

## Request for Records Disposition Authority

Records Schedule Number: DAA-0121-2015-0001  
 Schedule Status: Approved  
 Agency or Establishment: General Services Administration  
 Record Group / Scheduling Group: Records of the Public Buildings Service  
 Records Schedule applies to: Agency-wide  
 Schedule Subject: Public Building Service Records  
 Internal agency concurrences will be provided: No

**Background Information**

This schedule covers records created and managed by program offices within the Public Buildings Service (PBS) of the General Services Administration (GSA). The PBS is responsible for acquiring space on behalf of the federal government through new construction and leasing, and acting as a caretaker for federal properties across the country, including the preservation of historic properties.

This records control schedule covers records which include all federally owned and commercially-leased real properties as they relate to acquisition, construction, maintenance, and disposal; operations, services, and leasing; as well as PBS program management records.

This schedule updates and supersedes previously approved record schedule items for Record Group 121, Records of the Public Buildings Service, and records scheduled in Record Group 269, Records of the General Services Administration, specific to building and space management, and leasing.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
21	7	14	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0121-2015-0001

Sequence Number	
1	<b>121.1 - Real Property Records</b>
1.1	010 - Important Property Records Disposition Authority Number: DAA-0121-2015-0001-0001
1.2	011 - Durable Property Records Disposition Authority Number: DAA-0121-2015-0001-0002
1.3	020 - Significant Building Drawings and Specifications Disposition Authority Number: DAA-0121-2015-0001-0003
1.4	021 - Routine Building Drawings and Specifications Disposition Authority Number: DAA-0121-2015-0001-0004
1.5	030 - Significant Inspections, Reports, Studies, and Certificates Disposition Authority Number: DAA-0121-2015-0001-0005
1.6	031 - Routine Inspections, Reports, Studies, and Certificates Disposition Authority Number: DAA-0121-2015-0001-0006
1.7	040 - Significant Art Inventory Records Disposition Authority Number: DAA-0121-2015-0001-0007
1.8	041 - Routine Equipment and Art Inventory Records Disposition Authority Number: DAA-0121-2015-0001-0008
1.9	050 - Property Disposal Case Records Disposition Authority Number: DAA-0121-2015-0001-0009
1.10	051 - Routine Property Appraisal, Planning, and Disposal Records Disposition Authority Number: DAA-0121-2015-0001-0010
2	<b>121.2 - Construction Program and Project Records</b>
2.1	011 - Routine Construction Program Records Disposition Authority Number: DAA-0121-2015-0001-0011
2.2	021 - Construction Project Files Disposition Authority Number: DAA-0121-2015-0001-0012
3	<b>121.3 - Facility Management Operations, Services, and Leasing Records</b>
3.1	011 - Facility Management and Operations Records Disposition Authority Number: DAA-0121-2015-0001-0013
3.2	021 - Facility Services Records Disposition Authority Number: DAA-0121-2015-0001-0014
3.3	031 - Leasing Records Disposition Authority Number: DAA-0121-2015-0001-0015
3.4	041 - Physical Security Operations Records Disposition Authority Number: DAA-0121-2015-0001-0016

- 4            **121.4 - Public Buildings Service Program Management Records**
- 4.1        **010 - Significant Buildings Program Records**  
Disposition Authority Number: DAA-0121-2015-0001-0017
- 4.2        **011 - Routine Buildings Program Records**  
Disposition Authority Number: DAA-0121-2015-0001-0018
- 4.3        **021 - Guidelines and Standards Records**  
Disposition Authority Number: DAA-0121-2015-0001-0019
- 4.4        **030 - Significant New Building Methods and Materials Records**  
Disposition Authority Number: DAA-0121-2015-0001-0020
- 4.5        **031 - Routine New Building Methods and Materials Records**  
Disposition Authority Number: DAA-0121-2015-0001-0021



NN-173-042 / 42D45  
NC1-121-81-001 / 40A61  
NN-171-042 / 43F75/a  
N1-121-91-001 / 43F75/b  
N1-121-91-001 / 43F76

**Disposition Instruction**

**Cutoff Instruction** Cut off at the end of the fiscal year when the property is sold, transferred, closed, or otherwise disposed of.

**Transfer to the National Archives for Accessioning** Transfer to the National Archives 15 year(s) after cutoff.

**Additional Information**

**What will be the date span of the initial transfer of records to the National Archives?** From 1930 To 1950

**How frequently will your agency transfer these records to the National Archives?** Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

**011 - Durable Property Records**

**Disposition Authority Number** DAA-0121-2015-0001-0002

This series contains records of both federally-owned and leased buildings used to document standing arrangements with local entities, and reference documents for ongoing management and planning and/or improvements to the properties. These records are maintained for compliance and often included in the design specifications for construction and other improvement projects throughout the property's lifecycle. These records include permits, easements, agreements, commissioning and dedication documents, building evaluation and construction program planning records for that building, records related to environmental safety,

fire, life, and security of the property, routine property evaluation and disposal case files, and related records.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-121-04-001 / 1/1 N1-269-93-001 / 19E1/a N1-269-93-001 / 19E1/c/1 N1-269-93-001 / 19E1/c/2 N1-291-91-002 / 33D1/c NC1-121-81-001 / 40A15/b NC1-121-81-001 / 40A15/c N1-121-90-001 / 40A55 N1-121-90-001 / 40A65/a NC1-121-81-001 / 40A65/b/1 NC1-121-81-001 / 40A65/c/2 NN-173-042 / 42D30 NN-173-042 / 42D35 NN-171-042 / 43A5 N1-121-91-001 / 43F40 N1-121-91-001 / 43F80 NN-171-042 / 43G35 NN-171-042 / 43G50 NN-171-042 / 43G85 NC1-121-82-001 / 44A15 NC1-121-82-001 / 44A25 NC1-121-82-001 / 44A70/a NC1-121-82-001 / 44A70/b NC1-121-82-001 / 44H5 NC1-121-85-001 / 46B41 NC1-121-85-001 / 46B71 NC1-121-85-001 / 46B81 NC1-121-85-001 / 46B95 NC1-121-85-001 / 46B100 NC1-121-85-001 / 46E68

Disposition Instruction

1.3

Cutoff Instruction                      Cut off at the end of the fiscal year when property is sold, transferred, closed, or otherwise disposed of.

Retention Period                      Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval                      Not Required

**020 - Significant Building Drawings and Specifications**

Disposition Authority Number      DAA-0121-2015-0001-0003

This series contains records related to the design and construction of federally-owned or delegated buildings. Significant records include original design and concept drawings, master sets of drawings, and specifications that document the design, construction, restoration or rehabilitation, renovations, and modernizations of a property or its operating infrastructure. Specific categories and types of architectural and structural records include master plans that comprise site plans, floor plans, interior and exterior elevations, cross sections, ornamental and structural plans, and related records.

Final Disposition                      Permanent

Item Status                      Active

Is this item media neutral?              Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      No

GRS or Superseded Authority Citation      N1-121-90-002 / 1/a/1  
N1-121-90-002 / 1/a/2

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the fiscal year when building is sold, transferred, closed, or otherwise disposed of.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1930 To 1950

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

**021 - Routine Building Drawings and Specifications**

Disposition Authority Number **DAA-0121-2015-0001-0004**

This series contains records related to the specifications for building components. Routine records include building structural, mechanical, electrical, plumbing, and climate control components, and building exterior space including boundary demarcation, landscaping, external lighting, the general use of external space related to a property, and related records. These routine drawings and specifications document ongoing construction improvements and maintenance to a property.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation  
**N1-121-90-002 / 1/b**  
**NN-173-042 / 42C1**  
**NN-173-042 / 42C5**  
**NN-173-042 / 42C10**  
**NN-173-042 / 42C15**  
**NN-173-042 / 42C20**  
**NN-173-042 / 42C25**  
**NN-173-042 / 42C35**



NN-173-042 / 42C40  
 NN-173-042 / 42C45  
 NN-173-042 / 42C50  
 NN-173-042 / 42C55  
 NN-173-042 / 42C60  
 NN-173-042 / 42C65  
 NN-173-042 / 43C70  
 NC1-121-82-001 / 44C80

**Disposition Instruction**

**Cutoff Instruction**                      **Cut off at the end of the fiscal year when building is sold, transferred, closed, or otherwise disposed of, or when the last lease is terminated.**

**Retention Period**                      **Destroy 10 years after cutoff. If the building is being sold or transferred from GSA's inventory, offer the records to the new owner.**

**Additional Information**

**GAO Approval**                              **Not Required**

1.5

**030 - Significant Inspections, Reports, Studies, and Certificates**

**Disposition Authority Number**      **DAA-0121-2015-0001-0005**

**This series contains records related to significant inspections, reports, studies and certificates regarding compliance, identification of need, or for documenting building, equipment, or property conditions. "Significance" is determined by the scope (full building or property inspection), topic (such as environmental hazard assessments), or value (such as a building physical condition survey). Such reports include seismic and structural analyses, environmental inspections, monitoring reports, and related records regarding property and hazardous materials, building engineering reports, certificates and warranties on equipment, and other similar property- and building-related records.**

**Final Disposition**                      **Permanent**

**Item Status**                                **Active**

**Is this item media neutral?**            **Yes**

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?**      **Yes**

**Do any of the records covered by this item exist as structured electronic data?**                      **No**

**GRS or Superseded Authority Citation**      **N1-121-97-001 / 7E96/b  
 N1-121-97-001 / 7E96/c**

N1-269-93-001 / 19E1/b  
N1-121-91-001 / 43F90  
N1-121-91-001 / 43F95

**Disposition Instruction**

Cutoff Instruction                      **Cut off at the end of the fiscal year when the property is sold, transferred, closed, or otherwise disposed of.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 15 year(s) after cutoff.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      **From 1930 To 1950**

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>5 MB</b>	
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

1.6

**031 - Routine Inspections, Reports, Studies, and Certificates**

Disposition Authority Number      **DAA-0121-2015-0001-0006**

This series contains records related to routine inspections, reports, studies and certificates regarding compliance, identification of need, or for planning future projects. "Routine" means it has a limited time value of use, is superseded by other reports, and is usually used to identify need, or mitigate problems identified as part of a construction project plan. Such records include traffic studies, feasibility, and needs assessment reports, routine environmental, project, safety, and fire inspections, monitoring reports, and related records, certificates on equipment, and other similar property- and building-related records.

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-269-93-001 / 19D40/a N1-269-93-001 / 19D40/b N1-291-86-002 / 33D059/a N1-291-86-002 / 33D059/b N1-121-96-001 / 07E94/a N1-121-96-001 / 07E94/b N1-121-96-001 / 07E94/c NN-171-042 / 40A50 NN-171-042 / 43B105 NN-171-042 / 43B30/a NN-171-042 / 43B30/b NN-171-042 / 43B35 NN-171-042 / 43B65 N1-121-91-001 / 43F97 N1-121-91-001 / 43F98/a N1-121-91-001 / 43F98/b N1-121-91-001 / 43F98/c N1-121-91-001 / 43F99 NC1-121-82-001 / 44A20 NC1-121-82-001 / 44A45 NC1-121-82-001 / 44A46 NC1-121-82-001 / 44A50 NC1-121-82-001 / 44B1/a NC1-121-82-001 / 44B1/b/1 NC1-121-82-001 / 44B1/b/2 NC1-121-82-001 / 44B1/c/1 NC1-121-82-001 / 44B1/c/2 NC1-121-82-001 / 44B1/c/3 NC1-121-82-001 / 44B1/d NC1-121-82-001 / 44C100 NC1-121-82-001 / 44C115/a NC1-121-82-001 / 44C115/b NC1-121-82-001 / 44D10 NC1-121-85-001 / 46B106 NC1-121-85-001 / 46B111 NC1-121-85-001 / 46B125 NC1-121-85-001 / 46B130 NC1-121-85-001 / 46B135

NC1-121-85-001 / 46B86/a  
NC1-121-85-001 / 46B86/b  
NC1-137-82-001 / 63D70/b

**Disposition Instruction**

Cutoff Instruction      Cut off at the end of the fiscal year after completion of the project, inspection, or study.

Retention Period      Destroy 30 years after cutoff or 10 years after the building is disposed of, whichever is sooner.

**Additional Information**

GAO Approval      Not Required

1.7

**040 - Significant Art Inventory Records**

Disposition Authority Number      DAA-0121-2015-0001-0007

This series contains records used in identifying items within the building that are removable or replaceable, or have a significant historical and/or architectural value. For art associated with a building (such as statuary, paintings, and architectural features), records such as inventories, case files, art maintenance records, art appraisals and art restoration documents and related materials are included.

Final Disposition      Permanent

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      No

GRS or Superseded Authority Citation      N1-121-91-002 / 33F1/a/1  
N1-121-91-002 / 33F1/a/2  
N1-121-91-002 / 33F1/a/3  
N1-121-91-002 / 33F1/b  
N1-121-91-002 / 33F1/c  
N1-121-91-002 / 33F1/d/1  
N1-121-91-002 / 33F5/a  
N1-121-91-002 / 33F5/b/1  
N1-121-91-002 / 33F5/b/3  
N1-121-91-002 / 33F15/a  
N1-121-91-002 / 33F15/b

**Disposition Instruction**



	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-121-91-002 / 33F1/d/2 N1-121-91-002 / 33F10/a N1-121-91-002 / 33F10/b N1-121-91-002 / 33F5/b/2 N1-121-91-002 / 33F15/c NN-171-042 / 43B25 NN-171-042 / 43B45 NC1-121-82-001 / 44C20 NC1-121-82-001 / 44C40 NC1-121-82-001 / 44C45 NC1-121-82-001 / 44C50 NC1-121-82-001 / 44C55 NC1-121-82-001 / 44C60 NC1-121-82-001 / 44C75 NC1-121-82-001 / 44C85
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the fiscal year when art or equipment has been deaccessioned, obsolete, or superseded, a case file is closed, or when related documents expire.
	Retention Period	Destroy 5 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.9	<b>050 - Property Disposal Case Records</b>	
	Disposition Authority Number	DAA-0121-2015-0001-0009
	This series contains records related to the process of appraising federally-owned real property (both developed and undeveloped), and the disposal activities associated with closing, selling, destroying, transferring, or removing from GSA's federal building inventory. Such records include disposal case files, determination of surplus or excess real property, correspondence, and related records.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-291-91-002 / 33D1/a**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the fiscal year following case completion and fulfillment of all restrictions on the disposed property.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1930 To 1950**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.10

**051 - Routine Property Appraisal, Planning, and Disposal Records**

Disposition Authority Number **DAA-0121-2015-0001-0010**

This series contains records related to the process of routinely appraising federal real property inventories and building asset planning. Records include active property appraisals, correspondence, inventory and asset planning reports, resource material used for determining surplus or excess real property, and related records.

Final Disposition **Temporary**

	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-269-93-001 / 19D45 NC1-121-79-001 / 30A1 NC1-121-79-001 / 30A5 NC1-121-79-001 / 30A10 NC1-121-84-001 / 30A15/a NC1-121-84-001 / 30A15/b NC1-291-81-001 / 33D2 NC1-291-81-001 / 33D5 NC1-291-81-001 / 33D60 NC1-121-81-001 / 40A15/a NC1-121-81-001 / 40A15/d/1 NC1-121-81-001 / 40A15/d/2 NC1-121-81-001 / 40A15/e/1 NC1-121-81-001 / 40A15/e/2 NC1-121-81-001 / 40A96/a/1 NC1-121-81-001 / 40A96/a/2 NC1-121-81-001 / 40A96/b
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year following close of case file, or when superseded or obsolete.
	Retention Period	Destroy 20 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
2	<b>121.2 - Construction Program and Project Records</b> This group of records represent the activities conducted in the course of running construction, repair, and/or alteration programs with GSA's Federally-owned and leased buildings. These include the preliminary project planning, budgeting, approval, contractor selector and management, project review, and any related project records pertinent to changes made to a building or portfolio of buildings within a given region or service center area.	
2.1	<b>011 - Routine Construction Program Records</b>	
	Disposition Authority Number	DAA-0121-2015-0001-0011



This series contains records related to the routine transactions used to support a construction project management office. These records include correspondence, planning and programming records for potential projects, Architect and Engineer evaluation records, space assignment analyses, composite project management reports and listings, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation  
N1-269-93-001 / 19E50  
NC1-121-81-001 / 40A25  
NN-171-042 / 40A30  
NN-171-042 / 42A15  
NN-173-042 / 42D5  
NN-173-042 / 42D10  
NN-173-042 / 42D25  
NN-171-042 / 42E1  
N1-121-91-001 / 43G20/a  
N1-121-91-001 / 43G20/b  
N1-121-91-001 / 43G55

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.2

021 - Construction Project Files

Disposition Authority Number DAA-0121-2015-0001-0012

This series contains records representing individual construction project case files for GSA's federally-owned and leased buildings and properties. Similar to the Contracting Officer Official File, this case file (usually maintained by the Project Manager) contains more detailed information on the project and related activities. These records include: project schedules, contract files and specifications, cost estimates, project revisions and change records, progress drawings and reports,

correspondence and meeting minutes with both the Architect/Engineer and Construction Contractor and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation  
NN-171-042 / 43E70  
N1-121-91-001 / 43G2/a  
N1-121-91-001 / 43G2/b  
NN-171-042 / 43G10  
NN-171-042 / 43G15  
NN-171-042 / 43G30/a  
NN-171-042 / 43G30/b  
NC1-121-82-001 / 44A10

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the fiscal year after completion of the project.

Retention Period Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**121.3 - Facility Management Operations, Services, and Leasing Records**

This group of records represents the activities that take place within Federally-owned and leased buildings. These activities include the operations surrounding the management of a facility, building services extended to the tenants, the leasing of tenant space, and the physical security services regarding that facility.

**011 - Facility Management and Operations Records**

Disposition Authority Number DAA-0121-2015-0001-0013

This series contains the records related to the activities that a property or facility manager would undertake to assure that the building is running effectively and efficiently. Included are records accumulated in planning, supervising, administering, and evaluating maintenance and utility functions. Also included are minor improvement records for painting, caulking, and patching buildings;

3

3.1

preventive and other maintenance on building equipment; managing and operating buildings utility services, and related records.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-121-91-001 / 43A1/a NN-171-042 / 43A1 NN-171-042 / 43A15/a NN-171-042 / 43A15/b NN-171-042 / 43A20 NN-171-042 / 43A35 NN-171-042 / 43A40/a NN-171-042 / 43A40/b NN-171-402 / 43A40/c NN-171-042 / 43A50 NN-171-042 / 43B50 NN-171-042 / 43B55 NN-171-042 / 43B60 NN-171-042 / 43B80 NN-171-042 / 43B85 NC1-121-82-001 / 44A40/a NC1-121-82-001 / 44A40/b NC1-121-82-001 / 44A80 NC1-121-82-001 / 44A85 NC1-121-82-001 / 44A105 NC1-121-82-001 / 44B5/a NC1-121-82-001 / 44B5/b NC1-121-82-001 / 44B5/c NC1-121-82-001 / 44C5 NC1-121-82-001 / 44C10 NC1-121-82-001 / 44C15 NC1-121-82-001 / 44C65 NC1-121-82-001 / 44C70 NC1-121-82-001 / 44C95 NC1-121-82-001 / 44C110/a NC1-121-82-001 / 44C110/b NC1-121-82-001 / 44G15/a NC1-121-82-001 / 44G15/b

NC1-121-82-001 / 44H15  
 NC1-121-85-001 / 46A1/a  
 NC1-121-85-001 / 46A5  
 NC1-121-85-001 / 46A9  
 NC1-121-85-001 / 46A28  
 NC1-121-85-001 / 46E1  
 NC1-121-85-001 / 46E5  
 NC1-121-85-001 / 46E34  
 NC1-137-82-001 / 63D80/a  
 NC1-137-82-001 / 63D80/b  
 NC1-137-82-001 / 63D80/d  
 NC1-137-82-001 / 63F1

**Disposition Instruction**

Cutoff Instruction

Cut off at the end of the fiscal year.

Retention Period

Destroy 7 years after cutoff, or when equipment is superseded, employees are separated from service, or when no longer needed for reference purposes, whichever is sooner.

**Additional Information**

GAO Approval

Not Required

3.2

**021 - Facility Services Records**

Disposition Authority Number

DAA-0121-2015-0001-0014

This series contains records related to building services which include cleaning and custodial work, sanitation, grounds maintenance, concessions, and outleasing (renting space to non-federal entities), service calls, snow removal, health units, elevator and escalator operations, and related services. These activities are either conducted by GSA staff or contracted work records. Also included in this series are fire, life, safety, and environmental management support records and centralized (regional or national offices) charged with coordinating facility management activities across several buildings.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority  
Citation

NN-171-042 / 40A95/f  
NN-171-042 / 43B10  
NN-171-042 / 43B15  
NN-171-042 / 43B40  
N1-121-91-001 / 43D1/b  
NN-171-042 / 43D5  
NN-171-042 / 43D10  
NN-171-042 / 43D15  
NN-171-042 / 43D20  
NN-171-042 / 43D30  
NN-171-042 / 43D35  
NN-171-042 / 43D40  
NN-171-042 / 43D45  
NN-171-042 / 43D50  
N1-121-91-001 / 43F1/b  
N1-121-91-001 / 43F5  
N1-121-91-001 / 43F10  
N1-121-91-001 / 43F35/a  
N1-121-91-001 / 43F35/b  
NC1-121-82-001 / 43F45  
N1-121-91-001 / 43F60  
NC1-121-82-001 / 44A75/a  
NC1-121-82-001 / 44A75/b  
NC1-121-82-001 / 44B10  
NC1-121-82-001 / 44B15/a  
NC1-121-82-001 / 44B15/b  
NC1-121-82-001 / 44B15/c  
NC1-121-82-001 / 44B15/d  
NC1-121-82-001 / 44B15/e/1  
NC1-121-82-001 / 44B15/e/2  
NC1-121-82-001 / 44B15/e/3  
NC1-121-82-001 / 44B15/f  
NC1-121-82-001 / 44B20/a  
NC1-121-82-001 / 44B20/b  
N1-121-92-001 / 44C30/b  
NC1-121-82-001 / 44E1  
NC1-121-82-001 / 44E5  
NC1-121-82-001 / 44E10  
NC1-121-82-001 / 44E15  
NC1-121-82-001 / 44E20  
NC1-121-82-001 / 44G5  
NC1-121-82-001 / 44G20  
NC1-121-82-001 / 44G25  
NC1-121-85-001 / 46A14  
NC1-121-85-001 / 46A18  
NC1-121-85-001 / 46A22

NC1-121-85-001 / 46B5  
 NC1-121-85-001 / 46B56  
 NC1-121-85-001 / 46B90  
 NC1-121-85-001 / 46B116  
 NC1-121-85-001 / 46E28  
 NC1-137-82-001 / 63D70/a  
 NC1-137-81-003 / 65F10  
 NC1-269-81-002 / 19D21

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the fiscal year when superseded or obsolete.  
 Retention Period                        Destroy 6 year(s) after cutoff.

**Additional Information**

GAO Approval                              Not Required

3.3

**031 - Leasing Records**

Disposition Authority Number        DAA-0121-2015-0001-0015

This series contains records related to the leasing of space to tenants within Federally-owned or commercially-leased space, and arrangements with commercial property managers. Usually, these files are grouped in lease case files with a retention based on when a lease is terminated or renewed as the cutoff. Included are items found in a typical case file, tenant and property management correspondence, reports on space inspections, negotiations on improvements, relocation services, occupancy agreements, reimbursable services, and other related records.

Final Disposition                        Temporary

Item Status                                Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        Yes

Do any of the records covered by this item exist as structured electronic data?                        No

GRS or Superseded Authority Citation    NN-171-042 / 43B1  
     N1-121-91-001 / 43G21  
     NC1-291-91-002 / 33B1/a  
     NC1-291-91-002 / 33B1/b  
     NC1-121-81-001 / 40A5/a  
     NC1-121-81-001 / 40A58

NC1-121-81-001 / 40A70  
NC1-121-82-001 / 40A75/a/1  
NC1-121-82-001 / 40A75/a/2  
NC1-121-82-001 / 40A75/b

**Disposition Instruction**

**Cutoff Instruction** Cutoff at the end of fiscal year after lease agreement is terminated. Longer retention is authorized for business use.

**Retention Period** Destroy 12 year(s) after cutoff.

**Additional Information**

**GAO Approval** Not Required

3.4

**041 - Physical Security Operations Records**

**Disposition Authority Number** DAA-0121-2015-0001-0016

This series contains records related to the physical security of the building and its contents, emergency operating plans, and other routine guard and security-related records. Included in this series are plans, logbooks, security equipment records, lock and key records, and related records.

**Final Disposition** Temporary

**Item Status** Active

**Is this item media neutral?** Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?** Yes

**Do any of the records covered by this item exist as structured electronic data?** No

**GRS or Superseded Authority Citation** NN-171-042 / 43E5  
NN-171-042 / 43E10  
NN-171-042 / 43E35  
NN-171-042 / 43E45  
NN-171-042 / 43E50  
N1-121-96-001 / 7D170/b  
N1-121-96-001 / 7D170/c  
N1-121-96-001 / 7D175  
N1-121-96-001 / 7D180  
NC1-121-82-001 / 44G35/a  
NC1-121-82-001 / 44G35/b  
NC1-121-82-001 / 44G40/a  
NC1-121-82-001 / 44G40/b

NC1-121-85-001 / 46A33  
NC1-121-85-001 / 46D5/a  
NC1-121-85-001 / 46D5/b  
NC1-121-85-001 / 46D5/c  
NC1-121-85-001 / 46D6/a  
NC1-121-85-001 / 46D6/b  
NC1-121-85-001 / 46D6/c  
NC1-121-85-001 / 46D6/d  
NC1-121-85-001 / 46D17  
NC1-121-85-001 / 46D21/a  
NC1-121-85-001 / 46D21/b  
NC1-121-85-001 / 46D25/a  
NC1-121-85-001 / 46D25/b  
NC1-121-85-001 / 46D25/c  
NC1-121-85-001 / 46E28  
NC1-121-85-001 / 46E33  
NC1-121-85-001 / 46E45/a  
NC1-121-85-001 / 46E45/b  
NC1-121-85-001 / 46E50  
NC1-121-85-001 / 46E55  
NC1-121-85-001 / 46E63/d  
NC1-121-85-001 / 46E63/e  
NC1-121-85-001 / 46E73  
NC1-121-85-001 / 46E78/a  
NC1-121-85-001 / 46E78/b  
NC1-121-85-001 / 46E78/c  
NC1-121-85-001 / 46E78/d  
NC1-121-85-001 / 46E78/f  
NC1-121-85-001 / 46E78/g  
NC1-121-85-001 / 46E78/h  
NC1-121-85-001 / 46E78/i  
NC1-121-85-001 / 46E78/j  
NC1-121-85-001 / 46E83/a  
NC1-121-85-001 / 46E83/b  
NC1-121-85-001 / 46E83/c  
NC1-121-85-001 / 46E83/d  
NC1-269-83-002 / 46E88/a  
NC1-269-83-002 / 46E88/b  
NC1-121-85-001 / 46E101  
NC1-121-85-001 / 46E110  
NC1-121-85-001 / 46E113  
NC1-121-85-001 / 46E117/a  
NC1-121-85-001 / 46E117/b  
NC1-121-85-001 / 46E121/b  
NC1-269-80-004 / 25A47  
NC1-269-78-002 / 15C1



**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the fiscal year after being canceled, superseded, or obsolete.

Retention Period                        Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

4

**121.4 - Public Buildings Service Program Management Records**

This group of records represents the activities found in PBS regional and national offices with regards to managing the Public Buildings Service Program. These activities include managing regional and national reports, developing national agency agreements, managing national or regional program improvement initiatives, establishing and maintaining national guidelines and standards, and exploring new building methods and materials.

4.1

**010 - Significant Buildings Program Records**

Disposition Authority Number        DAA-0121-2015-0001-0017

This series contains records used to assess and plan the PBS program with regard to its owned and leased inventory, the overall programs managed in service to that inventory, and the decisions made based on that information. "Significant" records mean those records that reflect the Public Buildings Service program as a whole, nationwide compilations or negotiations, and general documents related to the entire program. Such records include agreements with national agencies regarding services, environmental, safety, property use, and disposal activity evaluations, compiled reports, strategic plans, service-wide correspondence, and annual reports on the program.

Final Disposition                        Permanent

Item Status                                Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        Yes

Do any of the records covered by this item exist as structured electronic data?                            No

GRS or Superseded Authority Citation        N1-121-91-001 / 43A60/a  
     N1-121-91-001 / 43E55  
     N1-121-91-001 / 43D1/a  
     N1-121-91-001 / 43E35/a  
     N1-121-91-001 / 43E50/a  
     N1-121-91-001 / 43F1/a

NC1-291-84-001 / 33D55/a/1  
NC1-291-84-001 / 33D55/a/2  
NN-171-042 / 42A5  
NN-171-042 / 43B5

**Disposition Instruction**

Cutoff Instruction

Cut off at the end of the fiscal year after publishing of the report, termination of an agreement, or when record is superseded, canceled, or obsolete.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

From 1930 To 1950

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.2

**011 - Routine Buildings Program Records**

Disposition Authority Number DAA-0121-2015-0001-0018

This series contains resource materials used to assess the PBS program in general, and support the records created in item DAA-0121-2015-0001-0017. Included in this series are such records as summary reports on building and property portfolio assets, space planning, acquisition, regional and national commercial real estate analyses, and related program management reports and initiative records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	NC1-269-77-001 / 16E35 N1-269-93-001 / 19E5/a N1-269-93-001 / 19E5/b NC1-352-81-002 / 27B30 NC1-291-81-001 / 33D15 NC1-291-81-001 / 33D20 NC1-291-81-001 / 33D25 NC1-291-81-001 / 33D30/a NC1-291-81-001 / 33D30/b NC1-121-81-001 / 40A1 NC1-121-81-001 / 40A10/a NC1-121-81-001 / 40A10/b NN-171-042 / 40A95/b NC1-121-81-001 / 40A95/c NC1-121-81-001 / 40A95/d NN-171-042 / 40A95/e NN-171-042 / 42A5 NN-171-042 / 43A30 NC1-352-81-001 / 55I30
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year after publishing of the report, termination of an agreement, or when record is superseded, canceled, or obsolete.
Retention Period	Destroy 10 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
201 - Guidelines and Standards Records	
Disposition Authority Number	DAA-0121-2015-0001-0019
This series contains records concerned with the development and final copies of the guidelines and standards for PBS' routine activities. Such records include guidelines and standards for building design, specifications, equipment selection and maintenance, real property acquisition, leasing, and disposal, space allocation and adjustments and related records.	

4.3

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	NN-171-042 / 40A40 NN-171-042 / 43A60 NN-171-042 / 43B90 NC1-121-82-001 / 44C25 NC1-291-81-001 / 33D10
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the fiscal year after publishing of the guideline or standard, or when superseded, canceled, or obsolete.
Retention Period	Destroy 20 year(s) after cutoff.
<b>Additional Information</b>	
GAO Approval	Not Required
4.4	<b>030 - Significant New Building Methods and Materials Records</b>
Disposition Authority Number	DAA-0121-2015-0001-0020
<b>This series contains records documenting the exploration of new materials and building methods potentially to improve real property assets. "Significant" means that the new material or methods were extensively tested and adopted by more than 10 buildings in GSA's inventory. These include reports on trends in construction methods, materials and equipment, engineering technology, and architectural design, studies, analyses, brochures, and technical literature and similar documents.</b>	
Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

NN-171-042 / 42A30

**Disposition Instruction**

Cutoff Instruction

Cut off at the end of the fiscal year when report is published, project is completed, or when the record is superseded.

Transfer to the National Archives for Accessioning

Transfer to NARA 15 years after cutoff. Note: These files may contain Controlled Unclassified Information (CU) such as commercially-sensitive or proprietary information.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

From 1930 To 1950

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.5

**031 - Routine New Building Methods and Materials Records**

Disposition Authority Number DAA-0121-2015-0001-0021

This series contains records used in the routine purchase and evaluation of novel equipment, materials, and services for use in maintaining and operating buildings. Included are such records as requests to determine interest, project requests, projects, test reports, and related records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	NN-171-042 / 42A30 NN-171-042 / 43A45 NN-171-042 / 43A55
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the fiscal year when report is published, project is completed, or when the record is superseded.
Retention Period	Destroy 7 years after cutoff. Note: These files may contain Controlled Unclassified Information (CUI) such as commercially-sensitive or proprietary information.
<b>Additional Information</b>	
GAO Approval	Not Required

### Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
05/27/2015	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/03/2015	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/12/2015	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
06/22/2015	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
10/25/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/28/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
11/01/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
05/17/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/22/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
05/24/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer -

				Office of Policy and Compliance
04/02/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/10/2018	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
04/11/2018	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/05/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/05/2019	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/06/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/13/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/17/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/18/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist



Item	Bucket Title	New Retention	Series Level Cut off Instructions	Current Series Title - Include file / manual code if applicable	Superseded Authority	Superseded Retention	FOR PERMANENT RECORDS Office of Record*
121.1 Real Property Records				The records included in this group include anything of a durable nature about GSA's inventory of properties (both developed and undeveloped, owned and leased) that would be used as a reference for informing future projects or decisions on construction, space modification, leasing, and disposal. These records have a long duration, with the cutoff being usually the life of the building; until the building is sold, transferred, disposed of, or all leases are concluded (in the case of leased properties). Records for active buildings are to be kept under the purview of GSA and only to be transferred as permanent records to NARA or destroyed (depending on the retention instructions) after the building or the leased space is discontinued. Examples of these records include information relating to property ownership, sale, and transfers, arrangements made with entities outside the federal government regarding the property, significant improvements to the property (such as buildings and major modernization projects), environmental, safety, physical condition, value, and fire inspections and reports, and documents related to the disposal or transfer of the property and related records.			
DAA-0121-2015-0001-0001	010 - Important Property Records	Permanent - Transfer to the National Archives 15 years after cutoff.	Cut off at the end of the fiscal year when the property is sold, transferred, closed, or otherwise disposed of.	This series contains the records of a federally-owned building used to document ownership, property acquisition and final disposal, and are retained for historical and legal purposes. These records include titles, deeds, acquisitions and property transfer documents, photographs, documents related to historic building status and preservation and related records.			
				Title documents file - a. title documents for real property acquired before January 1, 1921	NC1-121-81-001 / 40A60/a	Permanent - Cut off annually following acquisition of title and/or rendering of final judgement on condemnation cases. Transfer to National Archives in 5 year blocks when 10 years old.	
				Title documents file - b. title documents for real property acquired after January 1, 1921	NC1-121-81-001 / 40A60/b	Temporary - Title documents for real property acquired after January 1, 1921, will be retained in the regional offices and disposed of 3 years after unconditional sale or release by the Government, restriction, mortgages or other liens.	
				Project prospectus files	NC1-121-81-001 / 40A90	Permanent - Cut off in five year blocks, hold for 5 years, and retire to FRC. Offer to NARS when 20 years old.	
				Construction progress photographs	NN-173-042 / 42D40	Permanent - Record set: Place in inactive file following completion of contract. Cut off inactive file in 5-year blocks, hold 5 years, and retire to National Archives. Other copies: Destroy when no longer needed.	
				Final construction photographs	NN-173-042 / 42D45	Permanent - Records set: Cutoff in 5 year blocks, hold 5 five years and retire to National Archives. Other copies: Destroy when no longer needed.	
				Environmental files.	NC1-121-81-001 / 40A61	Permanent - Cut off on completion of project, place in inactive file, hold 5 years, and retire to FRC. Offer to NARS when 10 years old, in five year blocks.	
				Hazardous operation control records - a. Lists.	NN-171-042 / 43F75/a	Temporary - Destroy when superseded or obsolete.	
				Hazardous operation control records - b. Others	NI-121-91-001 / 43F75/b	Temporary - Cut off at the end of fiscal year; destroy 3 years later.	
				Hazardous materials inventories	NI-121-91-001 / 43F76	Temporary. Cut off at the end of fiscal year while current inventories and data sheets are in use or storage. Hold for 2 years and destroy when obsolete.	

DAA-0121-2015-0001-0002	011 - Durable Property Records	Temporary - Destroy 10 years after cutoff	Cut off at the end of the fiscal year when property is sold, transferred, closed, or otherwise disposed of.	This series contains records of both federally-owned and leased buildings used to document standing arrangements with local entities, and reference documents for ongoing management and planning and/or improvements to the properties. These records are maintained for compliance and often included in the design specifications for construction and other improvement projects throughout the property's lifecycle. These records include permits, easements, agreements, commissioning and dedication documents, building evaluation and construction program planning records for that building, records related to environmental safety, fire, life, and security of the property, routine property evaluation and disposal case files, and related records.			
				1. PBS Capital Project Case Files - (1) Paper copy	N1-121-04-001 / 1/1	Temporary - Destroy after scanning.	
				Environmental records - Central office	N1-269-93-001 / 19E1/a	Temporary - Place in inactive file after review of project is completed. Hold 2 years and destroy.	
				Environmental Quarterly Reports - Central Office	N1-269-93-001 / 19E1/c/1	Temporary - Destroy when 2 years old	
				Environmental Quarterly Reports - Other Offices	N1-269-93-001 / 19E1/c/2	Temporary - Destroy when 4 years old	
				Real Property disposal case files - (c) Other Records	N1-291-91-002 / 33D1/c	Temporary - Transfer to new custodian on completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	
				Project development program files - (b) Existing building files.	NC1-121-81-001 / 40A15/b	Temporary - Cut off annually, hold 3 years, and retire to FRC. Destroy when 7 years old.	
				Project development program files - (c) Project development files.	NC1-121-81-001 / 40A15/c	Temporary - Cut off on completion or cancellation of project, hold 2 years, and retire to FRC. Destroy when 7 years old.	
				Site acquisition files.	N1-121-90-001 / 40A55	Temporary - Cut off annually following final acquisition of title and/or rendering of final judgment on condemnation cases, hold 2 years and retire to FRC. Destroy when 7 years old.	
				Site management records - (a) Undeveloped site files.	N1-121-90-001 / 40A65/a	Temporary - Cut off annually on completing construction or disposing of site. Hold 2 years and retire to FRC; destroy 3 years later.	
				Site management files - (b) Developed site files - (1) Central office	NC1-121-81-001 / 40A65/b/1	Temporary - Place in inactive file after execution. Cut off annually, destroy when 1 year old.	
				Site management records - c. Outlease records - (2) Regional offices	NC1-121-81-001 / 40A65/c/2	Temporary - Cut off annually following termination or expiration of the lease, hold 1 year, and retire to FRC. Destroy when 6 years old.	
				Structural computations.	NN-173-042 / 42D30	Temporary - Place in inactive file following completion of contract, hold 2 years, and retire. Destroy when building is sold, traded, donated, or demolished; transfer to new owner, if requested.	
				Mechanical and electrical computations.	NN-173-042 / 42D35	Temporary - Place in inactive file following completion of contract, hold 2 years, and retire. Destroy when building is sold, traded, donated, or demolished; transfer to new owner, if requested.	
				Individual building files	NN-171-042 / 43A5	Central Office: Cut off in 2-year blocks, hold 2 years, and retire. Destroy after 8 additional years. Other offices: Cut off annually, hold 3 years, and destroy.	
				Fire protection engineering	N1-121-91-001 / 43F40	Temporary - Cut off at the end of fiscal year; destroy when 4 years old.	
				Design review records	N1-121-91-001 / 43F80	Temporary - Cut off at the end of fiscal year; destroy 3 years later.	
				R&I drawing files.	NN-171-042 / 43G35	Temporary - Drawings: Destroy when superseded or on completion of project, whichever is sooner. Other papers: Cut off at the end of the year, hold 1 year, and destroy.	
				National Register files.	NN-171-042 / 43G50	Temporary - Destroy when superseded or obsolete. Note: Official National Register files held by DOI	
				Building evaluation report files	NN-171-042 / 43G85	Temporary - Withdraw and destroy individual documents as they are superseded or become obsolete. Destroy the entire file on sale, donation, or demolition of the building, or on transfer of the building and operation and R&I responsibility to another agency, provided information on the disposition has been entered into the RICO system.	
				Building name and dedication files	NC1-121-82-001 / 44A15	Temporary - Destroy when no longer needed for reference	

				Building drawings	NC1-121-82-001 / 44A25	Temporary - Turn over current drawings to new owner when building is transferred or sold. Destroy on supersession or revision of the drawing, or when the building is demolished.	
				Permit, license, and easement files - a. Files relating to instruments, the issue of which is a responsibility of the buildings manager.	NC1-121-82-001 / 44A70/a	Temporary - Destroy when 3 years old.	
				Permit, license, and easement files - b. Files relating to instruments, the issue for which is a responsibility of higher echelons	NC1-121-82-001 / 44A70/b	Temporary - Destroy when 2 years old.	
				Building evaluation report files	NC1-121-82-001 / 44H5	Temporary - Withdraw and destroy individual documents when they are superseded or obsolete. Destroy the entire file on sale, donation, or demolition of the building, or on transfer of the building and operation and R&A responsibility to another agency.	
				Sprinkler system leakage reports	NC1-121-85-001 / 46B41	Temporary - Cut off annually, destroy when 2 years old.	
				Hazardous area and operation designations	NC1-121-85-001 / 46B71	Temporary - Destroy when superseded or obsolete	
				Safety review files	NC1-121-85-001 / 46B81	Temporary - Destroy when superseded or obsolete	
				Agenda staff meeting	NC1-121-85-001 / 46B95	Temporary - Cut off annually, destroy when 1 year old.	
				Fire safety design committee	NC1-121-85-001 / 46B100	Temporary - Destroy after completion of the project	
				Key control records	NC1-121-85-001 / 46E68	Temporary - Cut off annually, destroy when 3 years old.	
DAA-0121-2015-0001-0003	020 - Significant Building Drawings and Specifications	Permanent - Transfer to the National Archives 15 years after cutoff.	Cut off at the end of the fiscal year when building is sold, transferred, closed, or otherwise disposed of.	This series contains records related to the design and construction of federally owned or delegated buildings. Significant records include original design and concept drawings, master sets of drawings, and specifications that document the design, construction, restoration or rehabilitation, renovations, and modernizations of a property or its operating infrastructure. Specific categories and types of architectural and structural records include master plans that comprise site plans, floor plans, interior and exterior elevations, cross sections, ornamental and structural plans, and related records.			
				Original and as Built Drawings and Project Specifications - Drawings and specifications of all buildings EXCEPT: warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.	NI-121-90-002 / 1/a/1	Permanent - Place in inactive file on completion of building sale, donations or demolition. Cut off inactive file at end of fiscal year and retire to FRC. Transfer to NARA 10 years after cutoff.	
				Original and as Built Drawings and Project Specifications - Drawings and specifications of all buildings EXCEPT: warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950. (Microfilm)	NI-121-90-002 / 1/a/2	Permanent - Place in inactive file on completion of building sale, donations or demolition. Cut off inactive file at end of fiscal year and retire to FRC. Transfer to NARA 10 years after cutoff.	
DAA-0121-2015-0001-0004	021 - Routine Building Drawings and Specifications	Temporary - Destroy 10 years after cutoff. If the building is being sold or transferred, offer the records to the new owner.	Cut off at the end of the fiscal year when building is sold, transferred, closed, or otherwise disposed of, or when superseded or made obsolete.	This series contains records related to the specifications for building components. Routine records include building structural, mechanical, electrical, plumbing, and climate control components, and building exterior space including boundary demarcation, landscaping, external lighting, the general use of external space related to a property, and related records. These routine drawings and specifications document ongoing construction improvements and maintenance to a property.			
				Original and as Built Drawings and Project Specifications - b. Drawings and specifications of warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.	NI-121-90-002 / 1/b	Temporary - Place in inactive file on completion of building sale, trade, donation or demolition. Cut off and destroy at end of fiscal year.	
				Design Concept Drawings	NN-173-042 / 42C1	Temporary - Place in inactive file upon completion or termination of the contract. Cut-off inactive file annually, hold for 2 years, destroy after 8 additional years.	

				Tentative Drawings	NN-173-042 / 42C5	Temporary - Place in inactive file upon completion or termination of the contract. Cut-off inactive file annually, hold for 2 years, destroy after 8 additional years.	
				Design Data Drawings	NN-173-042 / 42C10	Temporary - Destroy when no longer needed.	
				Standard Detail Drawings	NN-173-042 / 42C15	Temporary - Destroy when no longer needed.	
				Working Drawings	NN-173-042 / 42C20	Temporary - Destroy after completion of construction contract and receipt of contractor's release form.	
				Drawings Files Indexes	NN-173-042 / 42C25	Temporary - Destroy upon transfer or destruction of original drawings.	
				Contract Drawings	NN-173-042 / 42C35	Temporary - Place in inactive file following completion of construction contract by delivery and acceptance of all work and material, or when contract is terminated. Cut off inactive file annually, hold 2 years, and retire. Destroy after 4 additional years.	
				Full Size Detail Drawings	NN-173-042 / 42C40	Temporary - Destroy following completion of construction contract and final acceptance of all work and material, or when contract is terminated	
				Blueprints (Bound Sets)	NN-173-042 / 42C45	Temporary - Destroy when building is sold, traded, or demolished. On disposal and if requested, these drawings may be turned over to new owner or custodian.	
				Shop drawing controls	NN-173-042 / 42C50	Temporary - Cut off in 2 year blocks, hold 3 years, and retire. Destroy after 5 additional years.	
				Shop drawings	NN-173-042 / 42C55	Temporary - Cut off in 2 year blocks, hold 3 years, and destroy after 5 additional years.	
				Outline floor plans - Reproducibles	NN-173-042 / 42C60	Temporary - Destroy when superseded or when building is sold, traded, or demolished.	
				Outline floor plans - Plans and sketches used in preparation of reproducibles	NN-173-042 / 42C60	Temporary - Destroy on approval of the reproducibles	
				Outline floor plans - Reproduced plans	NN-173-042 / 42C60	Temporary - Destroy when no longer needed.	
				Guide and standard specifications	NN-173-042 / 42C65	Temporary - Destroy when no longer needed.	
				Project specifications - Record set	NN-173-042 / 42C70	Temporary - Destroy on demolition of the building, or on completion of building sale, trade, or donation proceedings; except that if requested the specification may be turned over to the new owner or custodian.	
				Project specifications - Other copies	NN-173-042 / 42C70	Temporary - Destroy when no longer needed.	
				Heating and air conditioning schedules	NC1-121-82-001 / 44C80	Temporary - Destroy when superseded or obsolete	
DAA-0121-2015-0001-0005	G30 - Significant Inspections, Reports, Studies, and Certificates	Permanent - Transfer to the National Archives 15 years after cutoff.	Cut off at the end of the fiscal year when the property is sold, transferred, closed, or otherwise disposed of.	This series contains records related to significant inspections, reports, studies and certificates regarding compliance, identification of need, or for documenting building, equipment, or property conditions. "Significance" is determined by the scope (full building or property inspection), topic (such as environmental hazard assessments), or value (such as a building physical condition survey). Such reports include seismic and structural analyses, environmental inspections, monitoring reports, and related records regarding property and hazardous materials, building engineering reports, certificates and warranties on equipment, and other similar property- and building-related records.			
				Asbestos program records - b. Electronic image of asbestos program documents.	N1-121-97-001 / 7E96/b	Temporary - Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy when 20 years old. Note: The Attorney General and the Director, Office of Management and Budget (OMB), have directed all agencies to retain and preserve all asbestos related records.	
				Asbestos program records - c. Documents that are retained in hard copy.	N1-121-97-001 / 7E96/c	Temporary - Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy when 20 years old. Note: The Attorney General and the Director, Office of Management and Budget (OMB), have directed all agencies to retain and preserve all asbestos related records.	

				Environmental records - Regional offices.	N1-269-93-001 / 19E1/b	Permanent - Place in inactive file on completing project; cut off at end of fiscal year, hold 5 years and retire to FRC. Transfer to NARA when 10 years old.
				Indoor air quality and radon program records.	N1-121-91-001 / 43F90	Temporary - Cut off records relating to inactive radon and indoor air quality issues at the end of fiscal year. Hold for 2 years and retire to FRC. Destroy when 20 years old.
				Hazardous waste program records	N1-121-91-001 / 43F95	Temporary - Cut off records at end of fiscal year. Hold for 2 years and retire to FRC. Destroy when 5 years old.
DAA-0121-2015-0001-0005	031 - Routine Inspections, Reports, Studies, and Certificates	Temporary. Destroy 30 years after cutoff, or 10 years after the building is disposed of, whichever is sooner.	Cut off at the end of the fiscal year after completion of the project, inspection, or study.	This series contains records related to routine inspections, reports, studies and certificates regarding compliance, identification of need, or for planning future projects. "Routine" means it has a limited time value of use, is superseded by other reports, and is usually used to identify need, or mitigate problems identified as part of a construction project plan. Such records include traffic studies, feasibility, and needs assessment reports, routine environmental, project, safety, and fire inspections, monitoring reports, and related records, certificates on equipment, and other similar property- and building-related records.		
				Real Property Utilization Survey - a. Central Office:	N1-269-93-001 / 19D40/a	Temporary - Cut off following completion of case, hold 1 year and transfer to FRC. Destroy when 8 years old.
				Real Property Utilization Survey - b. Regional Offices	N1-269-93-001 / 19D40/b	Temporary - Cut off following completion of case, destroy when 1 year old.
				Real property utilization case files - a. Central office	N1-291-86-002 / 33D59/a	Temporary - Cut off following completion of case, hold one year and transfer to FRC. Destroy when 8 years old.
				Real property utilization case files - b. Regional offices	N1-291-86-002 / 33D59/b	Temporary - Cut off following completion of case. Destroy when 1 year old.
				Chlorofluorocarbon (CFC)/Hydrofluorocarbon program records - a. Refrigerant usage inventory	N1-121-96-001 / 07E94/a	Temporary - Cut off at end of fiscal year. Destroy 3 years after cutoff.
				Chlorofluorocarbon (CFC)/Hydrofluorocarbon program records - b. Employee Refrigerant Certification Record.	N1-121-96-001 / 07E94/b	Temporary - Cut off at end of fiscal year after employee retires, transfers, or is reassigned. Destroy 3 years after cutoff.
				Chlorofluorocarbon (CFC)/Hydrofluorocarbon program records - c. Refrigerant Recovery Certification.	N1-121-96-001 / 07E94/c	Temporary - Cut off at end of fiscal year after equipment is sold, transferred, or excessed. Destroy 3 years after cutoff.
				Building forecast report files.	NN-171-042 / 40A50	Temporary - File the 18-month forecast report, the revised report, and the post-occupancy data report chronologically by date, cut off annually, hold 3 years, and destroy.
				Utility analysis files.	NN-171-042 / 43B105	Temporary - Rate schedules and changes: Destroy when superseded or obsolete. Other papers: Cut off annually, hold 3 years, and destroy.
				Vertical transportation files - a. Inspection schedules.	NN-171-042 / 43B30/a	Temporary - Cut off at the end of the year concerned, hold 2 years, and destroy.
				Vertical transportation files - b. Inspection files.	NN-171-042 / 43B30/b	Temporary - Cut off annually, hold 2 years, and destroy.
				Elevator data cards.	NN-171-042 / 43B35	Temporary - Withdraw and destroy individual cards on removal or conversion of the elevator, or when building is sold, traded, donated, or demolished.
				Water treatment records	NN-171-042 / 43B65	Temporary - Cut off at the end of fiscal year, destroy when 2 years old.
				Polychlorinated Biphenyls -PCB program records	N1-121-91-001 / 43F97	Temporary - Cut off following the close of the project. hold 2 years and retire to PRC. Destroy when 20 years old.
				Drinking water quality records - a. Bacterial records	N1-121-91-001 / 43F98/a	Temporary - Cut off at the end of fiscal year; hold 5 years and destroy.
				Drinking water quality records - b. Chemical records	N1-121-91-001 / 43F98/b	Temporary - Cut off at the end of fiscal year, hold 10 years and destroy.
				Drinking water quality records - c. Sanitary survey reports	N1-121-91-001 / 43F98/c	Temporary - Cut off at the end of fiscal year; hold 10 years and destroy.
				Underground storage tanks	N1-121-91-001 / 43F99	Temporary - Cut off records upon closure of tank ; hold 2 years and retire to FRC. Destroy when 20 years old.
				New building evaluation files.	NC1-121-82-001 / 44A20	Temporary - Destroy when 2 years old.
				Nonfederal inspections.	NC1-121-82-001 / 44A45	Temporary - Destroy when 3 years old.
				Fire protection and safety inspection files	NC1-121-82-001 / 44A46	Temporary - Destroy when 4 years old.
				Space utilization surveys.	NC1-121-82-001 / 44A50	Temporary - Destroy when 1 year old.

				Vertical transportation files - (a) Elevator operation authorizations	NC1-121-82-001 / 4481/a	Temporary - Destroy when superseded or obsolete	
				Vertical transportation files - (b) Vertical transportation operation schedules. (1) Schedules	NC1-121-82-001 / 4481/b/1	Temporary - Destroy when superseded or obsolete	
				Vertical transportation files - Vertical transportation files - (b) Vertical transportation operation schedules. (2) Other records.	NC1-121-82-001 / 4481/b/2	Temporary - Destroy when 2 years old.	
				Vertical transportation files - (c) Vertical transportation inspection and maintenance files. (1) Certificates	NC1-121-82-001 / 4481/c/1	Temporary - Destroy when spares thereon are filled or when a new form is required due to wear.	
				Vertical transportation files - (c) Vertical transportation inspection and maintenance files. (2) Acknowledgments	NC1-121-82-001 / 4481/c/2	Temporary - Destroy on receipt of next inspection acknowledgment.	
				Vertical transportation files - (c) Vertical transportation inspection and maintenance files. (3) Other records	NC1-121-82-001 / 4481/c/3	Temporary - Destroy when 2 years old.	
				Vertical transportation files - (d) Elevator data cards	NC1-121-82-001 / 4481/d	Temporary - Transfer with the building. Destroy on replacement or removal of the elevator, or on sale, donation, or demolition of the building.	
				Utility consumption records	NC1-121-82-001 / 44C100	Temporary - Destroy when not less than 3 years old	
				Water treatment files - (a) Testing instructions	NC1-121-82-001 / 44C115/a	Temporary - Destroy when superseded or obsolete	
				Water treatment files - (b) Other records	NC1-121-82-001 / 44C115/b	Temporary - Destroy when 5 years old.	
				Lease management files	NC1-121-82-001 / 44D10	Temporary - Destroy when 3 years old	
				Pre-design meeting	NC1-121-85-001 / 46B106	Temporary - Cut off annually, destroy when 2 years old except cases of continuing interest will be destroyed when no longer needed.	
				Specification review	NC1-121-85-001 / 46B111	Temporary - Destroy after publication and completion of the project	
				Final acceptance test	NC1-121-85-001 / 46B125	Temporary - Destroy when superseded or obsolete	
				Prelease surveys	NC1-121-85-001 / 46B130	Temporary - Destroy when superseded or obsolete	
				Industrial Hygiene monitoring	NC1-121-85-001 / 46B135	Temporary - Cut off annually, transfer to FRC when 3 years old, destroy when 30 years old.	
				Disaster and Civil Defense status reports - a. Central office	NC1-121-85-001 / 46B86/a	Temporary - Cut off annually, destroy when 5 years old.	
				Disaster and Civil Defense status reports - b. Other offices	NC1-121-85-001 / 46B86/b	Temporary - Cut off annually, destroy when 2 years old.	
				Facility fire prevention files - b. Inspection reports	NC1-137-82-001 / 63D70/b	Temporary - Destroy upon completion of next inspection	
DAA-0121-2015-0001-0007	040 - Significant Art Inventory Records	Permanent - Transfer to the National Archives 15 years after cutoff.	Cut off at the end of the fiscal year when the case file is closed, art is donated, destroyed, or otherwise deaccessioned.	This series contains records used in identifying items within the building that are removable or replaceable, or have a significant historical and/or architectural value. For art associated with a building (such as statuary, paintings, and architectural features), records such as inventories, case files, art maintenance records, art appraisals and art restoration documents and related materials are included.			
				Fine Arts Program Records - a. Art Inventories - (1) Museum files	N1-121-91-002 / 33F1/a/1	Temporary - Cut off on return of artwork to Federal custody. Create an Art History Case File and file under 33F1/c.	
				Fine Arts Program Records - a. Art Inventories - (2) Disputed federal ownership files	N1-121-91-002 / 33F1/a/2	Temporary - Cut off when Federal ownership is established; file information in related art history case file 33F1/c.	
				Fine Arts Program Records - a. Art Inventories - (3) Art disposition files	N1-121-91-002 / 33F1/a/3	Temporary - Cut off when artwork is decommissioned, file information in related art history case file under 33F1/c.	
				Fine Arts Program Records - b. Artists files	N1-121-91-002 / 33F1/b	Permanent - Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.	
				Fine Arts Program Records - c. Art history case files	N1-121-91-002 / 33F1/c	Permanent - Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.	
				Fine Arts Program Records - d. Exhibition and loan requests (1) Requests granted	N1-121-91-002 / 33F1/d/1	File with related art history case file.	
				Art-in-Architecture (A-I-A) program records - a. Art Inventories.	N1-121-91-002 / 33F5/a	Temporary - Destroy after related third generation inventory.	
				Art-in-Architecture (A-I-A) program records - b. Artists Files. (1) Artists represented in the A-I-A program.	N1-121-91-002 / 33F5/b/1	Permanent - Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.	
				Art-in-Architecture (A-I-A) program records - b. Artists Files. (3) Project case files.	N1-121-91-002 / 33F5/b/3	Permanent - Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.	
				Historic buildings preservation program records.	N1-121-91-002 / 33F15/a	Permanent - Cut off at the end of the fiscal year in which the building is sold or demolished. Transfer immediately to NARA.	
				Historic properties files. Information relating to specific historic buildings under GSA ownership. Includes correspondence between Central Office and the regions, between GSA and state historic preservation officers and related information.	N1-121-91-002 / 33F15/b	Permanent - Cut off at the end of the fiscal year in which building is sold or demolished. Transfer immediately to NARA.	

DAA-0121-2015-0001-0008	041 - Routine Equipment and Art Inventory Records	Temporary - Destroy between 5 years after cutoff.	Cut off at the end of the fiscal year when art or equipment has been de-accessioned, obsolete, or superseded, a case file is closed, or when related documents expire.	This series contains records used in identifying equipment and items within the building that are removable or replaceable. Included are inventories of heating, electrical, plumbing, and air handling equipment, vertical transportation equipment and records related to recording the condition, maintenance, and associated schedules, documentation, and schematics for that equipment. For managing statuary, paintings, and architectural features associated with a building, records include routine correspondence and maintenance reports, exhibition and curated collections management documents, proposal submissions, and other records not filed under 121.1/040 - Significant Art Inventory Records.			
				Fine arts program records - d. Exhibition and loan requests (2) Requests not granted	N1-121-91-002 / 33F1/d/2	Temporary - Cut off at the end of the FY. Destroy 2 years after cut off.	
				Art maintenance records - a. Proposed conservator files.	N1-121-91-002 / 33F10/a	Temporary - Destroy when conservator no longer wants to be considered for GSA contracts or when no longer needed.	
				Art maintenance records - b. Miscellaneous art management files.	N1-121-91-002 / 33F10/b	Temporary - Cut off at the end of the fiscal year; destroy 2 years after cutoff.	
				Art in architecture program records - b. Artists files (2) National Registry of Artists.	N1-121-91-002 / 33F5/b/2	Temporary - Destroy when no longer needed	
				Historic buildings preservation program records - c. Miscellaneous preservation management files.	N1-121-91-002 / 33F15/c	Temporary - Cut off at the end of the fiscal year; destroy 2 years after cutoff.	
				Equipment operation reports.	NN-171-042 / 43B25	Temporary - Cut off annually, hold 2 years, and destroy.	
				Equipment inspection files.	NN-171-042 / 43B45	Temporary - Destroy on receipt of the next inspection report pertinent to the item.	
				Maintenance control cards	NC1-121-82-001 / 44C20	Temporary - Destroy when 1 year old.	
				Guaranty and warranty files	NC1-121-82-001 / 44C40	Temporary - Destroy on expiration of the guaranty or warranty	
				Equipment history cards.	NC1-121-82-001 / 44C45	Temporary - Transfer with the equipment or destroy on final disposition of the equipment.	
				Mechanical equipment data forms	NC1-121-82-001 / 44C50	Temporary - Destroy when superseded or obsolete	
				Operating equipment inspection files	NC1-121-82-001 / 44C55	Temporary - Destroy when 5 years old.	
				Battery inspection records.	NC1-121-82-001 / 44C60	Temporary - Destroy when 5 years old.	
				Plant operation logs	NC1-121-82-001 / 44C75	Temporary - Destroy 5 years after log book or sheet is filled, or on disposition of the equipment.	
				Heating and refrigeration operating records	NC1-121-82-001 / 44C85	Temporary - Cut off at the end of the year, destroy when 1 year old, except that one copy reflecting typical daily readings for each year may be retained for as long as needed to provide a record of operating conditions.	
DAA-0121-2015-0001-0009	050 - Property Disposal Case Records	Permanent - Transfer to the National Archives 15 years after cutoff.	Cut off at the end of the fiscal year following case completion and fulfillment of all restrictions on the disposed property.	This series contains records related to the process of appraising federally-owned real property (both developed and undeveloped), and the disposal activities associated with closing, selling, destroying, transferring, or removing from GSA's federal building inventory. Such records include disposal case files, determination of surplus or excess real property, correspondence, and related records.			
				Real Property Disposal Case Files - a.	N1-291-91-002 / 33D1/a	Permanent - Cut off following completion of case and send to the appropriate region for retirement.	
DAA-0121-2015-0001-0010	051 - Routine Property Appraisal, Planning, and Disposal Records	Destroy 20 years after cutoff.	Temporary. Cut off at the end of the fiscal year following the close of case files, completion of the activity, or when superseded or obsolete.	This series contains records related to the process of routinely appraising federal real property inventories and building asset planning. Records include active property appraisals, correspondence, inventory and asset planning reports, resource material used for determining surplus or excess real property, and related records.			
				Pre-excess files. Correspondence and related documents concerning real property that may be reported as excess to GSA in the future.	N1-269-93-001 / 19D45	Temporary - Cut off at the end of the fiscal year; destroy 5 years after cutoff. Earlier disposal is authorized on receipt of information that property will not be reported as excess. NOTES: On receipt of report of excess, withdraw the related file and place it in 19D1. This records series contains emergency operating records	
				General appraisal subjects	NC1-121-79-001 / 30A1	Temporary - Destroy when 6 years old.	
				Appraisal schedule and performance files	NC1-121-79-001 / 30A5	Temporary - Destroy when superseded or obsolete.	
				Appraisal register	NC1-121-79-001 / 30A10	Temporary - Destroy when 5 years old.	

				Appraisal case files - (a) Reports received by the Central Office for spot check only	NC1-121-84-001 / 30A15/a	Temporary - Destroy when 2 years old.	
				Appraisal case files - (b) Case files	NC1-121-84-001 / 30A15/b	Temporary - Destroy when 20 years old.	
				Real property general subject files	NC1-291-81-001 / 33D2	Temporary - Destroy when 9 years old.	
				Holding agency real property disposal records	NC1-291-81-001 / 33D5	Temporary - Destroy when 1 year old.	
				Preexcess files	NC1-291-81-001 / 33D60	Temporary - Destroy when 5 years old.	
				Project development program files - a. General files	NC1-121-81-001 / 40A15/a	Temporary - Destroy when 2 years old.	
				Project development program files - d. Facility planning reports files (1) Central office.	NC1-121-81-001 / 40A15/d/1	Temporary - Destroy when 7 years old.	
				Project development program files - d. Facility planning reports files (2) Other offices.	NC1-121-81-001 / 40A15/d/2	Temporary - Destroy when 2 years old.	
				Project development program files - e. Space requirement files (1) Central office.	NC1-121-81-001 / 40A15/e/1	Temporary - Destroy when 7 years old.	
				Project development program files - e. Space requirement files (2) Other offices.	NC1-121-81-001 / 40A15/e/2	Temporary - Destroy when 3 years old.	
				PBS/IS data bases - Building file	NC1-121-81-001 / 40A96/a/1	Temporary - Retain quarterly tapes for 5 years.	
				PBS/IS data bases - Building file	NC1-121-81-001 / 40A96/a/2	Temporary - Retain annual tapes for 20 years.	
				PBS/IS data bases - Lease contract file	NC1-121-81-001 / 40A96/b	Temporary - Retain for 5 years and destroy.	
<b>121.2 - Construction Program and Project Records</b>				This group of records represent the activities conducted in the course of running construction, repair, and/or alteration programs with GSA's Federally-owned and leased buildings. These include the preliminary project planning, budgeting, approval, contractor selector and management, project review, and any related project records pertinent to changes made to a building or portfolio of buildings within a given region or service center area.			
DAA-0121-2015-0001-0011	011 - Routine Construction Program Records	Temporary - Destroy 7 years after cutoff.	Cut off at the end of the fiscal year.	This series contains records related to the routine transactions used to support a construction project management office. These records include correspondence, planning and programming records for potential projects, Architect and Engineer evaluation records, space assignment analyses, composite project management reports and listings, and related records.			
				Space assignment and utilization records. Documents created by regional offices in analyzing space requirements, assigning space to Federal agencies and managing space in buildings under GSA control.	N1-269-93-001 / 19E50	Temporary - Cut off at the end of fiscal year after assignment ends; destroy 5 years after cutoff. NOTE: Bring forward to the current file periodic inspection and utilization survey reports on recommended actions that have not been completed.	
				Space assignment files	NC1-121-81-001 / 40A25	Temporary - Destroy when 5 years old	
				Space utilization files	NN-171-042 / 40A30	Cut off annually, hold 3 years, and retire. Destroy after 3 additional years.	
				Architects and Engineers Evaluation Committee Files	NN-171-042 / 42A15	Temporary - Cut off annually, Hold 4 years and destroy.	
				Design and Construction project files	NN-173-042 / 42D5	Temporary - Cut off annually, hold 2 years. Destroy after 8 additional years.	
				Project cost estimates	NN-173-042 / 42D10	Temporary - Remove and file in inactive file following completion of contract by acceptance of all work and material, termination of the contract, or on disapproval of the project. Cut off the inactive file annually, hold 3 years, and retire. Destroy after 7 additional years. Earlier retirement is authorized.	
				Structural project files	NN-173-042 / 42D25	Temporary - Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian, if requested.	
				Construction engineer and Branch files.	NN-171-042 / 42E1	Temporary - Destroy on completion of contract by acceptance of all work and material or on termination of the contract; except that shop drawings shall be turned over to the buildings manager.	
				R&A program status reports - a. Monthly reports	N1-121-91-001 / 43G20/a	Temporary. Destroy 2 months later.	
				R&A program status reports - b. Year-end reports	N1-121-91-001 / 43G20/b	Temporary. Cut off at end of fiscal year; destroy when 2 years old.	
				Plan review records	N1-121-91-001 / 43G55	Temporary. Cut off at the end of the calendar year; destroy 2 years later.	



DAA-0121-2015-0001-0012	021 - Construction Project Files	Temporary - Destroy 10 years after cutoff.	Cut off at the end of the fiscal year after completion of the project.	This series contains records representing individual construction project case files for GSA's federally-owned and leased buildings and properties. Similar to the Contracting Officer Official File, this case file (usually maintained by the Project Manager) contains more detailed information on the project and related activities. These records include: project schedules, contract files and specifications, cost estimates, project revisions and change records, progress drawings and reports, correspondence and meeting minutes with both the Architect/Engineer and Construction Contractor and related records.			
				Plan review files	NN-171-042 / 43E70	Temporary - Cut off annually, hold 2 years, and destroy.	
				Repair and alteration building records - a. Central office	N1-121-91-001 / 43G2/a	Temporary. Cut off end of fiscal year; hold 2 years and retire to FRC. Destroy 10 years after cut off.	
				Repair and alteration building records - b. other offices	N1-121-91-001 / 43G2/b	Temporary - Cut off at the end of the fiscal year, destroy 2 years after cut-off	
				Prospectus program records	NN-171-042 / 43G10	Temporary - Withdraw and include in 43G2 R&A program records when prospectus project approved or disapproved.	
				R & A program records	NN-171-042 / 43G15	Temporary - Cutoff annually, destroy after 5 years.	
				R & A project records - a. Central office	NN-171-042 / 43G30/a	Temporary - Place in inactive file when project is cancelled or completed, hold 2 years and retire to FRC. Destroy when 10 years old.	
				R & A project records - b. Other offices	NN-171-042 / 43G30/b	Temporary - Place in inactive file on cancelling or completing the project. Destroy 3 years later.	
				Building startup schedules and reports.	NCI-121-82-001 / 44A10	Temporary - Cut annually following occupancy of the building, destroy when 3 years old.	
<b>121.3 - Facility Management Operations, Services, and Leasing Records</b>				This group of records represents the activities that take place within Federally-owned and leased buildings. These activities include the operations surrounding the management of a facility, building services extended to the tenants, the leasing of tenant space, and the physical security services regarding that facility.			
DAA-0121-2015-0001-0013	011 - Facility Management and Operations Records	Temporary - Destroy 7 years after cutoff, or when equipment is superseded, employees are separated from service, or when no longer needed for reference purposes.	Cut off at the end of the fiscal year.	This series contains the records related to the activities that a property or facility manager would undertake to assure that the building is running effectively and efficiently. Included are records accumulated in planning, supervising, administering, and evaluating maintenance and utility functions. Also included are minor improvement records for painting, caulking, and patching buildings; preventive and other maintenance on building equipment; managing and operating buildings utility services, and related records.			
				Real property management and safety and general subjects - a. Central office	N1-121-91-001 / 43A1/a	Temporary - Cut off at the end of fiscal year, hold 3 yrs and retire to FRC. Destroy when 7 years old.	
				Buildings management general subjects - Other offices	NN-171-042 / 43A1	Temporary - Cut off annually, hold 3 years and destroy.	
				BM Inspection files - a. BM Inspections scheduling files.	NN-171-042 / 43A15/a	Temporary - Cut off annually, hold 1 year and destroy	
				BM Inspection files - b. BM Inspection files - Central office	NN-171-042 / 43A15/b	Temporary - Cut off annually, hold 3 years and destroy.	
				BM Inspection files - b. BM Inspection files - Other Offices	NN-171-042 / 43A15/b	Temporary - Destroy 2 years after completion of the next comparable inspection.	
				Space inspections	NN-171-042 / 43A20	Temporary - Cut off annually, hold 1 year and destroy	
				Posting files - Bulletin board listings	NN-171-042 / 43A35	Temporary - Destroy when superseded or obsolete.	
				Posting files - Other papers - Central office	NN-171-042 / 43A35	Temporary - Cut off annually, hold 5 years, and destroy.	
				Posting files - Other papers - Other offices	NN-171-042 / 43A35	Temporary - Cut off annually, hold 2 years, and destroy.	
				Monthly change reports - a. Field office personnel data	NN-171-042 / 43A40/a	Temporary - On receipt of report withdraw and file in the field office personnel data file, par. 43B95.	
				Monthly change reports - Address change reports - Directories	NN-171-042 / 43A40/b	Temporary - Destroy when superseded or obsolete.	
				Monthly change reports - Address change reports - Other records	NN-171-042 / 43A40/b	Temporary - Destroy on preparation of the directory.	

			Monthly change reports - c. Workload changes	NN-171-042 / 43A40/c	Temporary - Cut off annually, hold 2 years, and destroy.
			Laboratory service arrangement records.	NN-171-042 / 43A50	Temporary - Cut off annually, hold 2 years, and destroy.
			Equipment inspection scheduling reports	NN-171-042 / 43B50	Temporary - Cut off annually, hold 2 years, and destroy.
			Painting program files	NN-171-042 / 43B55	Temporary - Destroy on supersession or obsolescence.
			Painting accomplishment reports	NN-171-042 / 43B60	Temporary - Cut off annually, hold 2 years and destroy.
			Craft workload requirement documents	NN-171-042 / 43B80	Temporary - Destroy when superseded or obsolete.
			Productive man-hour summaries	NN-171-042 / 43B85	Temporary - Cut off annually, hold 2 years and destroy.
			Inspection files - a. BM inspection and scheduling files	NC1-121-82-001 / 44A40/a	Temporary - Retain until the next comparable survey, inspection, or when evaluation is conducted.
			Inspection files - b. BM inspections	NC1-121-82-001 / 44A40/b	Temporary - Cut off annually, destroy when 3 years old.
			Community activities	NC1-121-82-001 / 44A80	Temporary - Cut off annually, destroy when 1 year old.
			Posting file	NC1-121-82-001 / 44A85	Temporary - Cut off annually, destroy when 1 year old.
			Monthly change reports	NC1-121-82-001 / 44A105	Temporary - Cut off annually, destroy when 1 year old.
			Parking files - a. Parking general	NC1-121-82-001 / 44B5/a	Temporary - Cut off annually, destroy when 2 years old.
			Parking files - b. Parking area allotments	NC1-121-82-001 / 44B5/b	Temporary - Destroy when superseded or obsolete.
			Parking files - c. Parking space controls	NC1-121-82-001 / 44B5/c	Temporary - Cut off annually, destroy when 3 years old.
			Craft requirement books	NC1-121-82-001 / 44C5	Temporary - Destroy when superseded or obsolete.
			Tour and watch assignments	NC1-121-82-001 / 44C10	Temporary - Destroy when superseded or obsolete.
			Craft productive staff-hour summaries	NC1-121-82-001 / 44C15	Temporary - Cut off annually, destroy when 2 years old.
			Equipment repair cards	NC1-121-82-001 / 44C65	Temporary - Destroy on pickup or return of equipment
			Repair notice tags	NC1-121-82-001 / 44C70	Temporary - Destroy upon completion of work
			Lighting files	NC1-121-82-001 / 44C95	Temporary - Cut off annually, destroy when 1 year old.
			Painting program files - a. Progress reports	NC1-121-82-001 / 44C110/a	Temporary - Cut off annually, destroy when 2 years old.
			Painting program files - b. Other records	NC1-121-82-001 / 44C110/b	Temporary - Destroy when superseded or obsolete.
			Equipment operation permit and training files - a. Permit and authorization controls when not maintained in the personnel information file	NC1-121-82-001 / 44G15/a	Temporary - Destroy on separation of the employee, or on revocation or obsolescence of the authorization.
			Equipment operation permit and training files - b. Other records	NC1-121-82-001 / 44G15/b	Temporary - Cut off annually, destroy when 2 years old.
			R&A inspection files	NC1-121-82-001 / 44H15	Temporary - Cut off annually, destroy when 2 years old.
			Staff inspection records - a. Staff inspection, general inspection, spot inspection, special inspection, and guard contracts	NC1-121-85-001 / 46A1/a	Temporary - Cut off annually, destroy when 2 years old.
			Preparation and issue of inspection schedules	NC1-121-85-001 / 46A5	Temporary - Cut off annually, destroy when 1 year old.
			Field office inspection	NC1-121-85-001 / 46A9	Temporary - Cut off after completion of inspection, destroy when 2 years old.
			Staff hours distribution	NC1-121-85-001 / 46A28	Temporary - Cut off annually, destroy when 1 year old.
			Employee assignment designations	NC1-121-85-001 / 46E1	Temporary - Cut off annually, destroy when 1 year old.
			Occupant letters	NC1-121-85-001 / 46E5	Temporary - Cut off annually, destroy when 1 year old.
			Flag records	NC1-121-85-001 / 46E34	Temporary - Cut off annually, destroy when 1 year old.
			Facility safety files - a. General files	NC1-137-82-001 / 63D80/a	Temporary - Cut off annually, destroy when 2 years old.
			Facility safety files - b. Safety equipment	NC1-137-82-001 / 63D80/b	Temporary - Cut off annually, destroy when 2 years old.
			Facility safety files - d. Facilities safety standards	NC1-137-82-001 / 63D80/d	Temporary - Cut off annually, destroy when 4 years old.

				Sampling designations	NC1-137-82-001 / 63F1	Temporary - Destroy when superseded or obsolete.	
DAA-0121-2015-0001-0014	021 - Facility Services Records	Temporary - Destroy 6 years after cutoff.	Cut off at the end of the fiscal year when superseded or obsolete.	This series contains records related to building services which include cleaning and custodial work, sanitation, grounds maintenance, concessions, and outleasing (renting space to non-federal entities), service calls, snow removal, health units, elevator and escalator operations, and related services. These activities are either conducted by GSA staff or contracted work records. Also included in this series are fire, life, safety, and environmental management support records and centralized (regional or national offices) charged with coordinating facility management activities across several buildings.			
				Space management report records - f. Building and other reports.	NN-171-042 / 40A95/f	Temporary - Cut off at the end of the fiscal year. Destroy 1 year later.	
				Building cleaning survey files	NN-171-042 / 43B10	Temporary - Destroy when superseded or obsolete.	
				Cleaning standard files	NN-171-042 / 43B15	Temporary - Cut off annually following supersession, cancellation, or obsolescence of the standard; hold 2 years; and destroy.	
				Snow removal files - Plans	NN-171-042 / 43B40	Temporary - Destroy on supersession, cancellation, or obsolescence.	
				Snow removal files - Other records.	NN-171-042 / 43B40	Temporary - Cut off annually, hold 2 years, and destroy.	
				Agency agreement files - All other agreements	NN-171-042 / 43D1/b	Temporary - Cut off annually following super-session, cancellation, or obsolescence of the agreement; hold 2 years; and destroy.	
				Concession establishment files	NN-171-042 / 43D5	Temporary - Place in inactive file upon completion of the building or project, cut off the inactive file annually, hold 3 years, and destroy.	
				Concession inspection files	NN-171-042 / 43D10	Temporary - Cut off annually, hold 1 year, and destroy.	
				Concession operation reports	NN-171-042 / 43D15	Temporary - Cut off annually, hold 3 years, and destroy.	
				Concession operation files	NN-171-042 / 43D20	Temporary - Cut off in 2-year blocks, hold 3 years, and destroy, except that service questionnaires may be destroyed when they have served their purpose.	
				General concession administrative files	NN-171-042 / 43D30	Temporary - Cut off in 2-year blocks, hold 3 years, and destroy.	
				Concession equipment control files	NN-171-042 / 43D35	Temporary - Place in an inactive file upon disposition or transfer of the equipment or when information is brought forward to a new card. Cut off the inactive file annually, hold 1 year, and destroy.	
				Vending machine files	NN-171-042 / 43D40	Temporary - Place in inactive file on removal of the vending machine or when information is brought forward to a new card. Cut off the inactive file annually, hold 1 year, and destroy.	
				Concession record files	NN-171-042 / 43D45	Temporary - Place in an inactive file on completion or termination of the contract, permit, license, or agreement; cut off the inactive file annually; hold 1 year; and destroy.	
				Cafeteria project books	NN-171-042 / 43D50	Temporary - Destroy individual documents as they are superseded or become obsolete. Destroy the complete book on discontinuance of the cafeteria or requirement for the project book.	
				Safety and environmental management records - b. Other records and other offices	N1-121-91-001 / 43F1/b	Temporary - Cut off at the end of the fiscal year when superseded, terminated, or obsolete. Destroy 5 years later.	
				Safety designations	N1-121-91-001 / 43F5	Temporary - Cut off at the end of the fiscal year when the designation superseded or obsolete. Destroy 1 year later.	
				OSH committees	N1-121-91-001 / 43F10	Temporary - Cut off at the end of the fiscal year. Destroy when 2 years old.	
				Accident statistics and analysis - a. Records relating to recognized Federal mishap reduction programs	N1-121-91-001 / 43F35/a	Temporary - Cut off following the discontinuance of the program to which the statistics apply. Destroy when 3 years old.	
				Accident statistics and analysis - b. Other files	N1-121-91-001 / 43F35/b	Temporary - Cut off at the end of fiscal year; destroy when 3 years old.	

				SEM and OSH surveys	N1-121-91-001 / 43F45	Temporary - Cut off at the end of fiscal year; destroy when 5 years old
				Annual safety and environmental management reports	N1-121-91-001 / 43F60	Temporary - Cut off at the end of the fiscal year. Destroy 5 years later.
				Health unit files - a. Agreements	NC1-121-82-001 / 44A75/a	Temporary - Destroy when superseded or obsolete.
				Health unit files - b. Other records	NC1-121-82-001 / 44A75/b	Temporary - Cut off annually, destroy when 2 years old.
				Ground improvement coordination files	NC1-121-82-001 / 44B10	Temporary - Cut off annually, destroy when 2 years old.
				Cleaning and sanitation files - a. Cleaning and sanitation general files	NC1-121-82-001 / 44B15/a	Temporary - Cut off annually, destroy when 2 years old.
				Cleaning and sanitation files - b. Cleaning surveys	NC1-121-82-001 / 44B15/b	Temporary - Destroy when superseded or obsolete
				Cleaning and sanitation files - c. Cleaning staff organization	NC1-121-82-001 / 44B15/c	Temporary - Destroy when superseded or obsolete
				Cleaning and sanitation files - d. Cleaning schedules	NC1-121-82-001 / 44B15/d	Temporary - Destroy when superseded or obsolete
				Cleaning and sanitation files - e. Cleaning assignment, report, and inspection files - (1)	NC1-121-82-001 / 44B15/e/1	Temporary - Destroy when superseded or obsolete
				Cleaning and sanitation files - e. Cleaning assignment, report, and inspection files - (2) Periodic work assignments and inspections	NC1-121-82-001 / 44B15/e/2	Temporary - Cut off annually, destroy when 1 year old.
				Cleaning and sanitation files - e. Cleaning assignment, report, and inspection files - (3) Other records	NC1-121-82-001 / 44B15/e/3	Temporary - Destroy when 2 months old
				Cleaning and sanitation files - f. Safety belt records	NC1-121-82-001 / 44B15/f	Temporary - Destroy on disposition of the related belt.
				Snow removal files - a. Plans and related records	NC1-121-82-001 / 44B20/a	Temporary - Destroy when superseded or obsolete
				Snow removal files - b. Other records	NC1-121-82-001 / 44B20/b	Temporary - Cut off annually, destroy when 1 year old.
				Service call work authorizations	N1-121-92-001 / 44C30/b	Temporary - Cut off monthly. Destroy 3 years later.
				Concession general files	NC1-121-82-001 / 44E1	Temporary - Cut off annually, destroy when 2 years old.
				Concession records	NC1-121-82-001 / 44E5	Temporary - Place in inactive file on expiration or termination of the contract, license, agreement, or authorization documents, or on disapproval of establishment. Cut off inactive file at the end of the year, destroy when 1 year old.
				Concession operating files	NC1-121-82-001 / 44E10	Temporary - Cut off annually, destroy when 3 years old.
				Concession operation reports	NC1-121-82-001 / 44E15	Temporary - Cut off at the end of the year. Destroy when 3 years old.
				Concession equipment cards	NC1-121-82-001 / 44E20	Temporary - Destroy when superseded or obsolete, or 2 years after removal of related equipment.
				Accident and fire prevention planning files	NC1-121-82-001 / 44G5	Temporary - Destroy when superseded or obsolete
				Safety inspection and survey files	NC1-121-82-001 / 44G20	Temporary - Cut off annually, destroy when 2 years old.
				Accident and fire prevention promotion files	NC1-121-82-001 / 44G25	Temporary - Cut off annually, destroy when 2 years old.
				Work authorization register	NC1-121-85-001 / 46A14	Temporary - Cut off at end of fiscal year, destroy when 2 years old
				Work authorization control record	NC1-121-85-001 / 46A18	Temporary - Cut off annually, destroy when 1 year old
				Procurement register	NC1-121-85-001 / 46A22	Temporary - Cut off at end of fiscal year, destroy when 3 years old
				Safety meetings	NC1-121-85-001 / 46B5	Temporary - Cut off annually, destroy when 1 year old.
				Accident and fire prevention promotion	NC1-121-85-001 / 46B56	Temporary - Cut off annually, destroy when 2 years old
				Safety accident and fire evaluation	NC1-121-85-001 / 46B90	Temporary - Destroy when superseded or obsolete.
				Construction inspections	NC1-121-85-001 / 46B116	Temporary - Destroy upon completion of project, and resolution of hazards or deficiencies
				Special orders	NC1-121-85-001 / 46E28	Temporary - Destroy when superseded or cancelled
				Facility fire prevention files - (a) prevention files	NC1-137-82-001 / 63D70/a	Temporary - Destroy when 1 year old
				Operating equipment safety promotions	NC1-137-81-003 / 65F10	Temporary - Destroy when 2 years old
				Parking control files.	NC1-269-81-002 / 19D21	Temporary - Cut off annually, destroy when 3 years old

DAA-0121-2015-0001-0015	031 - Leasing Records	Temporary - Destroy 8 year after cutoff.	Cutoff at the end of the fiscal year after lease agreement is terminated.	This series contains records related to the leasing of space to tenants within Federally-owned or commercially-leased space, and arrangements with commercial property managers. Usually, these files are grouped in lease case files with a retention based on when a lease is terminated or renewed as the cutoff. Included are items found in a typical case file, tenant and property management correspondence, reports on space inspections, negotiations on improvements, relocation services, occupancy agreements, reimbursable services, and other related records.			
				Building design review	NN-171-042 / 43B1	Temporary - Cut off annually, hold 5 years, and destroy.	
				Reimbursable work authorizations	N1-121-91-001 / 43G21	Temporary - Place in inactive files when cancelled or completed. Hold 3 years and retire to FRC. Destroy when 6 years old.	
				Rehabilitation facility establishment files. a. Files relating to established facilities	NC1-291-91-002 / 33B1/a	Temporary - Hold 2 years and retire to FRC. Destroy when 3 years old.	
				Rehabilitation facility establishment files. b. Files relating to facilities not established	NC1-291-91-002 / 33B1/b	Temporary - Hold 1 year and retire to FRC. Destroy when 3 years old.	
				Project scheduling files - a. Central office	NC1-121-81-001 / 40A5/a	Temporary - Cut off monthly, destroy when 4 months old	
				Relocation files	NC1-121-81-001 / 40A5B	Temporary - Cut off annually following final relocation and payment of relocation claims. Hold 2 years and retire to FRC. Destroy when 7 years old.	
				Space offer files	NC1-121-81-001 / 40A70	Temporary - Cut off in 3 year blocks, destroy when 6 years old.	
				Real property lease files - a. Central office	NC1-121-81-001 / 40A75/a/1	Temporary - Place in inactive file after award. Cut off inactive file annually, Hold 3 years and retire to FRC. Destroy when 8 years old.	
				Real property lease files - b. Other offices	NC1-121-81-001 / 40A75/a/2	Temporary - Place in inactive file on termination or expiration of the lease. Cut off the inactive file annually, hold 1 year, and retire to FRC. Destroy when 6 years old.	
				Real property lease files - b. Other offices	NC1-121-82-001 / 40A75/b	Temporary - Place in inactive on termination or expiration of lease. Cut off inactive file annually, hold 1 year and retire to FRC. Destroy when 6 years old.	
DAA-0121-2015-0001-0016	041 - Physical Security Operations Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year after being canceled, superseded, or obsolete.	Revised Item Description - This series contains records related to the physical security of the building and its contents, emergency operating plans, and other routine guard and security-related records. Included in this series are plans, logbooks, guard credentialing, security equipment records, lock and key records, and related records.			
				Special designations	NN-171-042 / 43E5	Temporary - Place in inactive file on revocation or when the individual is no longer employed in the capacity for which the designation was made. Cut off the inactive file at the end of the year, hold 2 years, and destroy.	
				Special designation registers	NN-171-042 / 43E10	Temporary - Destroy 2 years after register sheet or book is filled.	
				Physical protection agreements - other agreements	NN-171-042 / 43E35	Temporary - Other agreements: Cut off annually following cancellation or obsolescence of the agreement, hold 2 years, and destroy.	
				Special protection measures	NN-171-042 / 43E45	Temporary - Cut off annually following completion of the visit, hold 2 years, and retire. Destroy after 3 additional years	
				Disturbance control plans - Other offices	NN-171-042 / 43E50	Temporary - Other offices: Place in inactive file on supersession or obsolescence, hold 2 years, and destroy.	
				Control Center alarm records - b. Computerized logbook of alarm system codes for building.	N1-121-96-001 / 7D170/b	Temporary - Cut off at the end of the fiscal year or when superseded. Destroy 2 years after cut off. Earlier disposition is authorized.	
				Control Center alarm records - c. Secoa tapes maintained to record alarms and authorize entrance into Federal buildings after duty hours	N1-121-96-001 / 7D170/c	Temporary - Cut off at the end of the fiscal year. Destroy 2 years after cut off.	
				Radio frequency records	N1-121-96-001 / 7D175	Temporary - Destroy when superseded or obsolete.	
				Control Center communications records	N1-121-96-001 / 7D180	Temporary - Destroy when superseded or obsolete.	
				Civil Defense and disaster planning files - a. plans	NC1-121-82-001 / 44G35/a	Temporary - Destroy when superseded, obsolete, or no longer needed.	

			Civil Defense and disaster planning files - b. Other records	NC1-121-82-001 / 44G35/b	Temporary - Cut off annually, destroy when 2 years old.
			Damage control files - a. Assignments and designations	NC1-121-82-001 / 44G40/a	Temporary - Destroy when superseded or obsolete.
			Damage control files - b. Other records	NC1-121-82-001 / 44G40/b	Temporary - Cut off annually, destroy when 2 years old.
			Cost report	NC1-121-85-001 / 46A33	Temporary - Destroy when no longer needed for reference
			Alarm systems program - a. Security alarm systems	NC1-121-85-001 / 46D5/a	Temporary - Cut off annually, hold 2 years, retire to FRC. Destroy when 6 years old.
			Alarm systems program - b. Fire and safety alarm systems	NC1-121-85-001 / 46D5/b	Temporary - Cut off annually, hold 2 years, retire to FRC. Destroy when 6 years old.
			Alarm systems program - c. Other alarm systems	NC1-121-85-001 / 46D5/c	Temporary - Cut off annually, hold 2 years, retire to FRC. Destroy when 6 years old.
			Security logs - a. Recording tape log	NC1-121-85-001 / 46D6/a	Temporary - Cut off annually, destroy when 2 years old.
			Security logs - b. Safe and cabinet log	NC1-121-85-001 / 46D6/b	Temporary - Cut off annually, destroy when 2 years old.
			Security logs - c. Alarm log	NC1-121-85-001 / 46D6/c	Temporary - Cut off annually, destroy when 2 years old.
			Security logs - d. Sescos tapes	NC1-121-85-001 / 46D6/d	Temporary - Cut off annually, destroy when 2 years old.
			Systems workload report	NC1-121-85-001 / 46D17	Temporary - Cut off annually, destroy when 3 years old.
			Radio frequency management program - a. Frequency assignment committee	NC1-121-85-001 / 46D21/a	Temporary - Destroy when superseded or obsolete.
			Radio frequency management program - b. Interdepartment Radio Advisory Committee	NC1-121-85-001 / 46D21/b	Temporary - Destroy when superseded or obsolete.
			Telecommunication program - a. Control center	NC1-121-85-001 / 46D25/a	Temporary - Destroy when superseded or obsolete.
			Telecommunication program - b. National Crime Information Center	NC1-121-85-001 / 46D25/b	Temporary - Destroy when superseded or obsolete.
			Telecommunication program - c. National Law Enforcement Telecommunication System	NC1-121-85-001 / 46D25/c	Temporary - Destroy when superseded or obsolete.
			Special orders	NC1-121-85-001 / 46E28	Temporary - Destroy when superseded or cancelled.
			Special operating procedures	NC1-121-85-001 / 46E33	Temporary - Destroy when superseded or obsolete.
			Lost and found property files - a. GSA Form 252	NC1-121-85-001 / 46E45/a	Temporary - Destroy on return of the property to owner or on disposition of property.
			Lost and found property files - b. Other records	NC1-121-85-001 / 46E45/b	Temporary - Cut off annually, destroy when 3 years old.
			Physical evidence files	NC1-121-85-001 / 46E50	Temporary - Cut off when property returned to owner or disposed of, destroy when 2 years old.
			Evidence log	NC1-121-85-001 / 46E55	Temporary - Cut off when property in the book/register has been returned to owner or disposed of, destroy when 2 years old.
			Incidents occurring on GSA controlled property - d. FPS arrest files	NC1-121-85-001 / 46E63/d	Temporary - Cut off annually, destroy when 7 years old.
			Incidents occurring on GSA controlled property - e. Court liaison files	NC1-121-85-001 / 46E63/e	Temporary - Cut off annually on completion of case, hold 3 years, retire to FRC. Destroy when 7 years old.
			FPO equipment records	NC1-121-85-001 / 46E73	Temporary - Cut off when employee returns equipment, destroy when 6 months old
			Federal protective officer logs - a. Security log	NC1-121-85-001 / 46E78/a	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - b. Report log	NC1-121-85-001 / 46E78/b	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - c. Ticket log	NC1-121-85-001 / 46E78/c	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - d. Ticket log on thefts	NC1-121-85-001 / 46E78/d	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - f. Detex records	NC1-121-85-001 / 46E78/f	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - g. Mobile reports	NC1-121-85-001 / 46E78/g	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - h. Code 44	NC1-121-85-001 / 46E78/h	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - i. Activity log	NC1-121-85-001 / 46E78/i	Temporary - Cut off annually, destroy when 2 years old.
			Federal protective officer logs - j. Building log	NC1-121-85-001 / 46E78/j	Temporary - Cut off annually, destroy when 2 years old.
			FPO Deskbooks - a. General Information	NC1-121-85-001 / 46E83/a	Temporary - Destroy when superseded or obsolete.

				FPO Deskbooks - b. Special Orders	NC1-121-85-001 / 46E83/b	Temporary - Destroy when superseded or obsolete.	
				FPO Deskbooks - c. Emergency procedures	NC1-121-85-001 / 46E83/c	Temporary - Destroy when superseded or obsolete.	
				FPO Deskbooks - d. FPO Logs	NC1-121-85-001 / 46E83/d	Temporary - Cut off annually, destroy when 1 year old.	
				FPO preappointment Investigations - a. Office conducting the investigation.	NC1-0269-83-002 / 46E88/a	Temporary - Place in inactive file after separation or transfer, hold 1 year, and retire to FRC. Destroy when 5 years old.	
				FPO preappointment Investigations - b. Other offices	NC1-0269-83-002 / 46E88/b	Temporary - Destroy when 2 years old.	
				Special protection measures	NC1-121-85-001 / 46E101	Temporary - Cut off annually after the visit, destroy when 2 years old.	
				Crime prevention program	NC1-121-85-001 / 46E110	Temporary - Destroy when obsolete.	
				Law enforcement agreements	NC1-121-85-001 / 46E113	Temporary - Cut off annually following expiration of termination of the agreement, destroy when 2 years old.	
				Inspection records - a. Staff inspection, general inspection, spot inspection, special inspection, and guard contracts	NC1-121-85-001 / 46E117/a	Temporary - Cut off annually, destroy when 2 years old.	
				Inspection records - b. Line inspection, quarterly line inspections, and completed line checks	NC1-121-85-001 / 46E117/b	Temporary - Cut off annually, destroy when 1 year old.	
				Physical protection agreements - b. Other agreements	NC1-121-85-001 / 46E121/b	Temporary - Destroy when superseded or cancelled.	
				Threat information file	NC1-269-80-004 / 25A47	Temporary - Cut off annually, destroy when 1 year old.	
				Disaster coordination files	NC1-269-78-002 / 15C1	Temporary - Cut off annually, hold 2 years and destroy.	
<b>121.4 - Public Buildings Service Program Management Records</b>				This group of records represents the activities found in PBS regional and national offices with regards to managing the Public Buildings Service Program. These activities include managing regional and national reports, developing national agency agreements, managing national or regional program improvement initiatives, establishing and maintaining national guidelines and standards, and exploring new building methods and materials.			
DAA-0121-2015-0001-0017	010 - Significant Buildings Program Records	Permanent - Transfer to the National Archives 15 years after cutoff.	Cut off at the end of the fiscal year after publishing of the report, termination of an agreement, or when record is superseded, canceled, or obsolete.	This series contains records are used to assess and plan the PBS program with regard to its owned and leased inventory, the overall programs managed in service to that inventory, and the decisions made based on that information. "Significant" records means those records that reflect the Public Buildings Service program as a whole, nationwide compilations or negotiations, and general documents related to the entire program. Such records include agreements with national agencies regarding services, environmental, safety, property use, and disposal activity evaluations, compiled reports, strategic plans, service-wide correspondence, and annual reports on the program.			
				BM specifications and standards - a. Office responsible for preparing specifications or standards.	N1-121-91-001 / 43A60/a	Permanent - Place in inactive file when superseded, cancelled or obsolete. Cut off inactive file annually, hold 2 years and retire to FRC. Transfer to NARA when 20 years old.	
				Disturbance control cases.	N1-121-91-001 / 43E55	Permanent - Cut off at end of fiscal year after completing action; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.	
				Agency agreement records	N1-121-91-001 / 43D1/a	Permanent - Cut off at the end of the fiscal year when agreement is superseded, cancelled, or obsolete. Hold for 2 years and retire to FRC. Transfer to NARA when 10 years old.	
				Physical security agreements - a. Central office: National agreements	N1-121-91-001 / 43E35/a	Permanent - Cut off at end of fiscal year after cancelling the agreement or when obsolete; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.	
				Disturbance control plans	N1-121-91-001 / 43E50/a	Permanent - Cut off at the end of the fiscal year when new agreement is issued or terminated. and place in inactive file. Cut off inactive file in five year blocks. Transfer to FRC when three years old. Transfer to NARA when 20 years old.	

				Safety and environmental management agreements - a. Central office records related to national agreements.	NI-121-91-001 / 43F1/a	Permanent - Cut off when new plan is issued or when obsolete and place in inactive file. Hold for 2 years and retire to FRC. Transfer to NARA when 10 years old.	
				Real property disposal reports - a. Central Office - (1) Congressional and White House reports	NC1-291-84-001 / 33D55/a/1	Permanent - Cut off annually, hold for five years, and retire to FRC. Offer to NARS when 25 years old, in 10 year blocks.	
				Real property disposal reports - a. Central office - (2) Other reports	NC1-291-84-001 / 33D55/a/2	Temporary - Cut off annually, destroy when superseded, canceled, obsolete or no longer needed.	
				PBS Project Review Committee - Committee chairman's files	NN-171-042 / 42A5	Permanent - Cut off every 5 years, hold 5 years, and retire.	
				Buildings management study files.	NN-171-042 / 43B5	Permanent - Cut off annually following completion of the study, hold 5 years, and retire. NOTE: Documents relating to studies that provided the basis for, or that resulted in, the preparation of an issuance or other instructions should be withdrawn, identified with, and filed with the case file or issuance or instruction concerned, e.g. 9C2 or 11B25, as appropriate.	
DAA-0121-2015-0001-0018	011 - Routine Buildings Program Records	Temporary - Destroy 10 years after cutoff.	Cut off at the end of the fiscal year after publishing of the report, termination of an agreement, or when record is superseded, canceled, or obsolete.	This series contains resource materials used to assess the PBS program in general, and support the records created in 121.4/010. Included in this series are such records as summary reports on building and property portfolio assets, space planning, acquisition, regional and national commercial real estate analyses, and related program management reports and initiative records.			
				Real property accounting records. GSA Form 712	NC1-269-77-001 / 16E95	Temporary - Place in inactive file on disposition of the property. Cut-off in active file at the end of the year, hold 2 years and retire. Destroy after 8 additional years.	
				Capital improvement and leasing program planning records. a. Central office.	NI-269-93-001 / 19E5/a	Temporary - Place in inactive file when superseded or obsolete. Cut off inactive file at the end of the fiscal year. Destroy 10 years after cut off.	
				Capital improvement and leasing program planning records. b. Other offices	NI-269-93-001 / 19E5/b	Temporary - Destroy when superseded or obsolete.	
				Federal Supply Schedule, ADP Schedule, and price list distribution lists.	NC1-352-81-002 / 27B30	Temporary - Destroy when superseded or obsolete.	
				Inventories of excess and surplus real property.	NC1-291-81-001 / 33D15	Temporary - Destroy when superseded or obsolete.	
				Real property disposal mailing lists.	NC1-291-81-001 / 33D20	Temporary - Destroy when superseded or obsolete.	
				Real property activity reports.	NC1-291-81-001 / 33D25	Temporary - Destroy when no longer needed.	
				Real property disposal activity controls - (a) Central office	NC1-291-81-001 / 33D30/a	Temporary - Destroy when 1 year old.	
				Real property disposal activity controls - (b) Regional offices	NC1-291-81-001 / 33D30/b	Temporary - Destroy when 1 year old.	
				General space management files	NC1-121-81-001 / 40A1	Temporary - Cut off annually, destroy when 2 years old.	
				National program files - a. program files	NC1-121-81-001 / 40A10/a	Temporary - Cut off annually, hold 3 years, and retire to FRC. Destroy when 6 years old.	
				National program files - b. budget files	NC1-121-81-001 / 40A10/b	Temporary - Cut off at the end of the FY. Destroy when 4 years old.	
				Space management report files - Feeder reports	NN-171-042 / 40A95/b	Temporary - Cut off annually, Destroy when 2 years old	
				Space management report files - GSA inventory reports	NC1-121-81-001 / 40A95/c	Temporary - Destroy when 2 years old	
				Space management report files - Space assignment reports	NC1-121-81-001 / 40A95/d	Temporary - Destroy when 2 years old	
				Space management report files - Assignable space and summary reports	NN-171-042 / 40A95/e	Temporary - Cut off annually, Destroy when 5 years old	
				PBS Project Review Committee - Other members files.	NN-171-042 / 42A5	Temporary - Destroy when no longer needed.	
				BM cost reports - Monthly and Annual cost reports	NN-171-042 / 43A30	Temporary - Monthly cost reports: Cut off annually, hold 1 year, and destroy. Annual Cost Reports: Cut off annually, hold for 10 years, and destroy.	
				Supply Schedule and price list distribution lists.	NC1-352-81-001 / 55I30	Temporary - Destroy when superseded or obsolete.	



DAA-0121-2015-0001-0019	021 - Guidelines and Standards Records	Temporary - Destroy 20 years after cutoff.	Cut off at the end of the fiscal year after publishing of the guideline or standard, or when superseded, canceled, or obsolete.	This series contains records concerned with the development and final copies of the guidelines and standards for PBS' routine activities. Such records include guidelines and standards for building design, specifications, equipment selection and maintenance, real property acquisition, leasing, and disposal, space allocation and adjustments and related records.			
				Occupancy guide files.	NN-171-042 / 40A40	Temporary - Place in inactive file when superseded or obsolete, destroy when 2 years old.	
				BM specifications and standards - Other offices: Specifications and standards.	NN-171-042 / 43A60	Temporary - Destroy on supersession, cancellation, or obsolescence.	
				BM specifications and standards - Other offices: Other papers.	NN-171-042 / 43A60	Temporary - Cut off annually, hold 2 years, and destroy.	
				Preventive Maintenance Guide development files.	NN-171-042 / 43B90	Temporary - Office responsible for development: Destroy on supersession of the Guide. Other offices: Cut off annually, hold 1 year, and destroy.	
				Preventive maintenance guide development	NC1-121-82-001 / 44C25	Temporary - Destroy when 1 year old.	
				Agency real property requirements	NC1-291-81-001 / 33D10	Temporary - Destroy when superseded or obsolete	
DAA-0121-2015-0001-0020	030 - Significant New Building Methods and Materials Records	Permanent - Transfer to NARA 15 years after cutoff.	Cut off at the end of the fiscal year when report is published, project is completed, or when the record is superseded.	This series contains records documenting the exploration of new materials and building methods potentially to improve real property assets. "Significant" means that the new material or methods were extensively tested and adopted by more than 10 buildings in GSA's inventory. These include reports on trends in construction methods, materials and equipment, engineering technology, and architectural design, studies, analyses, brochures, and technical literature and similar documents.			
				Design and Construction (D&C) Research Files - Record copies of reports of research conducted or contracted for by D&C	NN-171-042 / 42A30	Permanent - Cut off annually, hold 2 years, and retire.	
DAA-0121-2015-0001-0021	031 - Routine New Building Methods and Materials Records	Temporary - Destroy 7 years after cutoff.	Cut off at the end of the fiscal year when report is published, project is completed, or when the record is superseded.	This series contains records used in the routine purchase and evaluation of novel equipment, materials, and services for use in maintaining and operating buildings. Included are such records as requests to determine interest, project requests, projects, test reports, and related records.			
				Design and Construction (D&C) Research Files - Reports prepared by other agencies and commercial concerns, duplicate copies of reports of research conducted or contracted for by D&C, brochures and trade publications, and similar technical documents.	NN-171-042 / 42A30	Temporary - Destroy when superseded or obsolete.	
				Design and Construction (D&C) Research Files - Other papers.	NN-171-042 / 42A30	Temporary - Cut off annually, hold 2 years and destroy	
				New materials files.	NN-171-042 / 43A45	Temporary - Central Office: Cut off annually following completion of evaluation or determination of no interest, hold 2 years, and retire. Destroy after 3 additional years. Other offices: Cut off annually, hold 2 years and destroy.	
				New methods and materials information files	NN-171-042 / 43A55	Temporary - Memorandums or comparable documents used to issue the information: Destroy when no longer needed for reference. Other papers: Cut off annually, hold 2 years, and destroy.	