needed, whichever is sooner.	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01, 401-02	Human Capital Analysis, Statistical, and other Reports - Miscellaneous reports generated in the Office of Human Capital and subordinate units relating to Human Capital management activities.	Cut-off at the end of the fiscal year. Destroy 2 years after cut-off, or when no longer needed, whichever is sooner.	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-01, 408-01b	Physical fitness - Copies of the Waiver and Informed Consent Statement (Attachment 2 of Handbook) and substantiating reimbursement receipts.	Cut off at the EOFY, destroy 6 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-057-08-01, 409-07	Acreage Report Files	Cut off at the end of the calendar year, destroy 6 years after cut-off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of FY
N1-057-08-01, 413-01b	Learning Management system Master Files	Electronic records of individual employees are inactivated as employees are separated from the agency, records are deleted 6 years after inactivation, or when no longer needed for data analysis, whichever is later	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when employees are separated from the agency
N1-057-08-01, 415-01b	Labor Relation Files - Office Negotiating Agreement	Destroy 5 years after expiration of agreement or when no longer needed, whichever is later	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after expiration of agreement or when no longer needed, whichever is later

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-02 505-01	Communication Files - General Communications Correspondence	Cut-off at the EOFY, destroy 3 years after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-02 505-03	Communication Administrative Files	Destroy in agency when no longer needed for reference	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-02 505-04	Communication Project Files	Cut-off at project completion. Destroy 6 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at project completion
N1-057-08-02, 605-02	Reimbursable Service Agreements - Agreements, signed by the USGS, to finance the provision of a service, such as with the Department of the Interior.	Cut-off after final payment is made. Destroy 6 years 3 months after cut-off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final payment
N1-057-08-02, 605-03	Memorandum of Understanding/Memorandum of Agreements - Record Copy - Agreements identifying and defining potential areas of coordination and cooperation. Outlines basic policies and procedures governing collaboration on matters of mutual concern or interest.	Cut-off at the completion of the agreement. Place in inactive file. Destroy when no longer needed for reference purposes.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off upon completion of the agreement
N1-057-08-02, 701-01	Budget and Financial Project Files - Project Files created and maintained in any USGS office that has a primary function involving budget and financial activities.	Cut-off file at the end of the fiscal year. Destroy 6 years after cut-off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-02, 701-02	General Budget and Financial Management Administrative Files	Cut-off at the end of the fiscal year. Destroy when 3 years old or when purpose has been served, whichever is sooner.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-02, 701-04	Budget Apportionment Files	Destroy 6 years 3 months after the close of the fiscal year.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year
N1-057-08-02, 701-05a	Financial Management and Program Coordination Report Files - Budget Reports	Cut-off at the end of the fiscal year. Destroy 6 years 3 months after cut-off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year
N1-057-08-02, 701-06	Miscellaneous Reconciliation Files - Copies of records/receipts used to reconcile accounts and not required in the Accountable Officer's files.	Cut-off at the end of the fiscal year. Destroy 1 year after cut-off.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-02, 701-09	Funds and Funding Files - Correspondence and records related to special fund accounts generally financed from sources earmarked by law. Records regarding the use of loans, trust funds, and special funds appropriated for emergencies and disaster relief.	Cut-off at the end of the fiscal year. Destroy 6 years 3 months after cut-off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year
N1-057-08-02, 703-05	Accounting Administrative Files - Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	Cut-off at the end of the fiscal year. Destroy when 3 years old or when no longer needed, whichever is sooner.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-02, 703-16a	Working Capital Fund - Investment Plans - Management planning tool used to invest funds without fiscal year limitations for material, supplies, equipment, services, facilities, and cost reimbursable work in support of USGS programs.	Cut-off at the end of the fiscal year that the investment plan is closed. Destroy 6 years and 3 months after cutoff.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year in which the investment plan is closed
N1-057-08-02, 703-16b	Working Capital Fund - Fee for Service	Cut-off at the end of the fiscal year that the fee-for-service is discontinued. Destroy 6 years 3 months after cut-off.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of the fiscal year in which the fee-of-service is discontinued
N1-057-08-02, 703-16c	Routine Administrative Records - Includes correspondence, reports, forms, and other related records pertaining to Working Capital Funds.	Cut-off at the end of the fiscal year. Destroy 3 years after cut off or when no longer needed, whichever is sooner.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-02, 801-01e(1)	Charge Card Purchase Records - Cardholder/Approving Official Records	Destroy 6 years 3 months after close of the fiscal year in which final payment is made.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final payment
N1-057-08-02, 801-01e(2)	Charge Card Purchase Records - Copies for Reconciliation Purposes	Destroy 6 years 3 months after close of the fiscal year in which final payment is made.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off after final payment
N1-057-08-06 1303-03	Printing Project Files	Cut-off at the EOFY, destroy in agency when no longer needed for reference	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-06 904-08a	Safety and Security Training Records - General Training Records	Cut-off at the EOFY, destroy 2 years after cut off or when no longer needed, whichever is later	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-06 904-08b	Safety and Security Training Records - General Training Records - Federal Employee and Contractor Training Records	Destroy 1 year after termination of employee	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at the end of the FY
N1-057-08-06 904-10	Equipment Records	Destroy upon disposal/surplus or discarding of equipment	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off upon disposal/surplus or discarding of equipment
N1-057-08-06 904-11	General Work Permits - Files include copies of all permit applications sent to the bureau by Federal, state, and private organizations, conservation groups, private parties, and others who request permits for purposes of research.	Destroy 3 years after expiration of permit or termination date of latest applicable condition	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after expiration of permit or termination date of latest applicable condition
N1-057-08-06, 1001-01	General Personal Property Management Files	Cut-off at the end of the fiscal year. Destroy 3 years after cut off or when superseded, revoked, canceled, or no longer needed, whichever is sooner.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-06, 1001-02	Personal Property Custodian - Includes supporting documentation establishing accountability and responsibility for all property items in USGS custodians' care.	Retain until the custodian leaves the bureau. Move to inactive file upon separation. Destroy when no longer needed for reference purposes.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when the custodian leaves the bureau.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-06, 1002-01	General Motor Vehicle, Aircraft, and Watercraft Management Files	Cut-off at the end of the fiscal year. Destroy 3 years after cut-off or when superseded, revoked, canceled or no longer needed, whichever is sooner.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-06, 1002-03	Motor Vehicle, Aircraft, and Watercraft History, Operation and Use, Maintenance, and Release and Transfer Files.	Cut-off at the end of the fiscal year. Destroy 7 years after moto vehicle, aircraft, or watercraft disposal.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year
N1-057-08-06, 1003-01	Energy Conservation Case Files - General Energy Conservation Management Files	Cut-off at the end of the fiscal year. Destroy 3 years after cut-off or when superseded, revoked, canceled or no longer needed, whichever is sooner.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-06, 1004-01	Museum Property Files - General correspondence, policies, procedures, reports, and other records on all aspects of museum management not otherwise covered in this schedule.	Cut-off at the end of the fiscal year. Destroy 3 years after cut off or when superseded, revoked, canceled, or no longer needed, whichever is sooner.	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-057-08-06, 903-04a(1)	Contractor HSPD-12 Credentialing Files - Investigative reports and related papers returned from OPM with no issues or with Minor (A) issues and receive a favorable adjudication.	Destroy upon notification of death or not later than 5 years after separation or transfer of contractor employee.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon notification of death or separation/transfer of contractor employee

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-06, 903-04a(2)	Contractor HSPD-12 Credentialing Files - Investigative reports and related papers returned from OPM with no Moderate (B), Major (C) or Substantial (D) issues and/or those cases not favorably adjudicated.	Destroy investigative reports and related papers with non-substantial issues and favorable adjudication. Retain investigative reports and related papers containing serious issues with either a favorable or unfavorable adjudication, and destroy upon notification of death or no later than 5 years after separation or transfer of contractor employee.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off records pertaining to non-substantial issues upon adjudication; cut off records pertaining to serious issues upon adjudication and notification of death, separation, or transfer.
N1-057-08-06, 903-05a(1)	Security Clearance and Access Authorization Case Records - Personnel security and administrative review files created under Executive Order, Code of Federal Regulations, Department of the Interior and agency directive requirements and procedures, and related indices maintained by bureau personnel security offices at USGS headquarters and field offices.	Destroy investigative reports and related papers upon favorable adjudication.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off upon favorable adjudication
N1-057-08-06, 903-05a(2)	Security Clearance and Access Authorization Case Records - Investigative reports and related papers returned from OPM with Moderate (B), Major (C), or Substantial (D) issues and/or those cases not favorably adjudicated.	Destroy investigative reports and related papers with non-substantial issues and favorable adjudication. Retain investigative reports and related papers containing serious issues with either a favorable or unfavorable adjudication, and destroy upon notification of death or no later than 5 years after separation or transfer of contractor employee.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off records pertaining to non-substantial issues upon adjudication; cut off records pertaining to serious issues upon adjudication and notification of death, separation, or transfer.

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-057-08-06, 904-05a	Accident Files - Motor Vehicle, Aircraft, and Watercraft Accident Files - Including accident forms, safety alerts, initial, preliminary, and final reports, and any other related records.	Cut-off at the end of the fiscal year. Destroy 7 years after cut off.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of investigation.
N1-057-11-01, 303-08a	Official Passport Application files - Documents relating to the issuance of official passports, including requests for passports and transmittal letters.	Delete/destroy upon receipt of the passport from the Department of State and issuance to the employee.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off upon receipt of the passport from the Department of State and issuance to the employee.
N1-057-11-01, 303-08c	Passport Record System - Electronic database containing records on bureau new/replacement passports after they are received from the Department of State.	Delete passport records upon receipt of official notice of separation of the employee or for active employees when passports are canceled or expired and returned to the Department of State.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off upon receipt of official notice of separation of the employee, or when passport is expired/canceled and returned to the Department of State.
N1-057-11-01, 303-08d	Visa Records - Photocopies of issued visa's.	Destroy immediately upon expiration.	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when expired and destroy immediately.
Bureau of Reclamation					
N1-115-07-1 ACM-10.00	Integrated Charge Card Program	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-07-1 ADM-11.10	Emergency Operation Plans	Disposal Authorized - Destroy in agency when superseded or no longer required for current business needs	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or no longer required for current business needs
N1-115-07-1 ADM-26.00	Education Partnership Program	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-07-1 FIN-6.10	Financial Systems	Disposal Authorized - Destroy in agency 10 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-07-1 FIN-6.10	Financial Systems	Disposal Authorized - Destroy in agency 10 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-07-1 PIO-5.00	Arts and Graphics	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-07-1 PRM-19.00	Firearms and Explosives Management	Disposal Authorized - Destroy in agency 10 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-07-1 PRM-20.00	Stewart B. McKinney Homeless Act	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-07-1 PRM-9.00	Survey Boards	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-07-1, ADM-25.10	Employee Assistance Programs. General files including correspondence, memorandums, e-mail and other documentation relating to the administration of drug awareness and control programs.	Disposal Authorized - Destroy in agency 10 years after closure.	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 IRM-1.10	Information Resource Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 IRM-1.10	Information Resource Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after closure
N1-115-94-1 IRM-2.00	Information Resource Management Reports	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 IRM-2.00	Information Resource Management Reports	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after closure
N1-115-94-1 IRM-7.20	Information Technology Systems Access	Destroy when superseded, revoked, or after separation of employee	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after closure of file

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-1 IRM-7.20	Information Technology Systems Access	Destroy when superseded, revoked, or after transfer of employee	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when access is superseded, revoked, or employee is separated/transferred.
N1-115-94-1 IRM-8.00	Communications and Control Systems	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 PIO-1.10	Public Information General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 PIO-2.00	Public Information Reports	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 PIO-7.10	Special Purpose Photographs	Disposal Authorized - Retain in agency, review, delete, or purge from print or digital system every 3 years or when no longer required for current business needs	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-1 RIM-1.10	Records and Information Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-1 RIM-2.00	Records and Information Management Reports	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-1 RIM-3.00	Mail Management Program	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-1 RIM-3.20	Postage Meter Licenses and Permits	Disposal Authorized - Destroy in agency 1-year after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after closure
N1-115-94-1 RIM-5.00	Directives Management Program	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-1 RIM-5.20	Department of the Interior and Other Agency Releases	Destroy when canceled, superseded, or revoked	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off after closure
N1-115-94-1 RIM-8.00	Library Operations	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-1, IRM-3.00	Software Development, Maintenance, and Support (Software)	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after closure
N1-115-94-1, IRM-4.00	Information Technology Facilities and Equipment (Hardware)	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after closure

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-1, IRM-5.00	Information Technology Planning and Programs	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off after closure
N1-115-94-1, IRM-6.00	Computer Operations and Maintenance	Cutoff at the end of each year. Destroy 10 years after cutoff.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-115-94-1, IRM-7.10	Information Technology Security Plans	Disposal Authorized - Destroy in agency 3 years after closure.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-115-94-1, RIM-4.00	Records and Information Management Program	Disposal Authorized - Destroy in agency 6 years after closure.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 ACM-1.10	Acquisition Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 ACM-2.00	Acquisition Management Reports	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 ACM-2.00	Acquisition Management Reports	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-2 FIN-1.10	Financial Management and Program Coordination General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-1.10	Financial Management and Program Coordination General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-11.00	Taxation	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-2 FIN-11.00	Taxation	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure
N1-115-94-2 FIN-15.00	Rental Deduction Files - Rental Rate Surveys	Disposal Authorized - Destroy in agency 10 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-15.00	Rental Deduction Files - Rental Rate Surveys	Disposal Authorized - Destroy in agency 10 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-2.00	Financial Management and Program Coordination Reports	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-2 FIN-2.00	Financial Management and Program Coordination Reports	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-3.00	Funds and Funding	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-3.00	Funds and Funding	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-5.00	Collection Procedures	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-2 FIN-5.00	Collection Procedures	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure
N1-115-94-2 FIN-8.00	Financial Audits	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 FIN-8.00	Financial Audits	Disposal Authorized - Destroy in agency 7 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-2 PRM-1.10	Property Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 PRM-11.00	Aircraft Management	Disposal Authorized - Destroy in agency 4 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-2 PRM-17.00	Building Maintenance and Service	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-2 PRM-18.00	Copier Management	Disposal Authorized - Destroy in agency 1-year after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-2 PRM-2.00	Property Management Reports	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure
N1-115-94-2 PRM-3.00	Personal Property Classification	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure
N1-115-94-2 PRM-5.00	Personal Property Loan Activities	Disposal Authorized - Destroy in agency 2 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-2 PRM-6.00	Nonexpendable Property Rental	Disposal Authorized - Destroy in agency 2 years after closure	Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure
N1-115-94-2, PRM-15.00	Housing and Quarters Lease Records	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when records is closed
N1-115-94-2, PRM-16.00	Grounds and Space Management	Disposal Authorized - Destroy in agency 2 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-3 ADM-1.10	Administrative Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 ADM-12.10	International Visitor and Training Program	Disposal Authorized - Transfer to FRC 5 years after closure or as volume warrants, destroy 15 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 ADM-5.00	Federal Register Notices and Rules	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 ADM-7.00	Management Reviews and Objectives	Disposal Authorized - Destroy in agency 10 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-1.10	Personnel Management General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-3 PER-10.00	Employee Benefits	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-11.00	Leave and Attendance	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-12.00	Employee Performance and Utilization	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-12.10	Incentive Awards Program	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-13.00	Merit Promotions	Disposal Authorized - Destroy in agency 2 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-15.00	Employee Relations Activities and Welfare	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-15.20	Standards of Conduct	Disposal Authorized - Destroy in agency when obsolete or superseded	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or obsolete

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-3 PER-15.30	Personnel Security Clearance	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-15.40	Investigative Reports	Disposal Authorized - Destroy in accordance with the investigating agency instructions	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off in accordance with the investigating agency instructions
N1-115-94-3 PER-15.50	Personnel Security Clearance Status	Disposal Authorized - Destroy when superseded or obsolete	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or obsolete
N1-115-94-3 PER-16.00	Labor Management Relations	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-17.00	Grievance and Appeals	Disposal Authorized - Destroy in agency 7 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-17.10	Adverse Actions and Performance-Based Actions	Disposal Authorized - Destroy in agency 7 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-2.00	Personnel Management Reports	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-3 PER-4.00	Position Classification Standards	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-4.10	Position Descriptions	Disposal Authorized - Destroy in agency 2 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-4.20	Position Surveys and Audits	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-4.30	Position Description Appeals	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-5.00	Employment Staffing Methods and Practices	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-5.10	Appointment and Tenure	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-5.20	Recruitment, Selection, and Placement	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-3 PER-5.40	Details and Dual Employment	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 PER-6.00	Personnel Actions and Data Processing	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-6.30	Supervisor's Personnel Files	Disposal Authorized - Destroy in agency 1-year after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-6.40	Service Record Card	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-6.70	Employee Medical Files (EMF) Temporary or Short-Term Records	Disposal Authorized - Destroy in agency 1-year after closure	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when record is closed
N1-115-94-3 PER-7.00	Personnel Audits, Inspections, and Surveys	Disposal Authorized - Destroy in agency when obsolete or when no longer needed for reference	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when obsolete or no longer needed
N1-115-94-3 PER-8.00	Pay Rates	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-3 PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	Disposal Authorized - Destroy in agency 3 years after closure	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 SAF-1.10	Safety General Files	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 SAF-2.00	Safety Reports	Disposal Authorized - Destroy in agency 5 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 SAF-3.00	Safety Procedures and Programs	Disposal Authorized - Destroy in agency 3 years after closure	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-3 SAF-4.10	Contractor Employee Accident	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3 SAF-4.20	Public Accident	Disposal Authorized - Destroy in agency 6 years after closure	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-115-94-3, ADM-10.00	Conferences, Meetings, and Professional Societies	Disposal Authorized - Destroy in agency 3 years after closure.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-115-94-3, ADM-9.00	Internal Delegations of Authority	Disposal Authorized - Destroy in agency when superseded, revoked, withdrawn, or expired.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-115-94-8 PRJ-14.10	Safety of Dams Program - Directories and Instructions	Disposal Authorized - Destroy in agency when no longer required for current business needs	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or no longer required for current business needs
N1-115-94-8 PRJ-20.00	Equipment Operation and Maintenance	Disposal Authorized - Destroy or transfer with equipment	Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Cut off at when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases. Destroy when when no longer needed.	Cut off when equipment is removed from service or transferred
Bureau of Safety and Environmental Enforcement					
N1-473-12-1 Item 1A	Budget Duties (60)	Cut off at the end of the fiscal year, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of the fiscal year, or when activity is completed
N1-473-12-1 Item 1B	Human Resources (61)	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off delete/destroy 7 years after cut off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-473-12-1 Item 1C	Financial Management Operations (62)	Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of the fiscal year, or when activity is completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-473-12-1 Item 1D	Procurement Services (63)	Cut off at the end of the fiscal year, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of the fiscal year, or when activity is completed
N1-473-12-1 Item 1E	Facilities & Space Management (64)	Cut off at the end of the fiscal year or when activity is completed, transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the EOFY, or when activity is completed
N1-473-12-1 Item 1F	Information Mgmt & Files (65). Records relating to information mgmt & used to report all work related to IT information resources as well as central files, mailrooms, and library/information services for developing, coordinating, & implementing policies, standards guidelines, reporting, and providing related technical assistance.	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the end of FY or when activity is completed.
N1-473-12-1 Item 1G	Administrative Support Services (66). Records relating to general administrative functions & accumulated by individual offices on a wide variety of subjects.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year when activity is completed.
N1-473-12-1 Item 1H	Planning (67)	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the EOFY, or when activity is completed
N1-473-12-1 Item 1K	Performance & Financial Mgmt Reports (73)	Cut off at the EOFY in which claim, matter or appeal is disallowed, withdrawn or settled, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the EOFY in which claim, matter or appeal is disallowed, withdrawn or settled

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-473-12-1 Item 1O	Plan IT investments (80)	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of FY or when activity is completed.
N1-473-12-1 Item 1P	Acquire IT Investments (81)	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of FY or when activity is completed.
N1-473-12-1 Item 1Q	Operations, Maintenance, & Mgmt of IT Investments (82)	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of FY or when activity is completed.
N1-473-12-1 Item 1R	IT Security (83)	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of FY or when activity is completed.
N1-473-12-1 Item 1S	IT Architecture (84)	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of FY or when activity is completed.
N1-473-12-1 Item 1T	Capital Planning & Project Mgmt (85)	Temporary. Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the end of FY or when activity is completed.
Bureau of Land Management					
NC1-49-85-1, Q/24 20/33	Summer Hire System	Temporary. Destroy data 1 year after its creation.	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
NC1-49-85-1, Q/29	Motor Vehicle System	Temporary. Destroy 3 years after EOFY in which data is prepared, NARA Job NC1-49-851, 20/35.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
NC1-49-85-1, Q/30 20/36	Payroll/Personnel	Temporary. Destroy individual data elements when superseded or no longer needed for administrative purposes NARA Job NC1-49-85-1, 20/36	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded or no longer needed
NC1-49-85-2, 12/3a	Radio Communications Files - Radio Frequency Authorization Files	TEMPORARY. Destroy when replaced by a new authorization/agreement	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
NC1-49-85-2, 12/3b	Radio Communications Files - Radio Logs	TEMPORARY. Cutoff end of each month, destroy 3 years after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at end of each month
NC1-49-85-2, 23/1a	General Correspondence and Reports Files	TEMPORARY. Cut off EOFY, destroy 3 years after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
NC1-49-85-2, 23/1b(1)	Reader Files - Originating Office Copies	TEMPORARY. Cut off end of each month. Destroy 1 year after cutoff.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-49-00-4 18/35a(2)	Computer Century Conversion (Y2K) Activities	Temporary. Cut off at project completion, destroy 3 years after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at project completion

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-49-00-4 18/35b	Computer Century Conversion (Y2K) Activities. Y2K Administrative Records	Temporary. Cutoff files at project completion, destroy 3 years after cutoff.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at project completion
N1-49-00-4 18/35c(2)	Computer Century Conversion (Y2K) Activities. Detailed records of the revision, testing, and validation of a specific system or group of systems.	Temporary. Cutoff at project completion, destroy 3 years after cutoff.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off at project completion
N1-49-00-4 18/35d	Computer Century Conversion (Y2K) Activities. Electronic Versions of Y2K Records	Temporary. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating
N1-49-90-1, 4/5b	Real Property Accountability Files - Documents used to maintain current data on individual properties, including real property inventories. Files are updated whenever additional properties are acquired, or when changes occur to existing properties.	Temporary. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded, obsolete, or no longer needed for administrative or reference purposes
N1-49-90-1, 4/5c	Real Property Utilization Survey Reports - Reports contain narrative information on whether or not specific BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property.	Temporary. Destroy when replaced by new report	Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Cut off when the object or subject the records refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Cut off when superseded by a new report
N1-49-90-6 1/43	Fire Experience and Qualifications Files	Temporary. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off when superseded, obsolete, or no longer needed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-49-90-6, 1/41a	Volunteer Official Personnel Folders	Temporary. Cutoff EOFY in which services are terminated, destroy 3 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off at end of FY in which services are terminated
N1-49-90-6, 1/41b	Volunteer Program Administrative Files	Temporary. Cutoff EOFY, destroy 2 years after cut off	Short-term Human Resources Records - DAA-0048-2013-0001-0004	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-49-90-9, 10/11a	Aircraft Accident Files	TEMPORARY. Cutoff EOFY, destroy 1 year after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-49-90-9, 10/11b	Aircraft Accident Files	TEMPORARY. Cutoff EOFY, destroy 3 years after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-49-90-9, 10/11c	Aircraft Accident Files	TEMPORARY. Cutoff EOFY, transfer to FRC 3 years after cut off, destroys 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-49-96-4, 10/8	Aircraft Use Files	TEMPORARY. Cutoff EOFY, destroy 2 years after cut off	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	None
N1-49-96-6 20/16	Data Verification and Quality Control Files Not Described Elsewhere	Temporary. Destroy when no longer needed for audit or legal purposes, such as pending litigation NARA job N1-49-96-6, 20/16.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when no longer needed for audit or legal purposes, such as pending litigation

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-49-96-6 20/18a	Software Improvement Project (SIP) Records	Temporary. Destroy/delete when superseded or obsolete, or upon authorized destruction of the related master file or data base. NARA Job N1-49-96-6, 20/18a.	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-49-96-6 20/18b	Software Improvement Project (SIP) Records	Temporary. Cut off EOFY in which project implemented or completed, transfer to FRC 1 year after cut off. FRC destroys 7 years after cut off NARA Job N1-49-96, 20/18b.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at end of FY in which project implemented or completed
N1-49-96-6 20/19	Computer Outputs that are created for reference purposes and that are not described elsewhere	Temporary. Destroy when no longer needed for current business NARA Job N1-49-96-6, 20/19.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-49-96-6 20/20d	Corporate Data Element Dictionary (DED/CDD) Data Base	Temporary. Delete when superseded, obsolete or no longer needed for legal or administrative purposes NARA Job N1-49-96-6, 20/20d.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when superseded, obsolete or no longer needed for legal or administrative purposes
N1-49-96-6 20/51	Hardware and Software Inventory System	Temporary. Destroy individual data elements when superseded or no longer needed for administrative purposes	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off individual data elements when superseded or no longer needed for administrative purposes
N1-49-96-6, 20/20g	Corporate Data Element Dictionary (DED/CDD) Data Base	Temporary. Destroy/delete when no longer needed for current business NARA Job No. N1-49-96-6, 20/20g.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-49-99-2 18/34b	Information Technology (IT) Security Data. Statements of Responsibility Reference Copies	Temporary. Destroy 1 year after separation or transfer of employee	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after separation or transfer of employee
N1-49-99-2 18/34c	Information Technology (IT) Security Data. Computer Security Incident Report	Temporary. Cut off EOFY in which incident occurs, destroy 5 years after cut off	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at end of FY in which incident occurs
N1-49-99-2 18/34d	Information Technology (IT) Security Data. Access to IT systems	Temporary. Destroy 1 year after separation or transfer of employee	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after separation or transfer of employee
N1-49-99-2 18/34e	Information Technology (IT) Security Data. Firewall Access Requests	Temporary. Cut off EOFY upon termination of access, destroy 1 year after cut off	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off EOFY upon termination of access
N1-49-99-2 18/34f	Information Technology (IT) Security Data. Computer Room Sign-in Sheet	Temporary. Destroy 6 months after last entry on sign-in sheet	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off after last entry on sign-in sheet
N1-49-99-2 18/34g	Information Technology (IT) Security Data. IT Security Plans	Temporary. Destroy when replaced by an updated plan	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-49-99-2 18/34h	Information Technology (IT) Security Data. IT Contingency Plans	Temporary. Destroy when replaced by an updated plan	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-49-99-2 18/34i	Information Technology (IT) Security Data. Risk Assessments	Temporary. Destroy when replaced by an updated plan	System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off.	N/A
N1-49-99-2 18/34j	Information Technology (IT) Security Data. Electronic Versions of IT Security Records	Temporary. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	Cut off when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating
Bureau of Ocean Energy Management					
N1-589-12-1 Item 1A	Budget Duties (60). Records relating to budget development, formulation & execution that support the organization as a whole.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year in which the activity is completed
N1-589-12-1 Item 1B	Human Resources (61)	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off delete/destroy 7 years after cut off	Long-term Human Resources Records - DAA-0048-2013-0001-0005	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-589-12-1 Item 1C	Financial Management Operations (62). Records relating to financial activities that support the org as a whole	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when activity is completed
N1-589-12-1 Item 1D	Procurement Services (63). Records relating to operations & administration of acquisition & procurement functions, acquisition sys (such as IDEAs) & purchase card programs that support the org as a whole.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off when activity is completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-589-12-1 Item 1E	Facilities & Space Management (64)	Cut off at the EOFY or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-589-12-1 Item 1F	Information Mgmt & Files (65). Records relating to information mgmt & used to report all work related to IT information resources as well as central files, mailrooms, and library/information services for developing, coordinating, & implementing policies, standards guidelines, reporting, and providing related technical assistance.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at the EOFY, or when activity is completed
N1-589-12-1 Item 1G	Administrative Support Services (66). Records relating to general administrative functions & accumulated by individual offices on a wide variety of subjects.	Cut off at the EOFY or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off at end of fiscal year when activity is completed.
N1-589-12-1 Item 1H	Planning (67). Records relating to the activities of strategic planning, performance planning measurement & reporting, workforce planning, organizational development, evaluations, COOP plans & management analysis for the org. as a whole.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-589-12-1 Item 1K	Performance & Financial Mgmt Reports (73)	Cut off at the EOFY, or when activity is completed. Transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-589-12-1 Item 1O	Plan IT investments (80). Records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investmenta and all work related to IT prototypes	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the EOFY, or when activity is completed
N1-589-12-1 Item 1P	Acquire IT Investments (81). Records relating the full acquisition of an IT investment including but not limited to the procurement & implementation of an IT investment or useful segments/modules, Ex300, parts 1, 2 or 4 of Ex53, the control and evaluation phases of CPIC & investment control process.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the EOFY, or when activity is completed
N1-589-12-1 Item 1Q	Operations. Maintenance, & Mgmt of IT Investments (82). Records relating to operation, maintenance and mgmt of IT investments portraying when an IT investment is operational (steady state) after formal acceptance, means delivered, deployed and is performing the mission.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the EOFY, or when activity is completed
N1-589-12-1 Item 1R	IT Security (83). Records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies, NIST guidance, Federal Information Security Mgmt Act (FISMA) guidance and include all IT security program records and records for securing individual IT systems, applications & infrastructure.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the EOFY, or when activity is completed

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-589-12-1 Item 1S	IT Architecture (84). Records relating to the development, coordination & implementation of policies, standards, guidelines and provision of related assistance for EA records created by the Interior EA and Bureau architecture teams in the course of the development, management and utilization of EA.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the EOFY, or when activity is completed
N1-589-12-1 Item 1T	Capital Planning & Project Mgmt (85). Records generated in the course of IT CPIC on the portfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio mgmt and project mgmt not attributable to individual IT projects or investments.	Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off.	Long-term Information Technology Records - DAA-0048-2013-0001-0015	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Cut off at the EOFY, or when activity is completed
National Park Service					
N1-79-08-8/9C	Publications, Library, FOIA, and PA Records - Records regarding development of publications (i.e., proof sheets and related) and library activities (circulation records) that do not meet the criteria for permanent records. Also includes Freedom of Information Act and Privacy Act requests.	Destroy/Delete records 7 years after closure.	Long-term Administration Records - DAA-0048-2013-0001-0002	Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Cut off on closure of record
N1-79-08-8/9D	Routine and Supporting Documentation - Records dealing with meeting arrangements, requests for information, and all other routine, housekeeping, and supporting documentation. [Note: There are other records described in the originating schedule item that are crosswalked to 0013.]	Destroy/Delete records 3 years after closure.	DRS 1.1A - Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure

Previous Authority	Records Description	Previous Retention	New Item	New Retention	Manual Instructions
N1-79-08-8/9D	Routine and Supporting Documentation - Records dealing with help desk, hardware/software maintenance, and supporting documentation. [Note: There are other records described in the originating schedule item that are crosswalked to 0013.]	Destroy/Delete records 3 years after closure.	System Maintenance and Use - DAA-0048-2013-0001-0013	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.	None
N1-79-08-9/10C	Routine Fiscal, Contracting, and Purchasing Records - Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc. Copies of contracts dealing with natural and cultural resources should be filed in Item 1, Resource Management and Lands, depending on the nature of the contract.	Destroy/Delete records 7 years after cutoff.	Long-term Financial and Acquisition Records - DAA-0048-2013-0001-0011	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	None
N1-79-08-9/10D	Housekeeping and Supporting Records	Destroy/Delete records 3 years after closure.	Short-term Administration Records - DAA-0048-2013-0001-0001	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Cut off on closure