

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

**TO: GENERAL SERVICES ADMINISTRATION  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO.

*N1-513-92-2*

**1. FROM (Agency or establishment)**

**Department of Health and Human Services (DHHS)**

DATE RECEIVED

*11-13-91*

**2. MAJOR SUBDIVISION**

**Public Health Service (PHS)**

**3. MINOR SUBDIVISION**

**Indian Health Service (IHS)**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**4. NAME OF PERSON WITH WHOM TO CONFER**

**5. TELEPHONE EXT.**

DATE

ARCHIVIST OF THE UNITED STATES

*Johanna O. Bonnelycke*

*301-443-2055*

*4-21-95*

*Randy Huskamp Peterson*

**6. CERTIFICATE OF AGENCY REPRESENTATIVE**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 315 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>10/2/91</i>	<i>A. Prentice Barnes, Sr.</i> <i>A. Prentice Barnes, Sr.</i>	DHHS Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE      ONLY)</i>

*Copies sent to Agency, NCF, NNS, NNT, NIA 4/28/95*

**SECTION 2 - FINANCIAL MANAGEMENT**

In reference to the notation following the General Records Schedule (GRS) 6, Item 1.b., concerning accounts and supporting documents pertaining to American Indians **not** being authorized for disposal; SF 135 must be completed and sent to the Headquarters Records Management Officer (RMO). The RMO will send the SF 135 to the GSA-Indian Trust Accounts Division to determine those records considered to be permanent and provide this information to the appropriate office.

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<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>2-1</b>	<b>RECORDS OF CASH AND CHECK REMITTANCE RECEIVED AND FORWARDED.</b> Records pertaining to the receipt of checks payable to the U.S. Treasury and the transmittal of checks to the IHS Central Office with primary responsibility for deposit with the Treasury.	Cut off at close of fiscal year. Destroy when 3 years old.	General Records Schedule 6, Item 4.
<b>2-2</b>	<b>ACCOUNTING OFFICER DESIGNEE FILES.</b> Records relating to the designation and revocation of accountable officers.	Cut off at close of fiscal year in which revocation occurs. Destroy after 4 years provided account is cleared by GAO.	

**\*Unless  
otherwise  
noted,  
disposal  
has been  
authorized  
under 0000.**

## SECTION 2 - FINANCIAL MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
2-6	<b>BUDGET WORKING FILES.</b> Work papers, cost statements, and other data accumulated in preparation of <del>projected fiscal</del> programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates.	Cut off at close of fiscal year. Destroy after $\frac{1}{2}$ years.	General Records Schedule 5, Item 2.
2-7	<b>BUDGET ESTIMATES AND JUSTIFICATION FILES.</b> Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the division or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.	Cut off at close of fiscal year. Transfer to the FRC after 5 years. Destroy 10 years after cutoff.	
2-8	<b>BUDGET APPORTIONMENT FILES.</b> <del>Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.</del>	Destroy 2 years after close of fiscal year.	General Records Schedule 5, Item 4.

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## SECTION 2 - FINANCIAL MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
2-9	<b>BUDGET REPORT FILES.</b> Periodic reports on the status of appropriation accounts and apportionment.	Destroy 5 years after end of fiscal year.	General Records Schedule 5, Item 3.
	a. Annual report (end of fiscal year).	Destroy 3 years after end of fiscal year.	
	b. All other reports.		
2-10	<b>AREA OFFICE FISCAL FILES.</b> Copies of letters of credit, vouchers, financial status reports, and other papers maintained as a control in the Areas. Record copies are maintained in the IHS Central Office.	Cut off at close of fiscal year. Destroy after 2 years.	
2-11	<b>RECORDS RELATING TO THE STATUS OF FUNDS FILES.</b> Records relating to the availability, collection, custody, and deposit of funds. Includes appropriation warrants, cash receipt ledgers, and accounting copies of certificates of deposit.	Cut off at close of fiscal year. Hold 1 year, then transfer to the FRC. Destroy 3 years after cutoff.	General Records Schedule 6, Item 4.

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## SECTION 2 - FINANCIAL MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
2-12	<b>SUBSIDIARY LEDGER FILES.</b> <del>Records used as posting and control media but subsidiary to the general and allotment ledgers, includes accounting data input code sheets, batch control sheets, statements of transactions, financial status reports, reports of federal cost transactions, and requests for advances or reimbursements.</del>	Cut off at close of fiscal year. Hold 1 year, then retire to the FRC. Destroy 3 years after cutoff.	General Records Schedule 7, Item 4.
2-13	<b>PAID VOUCHER FILES (VENDOR FILE).</b> Original copies of paid invoices and vouchers. Includes bills of lading, imprest fund vouchers and schedules. These are a part of the accountable officers' account records.	Cut off at close of fiscal year. Hold 3 years, then retire to the FRC. Destroy 6 years and 3 months after the period covered by account.	

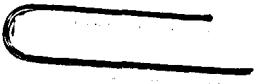
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## SECTION 2 - FINANCIAL MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
2-14	<b>VOUCHERS AND SCHEDULE OF PAYMENT FILES.</b> Accounting and accomplished copies of vouchers and schedule of payments documenting the disbursement of Agency funds and used by the GAO to audit Agency financial procedures. These accountable officer files include statements of transactions, statements of accountability collection vouchers, disbursement schedules, disbursement vouchers and other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records.	Cut off file at close of fiscal year. Hold 3 years, then transfer to the FRC. Destroy 6 years and 3 months after period covered by account.	General Records Schedule 6, Item 1.
2-15	<b>ALLOTMENT LEDGER FILES.</b> Computer printouts showing status of obligations and allotments under each authorized appropriation.	Destroy 6 years and 3 months after close of fiscal year involved.	General Records Schedule 7, Item 3.
2-16	<b>GENERAL ACCOUNTS LEDGER FILES.</b> Computer printouts showing debit and credit entries and reflecting expenditures in summary.	Destroy 6 years and 3 months after close of fiscal year involved.	General Records Schedule 7, Item 2.

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## SECTION 2 - FINANCIAL MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
2-19	<b>PATIENT'S VALUABLES RECORD FILES.</b> Patient's effects inventory, temporary withdrawals, disposition actions and related material.	Destroy 6 months after discharge of patient and after accountability of all items.	
2-20	<b>OUTPATIENT FEE BASIS FILES.</b> Tabulating cards, listings and code sheets used to acquire and control fee basis medical services and to accumulate internal management data.	Destroy tabulating cards (EXCLUDING fee authorization renewal cards) 1 fiscal year after close of fiscal year in which prepared.	

Fiscal fee authorization renewal cards will be maintained and disposed of in accordance with MP-4, Part X, Controllers Records Control Schedule.

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## SECTION 3 - OFFICE SERVICES/MATERIEL MANAGEMENT SECTION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
3-5	<b>TELEPHONE ORDER FILES.</b> <del>Documents relating to the installation, repair, and cost of telephone service. This file is maintained by the office with Agency-wide responsibility for telephone service and is arranged numerically by order number.</del>	Close file when order is completed. Cut off closed file at the end of each fiscal year. Destroy 1 year after cutoff.	General Records Schedule 12, Item 2b.
3-6	<b>PUBLICATION MASTER FILES.</b> Official file copy of each IHS publication such as technical reports, booklets, pamphlets, posters, monographs or other issuances published by IHS Headquarters or Area offices. Official file copy is maintained by the office responsible for the preparation and issuance. Publications in this file will be distinctly marked "Record Set" and will not be charged out.	<b>PERMANENT.</b> Cut off when publication is superseded, canceled, or 3 years after issuance, whichever is sooner. Offer to the NARA 2 years after cutoff.	COFF IN 5 year blocks. Transfer to the FRC when block is 2 years old. Transfer to the National Archives when block is 5 years old.
3-7	<b>PUBLICATION MANUSCRIPT FILES.</b> Editorial matter relating to the publication of a manuscript, including drafts, printer's copies of galley and page proofs, and other working or control data used in the preparation of publications.	Cut off at close of fiscal year in which related publication is issued. Destroy 2 years after cutoff.	

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## SECTION 3 - OFFICE SERVICES/MATERIEL MANAGEMENT SECTION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
3-10	<b>JOB HISTORY CARD FILES.</b> Cards maintained by the office responsible for printing and reproduction to reflect the reprint history of all major publications.	Destroy after related publication is rescinded, discontinued, or becomes obsolete.	
3-11	<b>PUBLICATION STOCK RECORD CARD FILES.</b> Stock record cards or other documentation maintained to reflect the status of supply of directives, blank forms and other publications including data as to stock levels, quantities on hand, and quantities received and issued.	Destroy when card is filled or when card is superseded or obsolete, whichever is earlier.	<u>CLIP</u>
3-12	<b>EDITORIAL TECHNICAL REFERENCE MATERIAL FILES.</b> Publications, editorial manuals, guides, equipment specifications, catalogs, and other technical reference materials relating to editing and publishing.	Review annually and destroy material which is superseded, obsolete, or no longer needed for reference.	NONRECORD
3-13	<b>POSTAL RECORDS FILES.</b> Post Office forms and supporting papers such as receipts for registered mail, certified mail, insured mail, special delivery receipts and forms, and reports of loss, etc.	Cut off at close of fiscal year. Destroy 1 year after cutoff.	General Records Schedule 12, Item 5.

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## SECTION 4 - PERSONNEL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
4-2	<b>TEMPORARY MATERIALS IN OFFICIAL PERSONNEL FOLDER (OPF) FILES.</b> <del>Material maintained as temporary records on the left side of the OPF in accordance with FPM Chapter 293, and Supplement 291-31.</del>	Destroy upon separation or transfer of the employee. See General Records Schedule (GRS) 1, Item 23, for disposition of temporary performance related records.	General Records Schedule 1, Item 10.
4-3	<b>EMPLOYEE MASTER CONTROL FILES.</b> Documents used to provide a comprehensive record of positions, employees, and personnel actions by organizational entities.	Place in Inactive file after transfer or separation of employee. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.	

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## SECTION 4 - PERSONNEL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
4-4	<b>PERSONNEL STATISTICAL REPORTS FILES.</b>	Cut off at close of fiscal year. Destroy 2 years after cutoff.	General Records Schedule 1, Item 16.
4-5	<b>EMPLOYEE LOCATOR FILES.</b>	Destroy when superseded or obsolete.	
4-6	<b>EMPLOYEE RECORDS CARD FILES.</b>	Destroy on separation or transfer of employee.	General Records Schedule 1, Item 6.

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## SECTION 4 - PERSONNEL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
4-11	<b>NOTIFICATION OF PERSONNEL ACTION FILES.</b> Copies exclusive of those in QPFs accumulated to provide a record for inspections, statistics, reference, preparation of reports, etc.	Cut off monthly. Destroy 2 years after cutoff.	General Records Schedule 1, Item 14a.
4-12	<b>INTERNAL PROMOTION PLAN FILES.</b> Announcements, applications, ratings, copies of registers, and selection papers maintained by personnel offices. Includes certificates of best qualified applicants and letter to all non-selectees.	Cut off at close of fiscal year. Destroy 2 years after cutoff, provided requirements of the FPM are observed.	
4-13	<b>POSITION VACANCY ANNOUNCEMENT FILES.</b> Copies of promotion plan position vacancy notices maintained by the Personnel Branch.	Cut off at close of fiscal year. Destroy 2 years after cutoff.	GRS 1/32

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## SECTION 4 - PERSONNEL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
4-14	<b>REDUCTION IN FORCE FILES.</b>		
a.	<del>Retention registers - These are lists of printouts prepared before reduction in force (RIF) for each competitive level affected by the education.</del>	<del>Cut off at close of fiscal year. Destroy 2 years after cutoff, unless there is an appeal or court case pending. Destroy after the case is resolved.</del>	<i>GRS 1/17/85</i>
b.	Work cards used in compiling retention registers.	Destroy after RIF is completed, unless used as retention register.	
c.	Notice to employees and related papers.	Place one copy in employee's OPF.	
d.	Placement files - Documents which result from attempts to secure new positions for displaced employees.	Cut off at end of fiscal year when action of RIF is completed. Destroy 2 years after cutoff.	

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## SECTION 4 - PERSONNEL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
4-27	<b>EMPLOYEE INTERVIEW FILES.</b> Correspondence, reports and other records relating to interviews with employees.	Cut off at close of fiscal year in which employee is transferred or separated. Destroy 6 months after cutoff.	General Records Schedule 1, Item 8.
4-28	<b>LABOR ORGANIZATION RECOGNITION FILES.</b> Documents created in receiving requests for granting, or denying, recognition of unions. Included are copies of requests for recognition, accordance, denials, or recognition requests, elections, appeals, investigations, and final decisions, arbitration decisions or unit majority representation, and related papers.		
	a. Recognized unions.	Retain for duration of recognition. At the end of that time, dispose of in accordance with part b. below.	
	b. Unrecognized and previously recognized unions.	Cut off annually after decision on withdrawal or denial of recognition. Destroy 3 years after cutoff.	

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## SECTION 4 - PERSONNEL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
4-58	<b>VOLUNTEERS SCHEDULED FOR HEALTH SCREENING RECORD FILES.</b> The report is a record used to remind appropriate personnel of medical tests to be taken by volunteers.	Destroy after 1 year and after subsequent report has been received.	
4-59	<b>POTENTIAL AWARDS LISTING FILES.</b> The listing is a record used to indicate names of volunteers who are eligible for length of service awards.	Destroy after the new listing is produced and after purpose has been served.	
4-60	<b>TERMINATED VOLUNTEER SUMMARY FILES.</b> The sheet is a record which contains the name, Social Security number, home address, hours worked, and other information on terminated volunteers.	Destroy after purpose has been served.	

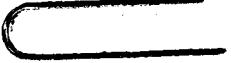
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## SECTION 5 - PROCUREMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
5-1	<b>POLICIES AND PROCEDURES FILES.</b> Document the development and implementation of policy and procedural changes in the Agency's management of grants, contracts, and cooperative agreements.	<b>PERMANENT.</b> Office of Record - Retain 15 years after becoming obsolete or superseded, and offer to the NARA in 5-year blocks.	
5-2	<b>GRANTS APPLICATION CLEARANCE FILES.</b> Requests for clearance of proposed grant application forms and instructions from all Agency components. Includes justification of modifications and final approved forms and Instructions.	Retain 3 years after approval or disapproval, then destroy.	
5-3	<b>GRANTS AND LOAN CERTIFICATES FILES.</b> Certifications which establish or verify eligibility of educational institutions for Federal grants or loan programs.	Destroy when obsolete or superseded.	

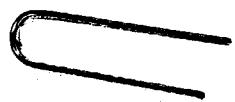
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## SECTION 5 - PROCUREMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
5-6	<b>AUDIT REPORTS CONTROL INDEX FILES.</b> Record maintained for reference of Agency. Includes PHS-5177, Audit Report Control Record.	Destroy when no longer needed for operation.	
5-7	<b>REPORT OF EXPENDITURES ADJUSTMENT AND AUDIT FILES.</b> Files of claims on indirect cost adjustments of grantees.	Retain 6 years after resolution of claim, then destroy.	
5-8	<b>NEGOTIATED INDIRECT COST RATES FILES.</b> Negotiated indirect cost rates for non-profit and commercial contractors.	Superseded material may be destroyed when no longer needed for operations.	
5-9	<b>COST ADVISORY CONTRACTS FILES.</b> Working copies of contract files and documentation of site audits and other activities.	Retain 3 years after desk audit or immediately following field audit, then destroy.	

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## SECTION 5 - PROCUREMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
5-12	<b>COST ADVISORY CENTRAL FILES.</b> List of contractors which include data on accounting acceptability, financial capability and activities.	Retain 2 years after activity with contractor ends, then destroy.	
5-13	<b>CANCELED RFC'S AND RFP'S FILES.</b> Requests for Contracts (RFC) for which Requests for Proposals (RFP) may have been advertised, but was canceled prior to award.	Retain 1 year after request is canceled, then destroy.	
5-14	<b>PROSPECTIVE MINORITY CONTRACTORS FILES.</b> List of contractors by name which describes specialties and capabilities.	Retain 1 year after contractor is not considered a potential bidder, then destroy.	

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## SECTION 5 - PROCUREMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
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✓ ✓ 5-15 **SPECIAL AND FINAL REPORTS OR  
PRODUCTS OF GRANTS AND CONTRACTS  
FILES.**

Published or unpublished reports, textbooks, curricula, or audiovisual items such as film, slides, or tapes. When special or final reports are required, they generally contain background, problems, findings, and recommendations.

*Final*

a. ~~Segment~~ reports or products of grants and contracts ~~having historical or research value as determined by the program office and project officer~~, not to exceed 1 percent of all grants and contracts in a given year.

b. Other reports or products.

**PERMANENT.**

Retain 15 years from date of report and offer to the NARA in 5-year blocks.

COFF ~~ANNUALLY~~ IN 5 YEAR BLOCKS. TRANSFER TO THE FRC WHEN BLOCK IS 5 YEARS OLD. TRANSFER TO NATIONAL ARCHIVES WHEN BLOCK IS 10 YEARS OLD.

Retain 5 years from date of report and destroy when no longer needed for reference purposes.

COFF ANNUALLY.  
DESTROY WHEN 5 YEARS OLD.

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9-1 4 Building Design and Construction Records

1. Blueprints, elevations, and drawings on linen or mylar (polyester) film.

PERMANENT. For records relating to closed facilities, transfer immediately to the National Archives. For current and future facilities, transfer a copy to the National Archives upon acceptance of the building.

25. Wiring, HVAC, and plumbing diagrams.

Destroy when superseded.

26. Maps of IHS Medical Complexes/Campuses. IHS-produced maps documenting locations of buildings.

PERMANENT. Transfer immediately to the National Archives upon publication/dissemination.

**SECTION 9 - FACILITIES MANAGEMENT**

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<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
9-2	<b>BUILDING AND STRUCTURE RECORDS FILE.</b>	Destroy old cards when replaced by new cards.  Destroy cards when buildings and structures have been removed, sold, or demolished.	
9-3	<b>MORGUE INSPECTION FILES.</b> Morgue inspections, daily records of morgue refrigerator temperatures; temperature charts or graphs, weekly morgue inspection reports and related material.	Destroy after 3 months.	



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## SECTION 9 - FACILITIES MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
9-4	<b>QUARTERS APPRAISAL FILES.</b> Quarters appraisal record and related material.	Destroy 1 year after quarters have been appraised.	
9-5	<b>CONSTRUCTION CONTRACT FILES (Copies).</b> Abstracts of bids opened, applications for construction projects, award memoranda, change orders, contract information sheets, final inspection reports, final settlement recommendations, letters of acceptance, miscellaneous memoranda regarding modifications, shop drawings, specifications, delays, extensions of time, final settlements, guarantee expiration date, etc., notice to proceed, photographs, progress reports and charts, reports of guarantee inspections, requests for determination of wage rates, schedules of cost, shop drawings, specifications, and related material. Official facility contract records are maintained in Supply Service.	Cut off file at close of fiscal year in which terminated. Hold for 3 years and transfer to the Office of Facility Management for extraction of useful material and for disposal of non-useful material.	GRS 3/3

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## SECTION 9 - FACILITIES MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
9-6	<b>MAINTENANCE AND REPAIR CONTRACT FILES.</b> <del>Abstracts of bids opened, award memoranda, change orders, contracts, contract information sheets, final inspection reports, final settlement recommendations, letters of acceptance, miscellaneous letters and memoranda regarding modifications and specifications, delays, extensions of time, final settlements, guaranty expiration dates, etc., notices to proceed, photographs; progress reports, charts, reports of guaranty inspections, requests for determination of wage rates, schedules of costs, specifications and related material.</del>	Cut off file at close of fiscal year in which terminated. Hold for 3 years, then transfer to the Office of Facility Management for extraction of useful material and for disposal of non-useful material.	GRS 3/3
9-7	<b>MAINTENANCE AND REPAIR WORK ORDER FILES.</b> Maintenance and repair log books, work orders, job performance records and related material.	Destroy 3 years after the close of the fiscal year in which the project was completed.	

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## SECTION 9 - FACILITIES MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
9-8	<b>SERVICE CONTRACT FILES.</b> Abstract of bids opened, award memoranda, change orders, contract information sheets, reports of inspection and related material.	Destroy 3 years after the close of the fiscal year in which terminated.	GRS 3/3
9-9	<b>SAFETY AND FIRE PREVENTION FILES.</b> Minutes of safety meetings, reports of unhealthy and unsafe conditions, reports of periodic fire drills, reports of training activities, facility safety and fire protection inspection reports, tests of fire alarm circuits, device and equipment and other related material.	Destroy after 3 years.	
9-10	<b>FEDERAL OCCUPATIONAL INJURIES AND ILLNESS FILES.</b> Federal occupational injuries and illnesses log.	Destroy after 5 years following the year to which they relate.	GRS 1/31

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## SECTION 9 - FACILITIES MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
9-14	<b>OPERATING LOG FILES.</b> Boiler water treatment logs, daily boiler plant log sheets, daily operation logs of swimming pool and other equipment.	Destroy after 3 years.	
9-15	<b>PHYSICAL RECORD CARDS FILE.</b> Boiler plant equipment record cards, electrical distribution and equipment records, emergency stands by light and power out records, mechanical equipment records for main generating plant, miscellaneous boiler plant equipment record cards and continuation sheets, motor generator and transformer records of hot water storage tanks, shop equipment record cards and other equipment.	Destroy after administrative value ends.	

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## SECTION 9 - FACILITIES MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
9-16	<b>PHYSICAL RECORDS INFORMATION FILE.</b> Records of air conditioning plants, room coolers, refrigerator plants, sewage disposal, swimming pools, water supply treatment, and other equipment.	Destroy after administrative value ends.	
9-17	<b>RECORDING CHARTS FILES.</b> Recording charts used to record and measure temperature, humidity, steam flow, and efficiency of combustion, etc.	Destroy after 1 year.	
9-18	<b>LABOR JOB TIME CARDS FILE.</b> Labor job time cards used as source document to input data on magnetic media for conversion to human-readable information.	Destroy after 3 months and after verification of data on magnetic media.	

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## SECTION 10 - HOUSEKEEPING

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
10-1	<b>CONTRACT FILES.</b> Copies of contracts of items or services procured for Building Management.  <b>NOTE:</b> This is a copy of the official file maintained in Supply Service.	Destroy after administrative value ends.	GRS 3/3
10-2	<b>PEST MANAGEMENT PLAN FILES.</b> Copies of pest management plans and attachments.	Destroy after administrative value ends.	
10-3	<b>PEST MANAGEMENT CERTIFICATION FILES.</b> Copies of certifications of the Chief, Assistant Chief, Hospital Housekeeping Assistants, and Pest Controllers.	Destroy after administrative value ends.	
10-4	<b>PEST MANAGEMENT RECORDS FILE.</b> Copies of IHS forms on pesticides usage.	Destroy after 2 years.	
10-5	<b>GROUNDS MANAGEMENT FILES.</b> Copies of schedules, and procedures and methods of grounds maintenance activities.	Destroy after administrative value ends.	

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## SECTION 10 - HOUSEKEEPING

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
10-6	<b>SANITATION PROCEDURES FILES.</b> Sanitation procedures, cleaning and maintaining special areas, such as operating rooms, and isolation wards, etc.	Destroy after administrative value ends.	
10-7	<b>SANITATION STANDARDS FILES.</b> Quality standards for sanitation, work rate standards by method and procedure; time studies of various methods of accomplishments; i.e., machine versus hand methods, etc., and filed material.	Destroy after administrative value ends.	
10-8	<b>SANITATION MAINTENANCE FILES.</b> Copies of records of draperies cleaned, floors stripped and refinished, etc.	Destroy after 2 years.	
10-9	<b>BED SERVICE OPERATION FILES.</b> Copies of schedules, procedures and methods of bed services, and records of services performed.	Destroy after 1 year or after being replaced by new procedures.	

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## SECTION 10 - HOUSEKEEPING

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
10-10	<b>GLAZING MAINTENANCE OPERATION FILES.</b> Copies of schedules, procedures and methods of window washing, and records of services performed.	Destroy after 1 year or after being replaced by new procedures.	
10-11	<b>WASTE MANAGEMENT OPERATION FILES.</b> Copies of schedules, procedures of waste collection and disposition, and records of services performed.	Destroy after 1 year or after being replaced by new procedures.	
10-12	<b>LAUNDRY OPERATIONS FILES.</b> Copies of laundry agreements, production requirements, and schedules.	Destroy after 1 year or after being replaced by new procedures.	
10-13	<b>LINEN QUOTA FILES.</b> Records of linen quotas for each using ward/floor.	Destroy after administrative value ends.	<i>GRS 8/4</i>
10-14	<b>LINEN INVENTORY FILES.</b> Records of linens on hand by type and number.	Destroy after administrative value ends.	

\*Unless otherwise noted, disposal has been authorized under 0000.

## SECTION 10 - HOUSEKEEPING

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
10-15	<b>LINEN REPLACEMENT FILES.</b> Records of salvaged linens, and copies of requisitions for replacement.	Destroy after 1 year.	
10-16	<b>UNIFORM RECORDS FILE.</b> Records of uniforms issued to employees.	Destroy after employee separates.	
10-17	<b>BENEFICIARIES EFFECTS AND VALUABLES AUDIT FILES.</b> Records of audits of effects, valuables, Government-issued clothing and other incidentals.	Destroy after completion of subsequent audit and after discrepancies have been resolved.	
10-18	<b>LOCKER ASSIGNMENT FILES.</b> Records of locker assignments showing location by building, room, and locker number.	Destroy when locker is relinquished.	<u>      </u>

\*Unless otherwise noted, disposal has been authorized under 0000.

## SECTION 12 - PERSONAL PROPERTY

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
12-1	<b>EQUIPMENT TECHNICAL MANUALS AND OPERATING INSTRUCTIONS FILES.</b> Parts lists, installation and maintenance instructions.	Destroy when superseded or obsolete, or when related equipment is retired.	
12-2	<b>EMPLOYEE PROPERTY ISSUE FILES.</b> Card files documenting property and equipment charged out to personnel, including employee receipts.	Destroy when new card is made provided item has been returned. <i>3 month after</i> <i>GRS 11/14</i>	
12-3	<b>REQUISITION FILES.</b> Documents showing evidence of requisition, issuance, delivery, and receipt of supplies, equipment, and services.	Cut off at close of fiscal year. Destroy 2 years after cutoff.	
12-4	<b>PROPERTY RECORD RECEIPT FILES.</b> Copies of purchase orders maintained as property receipt records.	Cut off at close of fiscal year. Destroy 2 years after cutoff.	
12-5	<b>CATALOG LISTINGS FILES.</b> Files pertaining to catalog listings (expendable and nonexpendable).	Destroy 1 month after new catalog is issued.	

\*Unless otherwise noted, disposal has been authorized under 0000.

## SECTION 12 - PERSONAL PROPERTY

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
12-6	<b>PROPERTY TRANSMITTAL AND CODING SHEETS FILES.</b> Papers used to document and control the acquisition, transfer, loan, and disposition of nonexpendable property.	Cut off at close of fiscal year. Destroy 1 year after cutoff.	
12-7	<b>INVENTORY LISTS FILES.</b> Inventories of capitalized and controlled property assets and property on loan.	Cut off when superseded by a new or revised inventory. Destroy 2 years after cutoff.	GRS 3/4
12-8	<b>INVENTORY CONTROL CARDS FILES.</b> Inventory control cards used for stock control.	Place in inactive file upon disposition or transfer of property. Cut off at close of fiscal year. Destroy 2 years after cutoff.	GRS 8/4

\*Unless otherwise noted, disposal has been authorized under 0000.

## SECTION 12 - PERSONAL PROPERTY

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
12-13	<b>PROPERTY VOUCHER FILE AND REGISTER.</b> Contains the property voucher register and property management documents assigned a voucher number, maintained in property voucher sequence, that support entries printed on the accountable transaction register and Property Voucher Summary for the accounting period.	Transfer to the FRC 2 years after close of fiscal year involved. Destroy 4 years thereafter.	
12-14	<b>EXCESS PROPERTY FILES.</b> Circularization route sheets, combination requisition and shipping tickets, excess property lists, notification of excess personal property, reports of utilization and disposal of personal property and other related materials.	Destroy 1 fiscal year after disposition action has been completed.	GRS 4/1
12-15	<b>EXCESS PERSONAL PROPERTY (SF 120) REPORTS FILE.</b>	Destroy after 3 years.	GRS 4/2

\*Unless otherwise noted, disposal has been authorized under 0000.

## SECTION 14 - BIOMEDICAL ENGINEERING

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
14-1	<b>EQUIPMENT FILES.</b>		
	a. Service contracts and work orders.	Maintain at Service Unit location where equipment is housed. Maintain for the life of the equipment and 5 years thereafter. After the equipment is superseded or no longer needed for operations, transfer to the FRC for 10 years; then destroy.	
	b. Equipment inventories and historical records, automated systems, preventive maintenance procedures, logs, equipment acquisition requests, and equipment surveys.	Transfer to the FRC when superseded or when no longer needed for operations. Destroy 10 years thereafter.	<i>GRS 3/4</i>

\*Unless otherwise noted, disposal has been authorized under 0000.

## SECTION 15 - RECORDS MANAGEMENT

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
15-2	<b>DIRECTIVES (ISSUANCE) CASE HISTORY FILES.</b> Includes the official file copy and supporting documents of each IHS Internal or external directive or instruction. Directives include Director's memoranda or administrative bulletins, policy circulars, manuals, advice memos, staff counsel guides, etc. Supporting documents include material relating to the preparation, clearance, publication, and distribution of the directive. Arranged by name of directive and thereunder by directive number.	<b>PERMANENT.</b> Place in Inactive file when canceled or superseded. <del>Transfer to the FRC when no longer needed for reference and sufficient volume has accumulated.</del> <del>Offer to the NARA 20 years after transfer in 5-year blocks.</del> Destroy 2 years after issuance.	<b>COFF INACTIVE FILE IN 5 YEAR BLOCKS.</b> <del>TRANSFER TO THE FRC WHEN BLOCK IS 5 YEARS OLD. TRANSFER TO THE NATIONAL ARCHIVES WHEN BLOCK IS 10 YEARS OLD.</del>
	a. Record copy. (HQ/OP/AD)		
	b. Supporting documents.		

\*Unless otherwise noted, disposal has been authorized under 0000.