

# FUNCTIONS REASSIGNED TO ANOTHER AGENCY / DEPARTMENT

Schedule Number: NC1-291-81-03

When functions are reassigned to another agency or department, the gaining agency must schedule the records.

## Description:

Executive Order 12626 dated July 1, 1988 designated the Secretary of Defense as the National Defense Stockpile Manager. As a result, the General Services Administration, National Defense Stockpile responsibilities were transferred to the Defense Logistics Agency, Defense National Stockpile Center. Records were rescheduled under N1-361-89-002.

The disposition authorities approved for GSA became obsolete due to this transfer of responsibility. Records created by GSA were scheduled under the following GSA OAD P 1820.2 manual chapters:

- \* Chapter 31 (Defense Materials and Equipment Program),
- \* Chapter 32 (Storage Facility Defense Equipment and Material Storage Program Records), and
- \* Chapter 33 (Property Disposal Program Records) relating to the National Defense Stockpile

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# FUNCTIONS REASSIGNED TO ANOTHER AGENCY / DEPARTMENT

Red ACD 10/28/80

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

CHAPTER 31. DEFENSE MATERIALS AND EQUIPMENT PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for records created in acquiring, handling, storing, and distributing National Defense Stockpile (NDS) materials and other defense materials and equipment. These instructions are contained in:

- a. Appendix 31-A. NDS Planning and Market and Technical Research Program Records
- b. Appendix 31-B. NDS Acquisition and Service Program Records
- c. Appendix 31-C. NDS Inspection Program Records
- d. Appendix 31-D. General Storage Program Records
- e. Appendix 31-E. NDS Storage Program Records
- f. Appendix 31-F. Withdrawn by CHGE
- g. Appendix 31-G. Withdrawn by CHGE
- h. Appendix 31-H. Property Management Reports and Inventory Accountability Program Records

2. Reserved.

The original paper records for the program files described in this ~~chapter~~ may be converted to microform and the original paper records may be destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program, chs. 3-1 and 3 and 4-3 and 4 (OAD P 1882.1), are met.

This appendix provides documentation, maintenance, and disposition instructions for program records relating to planning, marketing and technical research, and associated services for the acquisition, beneficiation, upgrading, rotation, and disposal of National Defense Stockpile (NDS) materials. The term "national defense stockpile material," as used in this appendix, refers to all of the various materials in the stockpile. Records dealing with the defense materials and equipment program are created pursuant to responsibilities set forth in the GSA Organization Manual (OHR P 5440.1). They are accumulated by the Central Office and counterparts in the zones.

31A1. Stockpile goal actions. Documents relating to the coordination and issue of Stockpile Goal Actions to increase or otherwise change the quantity or composition of commodities in the stockpile. Included are documents reflecting GSA participation on the Interdepartmental Advisory Committee, task force studies, copies of the Stockpile Goal Actions, clearance documents, and related records.

Cut off annually, hold 5 years, and retire to FRC. Destroy when 10 years old.

31A2 - 31A4. Reserved.

31A5. Stockpile procurement directives. Documents accumulated as a result of participating in the development and review of directives for procuring and upgrading of materials needed to meet established objectives.

*Destroy on disposal*  
~~Retain for the life of the stockpile, and destroy.~~

31A6 - 31A9. Reserved.

31A10. Barter transaction comments. Documents accumulated in reviewing communications with the Federal Emergency Management Agency (FEMA) for the purpose of approving or providing detailed instructions on specifications, marking, and packaging for specific barter transactions.

*Destroy on disposal*  
~~Cut off annually, hold for the life of the stockpile, and destroy~~ *on disposal of the stockpile.*

31A11 - 31A14. Reserved.

31A15. Withdrawn by CHGE.

31A16 - 31A19. Reserved.

31A20. Barter offers research reviews. Documents accumulated in reviewing and analyzing barter offers for the purpose of developing and providing pricing and other data or to reply to specific points. Included are barter offers, pricing studies, and advisory memorandums on storage, handling, and inspection details.

*Destroy on disposal*  
~~Cut off annually, hold for the life of the stockpile, and destroy~~ *on disposal of the stockpile.*

31A21 - 31A24. Reserved.

31A25. NDS excess report reviews. Documents accumulated in reviewing and analyzing reports of NDS materials excess to the needs of reporting agencies to determine whether the materials are needed in the stockpile. Included are copies of advanced notification letters, reports of excess, and related records.

Cut off annually, destroy when 3 years old.

31A26 - 31A29. Reserved.

31A30. Disposal planning files. Documents accumulated from initiation of FEMA request for GSA's Office of Stockpile Disposal to develop disposal legislation; through deliberations of the Annual Materials Plan Steering Committee and appropriate subcommittees thereof, internal clearance, clearance with the affected industry, approval of disposal action by FEMA, and preparation and clearance of congressional notification with draft legislation accompanied by a letter from the Administrator of General Services to OMB for clearance before submission to the Congress for action.

*Revised  
NCD*

Cut off annually, hold for the life of the stockpile, *then*  
~~and~~ retire to FRC. Destroy ~~when~~ 10 years ~~old~~ *after disposal of*  
*stockpile.*

31A31 - 31A34. Reserved.

31A35. Research study files. Documents created in studying and analyzing economic, marketing, environmental, technical, and planning considerations affecting the acquisition, maintenance, quality assurance, rotation, beneficiation, upgrading, use, release, destruction, or abandonment of NDS materials. Included are proposals, requests, studies, analyses, clearance actions, and related records.

*Revised  
NCD*

Cut off annually, hold for the life of the stockpile, *then*  
~~and~~ retire to FRC. Destroy ~~when~~ 5 years ~~old~~ *after disposal of*  
*stockpile.*

This appendix provides documentation, maintenance, and disposition instructions for program records documenting the procurement, acquisition (through barter), beneficiation, upgrading, processing, refinement, production, and stabilization of National Defense Stockpile (NDS) materials. The term "national defense stockpile material," as used in this appendix, refers to all of the various material stockpile programs. These records, hereafter referred to as NDS acquisition and service program records, are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and under orders and handbooks in the 3200 subject classification series. They are accumulated by offices in the Central Office and counterparts in the zones.



31B1 Barter program directives. Documents relating to authorizations from the Federal Emergency Management Agency (FEMA) to GSA for the Commodity Credit Corporation (CCC) to barter surplus agricultural commodities in exchange for materials needed in the national defense stockpiles. Included are barter program directives, advice to CCC not confined to a single barter transaction, and related records.

*Adm's  
NCO* Destroy on disposal

~~Retain for the life of the stockpile and destroy~~

31B2 - 31B4. Reserved.

31B5. Withdrawn by CHGE.

31B6 - 31B9. Reserved.

31B10. NDS Acquisition contracts. Documents accumulated in the acquisition, including beneficiation and upgrading, and under barter programs, of national stockpile materials. Included are documents concerning requirements, proposals, solicitations, amendments, offers, bids, transportation and shipment data, storage locations, handling facilities, inspection services, receiving information, payments, invoices, transfers to stockpile, and related records. For NDS materials acquired under barter programs, included are documents concerning the identification and exchange arrangements for surplus agricultural products or other commodities involved in the barter transactions.

*Adm's  
NCO* Place in inactive file on completion of all procurement or contract actions by delivery and acceptance of all materials, property or services determination of barter offer, final payments or audit. Cut off inactive file annually, ~~held for 1 year, and retire to ERG~~. Review for destruction when 6 years old, and every 5 years thereafter following determination to continue retention, or destroy after material has been removed from NDS inventory.

31B11 - 31B14. Reserved.

31B15. Barter assistance files. Documents accumulated in providing advice, assistance, or other services to CCC in connection with the overall barter program or specific barter offers that were not consummated.

Cut off annually, destroy when 3 years old.

Note.--Records relating to assistance in connection with consummated transactions should be incorporated in 31B10.

31B16 - 31B19. Reserved.

31B20. Disposal coordination files. Documents accumulated as a result of coordination with offices responsible for disposal in connection with planning and accomplishing the disposal of NDS overages. Included are notifications of excesses, clearance actions, and related records.

Cut off annually following disposal, destroy when 2 years old.

31B21 - 31B24. Reserved.

31B25. Service contract files. Documents accumulated in awarding and administering contracts for receiving, identifying, inspection services, handling services, technical research, packaging and shipping, and related services incident to the storage of NDS materials. Included are official contract files, invoices and invoice certifications, receiving reports, and related records.

Place in inactive file on termination of contract or on completion of contract by delivery and acceptance of all materials, property, services, final payment, and audit (if applicable). Cut off the inactive file at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 6 years old.

31B26. Lease files. Documents accumulated in the leasing of real property for the stockpile program. Included are leases for plant site storage and commercial warehouses, requests for space, bids, abstracts, and analyses thereof, solicitations with findings and determinations, analyses and cost estimates, letters of acceptance and rejection, condemnation actions, amendments, alterations, improvements, and maintenance, and related records.

Place in inactive file on termination of or cancellation of the lease. Cut off the inactive file at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 6 years old.

31B27 - 21B29. Reserved.

31B30. Excess NDS acquisition files. Documents accumulated in coordinating reports of, answering inquiries about, furnishing reporting instructions on, and otherwise coordinating the acquisition of national defense stockpile material reported as excess by other agencies. Included

are notification letters, clearance actions, excess reports, transfer and shipping instructions, and related records.

- Dep't  
NCO*
- a. NDS accepted: Cut off annually, ~~hold 2 years, retire to FRC~~ Review for destruction when 6 years old, and every 5 years thereafter following determination to continue retention, or destroy after material has been removed from NDS inventory.
  - b. NDS not accepted: Cut off annually, destroy when 1 year old.

31B31 - 31B34. Reserved.

31B35. Barter offer inquiries. Documents accumulated in receiving and answering inquiries and barter offers from sources other than CCC.

Cut off annually, destroy when 1 year old.

31B36 - 31B39. Reserved.

31B40. Storage facility agreements. Documents accumulated in negotiating agreements with other Government agencies for vault, open, or specialized storage facilities. Included are agreements, permits, clearance actions, and related records.

Destroy agreements when superseded or canceled.

31B41 - 31B44. Reserved.

31B45. Withdrawn by CHGE

31B46 - 31B49. Reserved.

31B50. Withdrawn by CHGE

31B51 - 31B54. Reserved.

31B55. Machine tool contracts. Case files created in the preparing, awarding, executing, and administering of M-day machine tool pool order, and machine tool trigger contracts, or comparable contracts.

Place in inactive file on expiration, termination, or completion of the contract by delivery and acceptance of all materials, services, or property. Cut off the inactive file annually, hold 1 year, and retire to FRC. Destroy when 6 years old.

31B56 - 31B59. Reserved.

31B60. Industrial hygiene and safety management records. Documents accumulated in the development and management of an industrial hygiene and safety program for the national defense stockpile materials. Included are program development documents, health and safety regulatory directives, legislative matters, health and safety standards, hazardous stockpile material handling requirements, radioactive materials, licensing records and program management, survey and monitoring reports, personnel exposure and medical records, and other industrial hygiene safety related records.

- a. Individual records of exposure to hazardous materials: Withdraw upon separation of the individual concerned and transfer records to the Official Personnel Folder.
- b. Safety standards and regulations: Destroy when superseded or obsolete.
- c. Other records: Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.
- d. Cases involving litigations: *Destroy when* ~~Hold until~~ all litigations have been resolved.

*Refer  
NCD*

31B61 - 31B64. Reserved.

31B65. Environmental affairs. Documents accumulated in the development of environmental impact studies, and assessments, and statements concerning all national defense stockpile materials. Included are reports, consultant studies, flood-plain and wetland evaluations, management studies and procedures, and other related records.

Cut off annually, hold 4 years, and retire to FRC.  
Destroy when 20 years old.

This appendix provides documentation, maintenance, and disposition instructions for records documenting the inspection, quality assurance, and surveillance programs for National Defense Stockpile (NDS) and other materials taken into or disposed of from the various stockpiles. The term "national defense stockpile material," as used in this appendix, refers to all of the various material stockpile programs. These records, hereafter referred to as NDS inspection program records, are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and under to the provisions of orders and handbooks in the 4400 subject classification series. They are accumulated by offices in the Central Office and counterparts in the zones.

31C1. Procurement contract inspection files. Case files created as a result of inspecting commodities for compliance with procurement, barter, beneficiation, or upgrading specifications. Included are copies of contracts, amendments, and specifications; acceptance and analysis reports; shipping instructions and notices; and related records.

*again  
NCO* ~~Retain until 2 years after the completion of the contract, then retire to FRG.~~ Destroy 6 years after commodity is no longer held in the stockpile.

31C2 - 31C4. Reserved.

31C5. "Depot" inspection files. Documents accumulated in inspecting and reporting on the condition and security of materials in storage, including the condition and adequacy of storage facilities. Included are completed inspection reports, trip reports, similar documents, and related records.

*again  
NCO* ~~Retain for 3 years after completion of inspection, then retire to FRG.~~ Destroy 6 years after commodity is no longer in stockpile.

31C6 - 31C9. Reserved.

31C10. Inspection indexes. Card indexes to "contract" and "depot" inspection records. Card sets relate contract numbers, commodities, and contractors.

- again  
NCO*
- a. Acquisition contracts. ~~Retain for life of commodity plus 6 years.~~ *Destroy 6 years after disposal of commodity.*
  - b. Disposal contracts. ~~Retain for 6 years after completion of contract.~~ *Destroy*

31C11 - 31C14. Reserved.

31C15. Inspection comments. Documents accumulated in reviewing and commenting on the probable quality and on the inspection requirements associated with barter offers, reports of excess NDS materials, and other proposed acquisition actions that did not materialize and for which there is no "contract" or "depot" inspection record.

Cut off annually, destroy when 2 years old.

31C16 - 31C19. Reserved.

31C20. Inspection assignment and coordination files. Documents accumulated in scheduling, assigning, and coordinating inspection activities. Included are inspection schedules or programs and related communications and records.

Cut off annually, destroy when 2 years old.

31C21 - 31C24. Reserved.

31C25. Withdrawn by CHGE .

31C26 - 31C29. Reserved.

31C30. Inspection interchange agreements. Documents accumulated in arranging for and formalizing interchange agreements with other Federal agencies having contracts with GSA contractors.

Cut off annually following expiration or cancellation of the interchange agreement, destroy when 2 years old.

31C31 - 31C34. Reserved.

31C35. Inspection activity evaluations. Documents accumulated in connection with surveys of or staff visits to regional offices, including field activities, to evaluate the performance of inspection and quality control activities and provide recommendations for improvements.

Destroy after the next 2 succeeding visits or after 5 years, whichever occurs first.

31C36 - 31C39. Reserved.

31C40. Commodity general files. Individual files established to accumulate general information on the history of, geographical origin of, processing and manufacturing techniques pertinent to, uses of, and similar facts concerning each commodity, exclusive of specific files described elsewhere in this appendix. Included are correspondence, clippings, reprints, technical data, and similar records.

- a. Destroy 1 year after removal of the entire commodity from the stockpile.
- b. Clippings, reprints, and similar technical data may be destroyed when superseded or obsolete.

31C41 - 31C44. Reserved.

31C45. National defense stockpile (NDS) files. Documents accumulated in the stockpiling of national defense stockpile materials declared as surplus by other Government agencies or recovered from defense contractors. Included are surplus declarations, weight and analysis certificates, and correspondence and related documents of the type usually found in stockpile purchase files. Files are arranged by commodity and NSP number.

*Transfer to FRC*

~~Retain for~~ 3 years following removal of the commodity from the stockpile, ~~and retire to~~

~~FRC~~ Destroy ~~after 8 additional years~~ *after removal.*

*Appendix  
NCP*



This appendix provides documentation, maintenance, and disposition instructions for records documenting functions performed in the general management of the storage of National Defense Stockpile (NDS) materials. The term "national defense stockpile material," as used in this appendix, refers to all of the various material stockpile programs. They are created under the provisions of orders and handbooks in the 3200 and 4000 subject classification series. They are accumulated by offices in the Central Office and counterparts in the zones.

31D1. Storage agreements. Documents accumulated in preparing, negotiating, and approving agreements relating to maintenance, storage, use, and shipment of NDS materials. This category is limited to agreements not incorporated in official directives.

Cut off annually when expired, canceled, or obsolete;  
destroy when 3 years old.

31D2 - 31D4. Reserved.

31D5. Facility files. Documents created in determining the need for, and recommending the establishment, organization, staffing, relocation, or discontinuance of, depots, storage facilities, storage sites, and associated shops, but exclusive of storage space acquisition files described in par. 31D10. Included are economic, feasibility, and other studies, organization and staffing plans, recommendations, and related records.

Cut off annually, ~~hold~~ <sup>destroy</sup> 3 years after discontinuance  
of the facility, ~~and destroy.~~

31D6 - 31D9. Reserved.

31D10. Storage space acquisition files. Documents accumulated in developing requirements for, screening, or commenting on listings of potentially acceptable space or facilities and, inspecting reviewing reports of inspection of, coordinating the selection of, and approving the acquisition of, space or facilities for the storage of NDS materials. Included are copies of requests, drawings and specifications, available space listings, reports of inspections and findings, clearance actions, notifications of selections, and related records.

Cut off annually, destroy when 7 years old.

31D11 - 31D14. Reserved.

31D15. Special space construction files. Documents accumulated in establishing requirements and specifications for, obtaining authorization for, and coordinating the construction of, special storage space at GSA or military storage sites. Included are requirements, specifications and drawings, approvals, construction requests, cost estimates, and related records.

Place in inactive file on completion of construction,  
cut off the inactive file annually, destroy when 7  
years old.

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31D16 - 31D19. Reserved.

31D20. Withdrawn by CHGE.

31D21 - 31D24. Reserved.

31D25. Qualitative maintenance projects. Documents accumulated in establishing, coordinating, controlling, and monitoring the status of projects concerned with maintenance of buildings, grounds, and sites; identification, protection, packaging, and rewarehousing of materials; and similar matters at GSA, commercial, and DOD storage locations. Included are project recommendations, estimates, drawings, specifications, approvals, advisory memorandums on initiation and completion dates, trip reports, project status reports, and similar records, but not documents belonging in the service contract file described in par. 31B25.

*2/21/70*  
Cut off annually following completion of project,  
~~and retire to ERG.~~ Review for disposal after 6  
years.

31D26 - 31D29. Reserved.

31D30. Qualitative maintenance project registers. Special registers used to control numbers assigned to, and to record identifying information about, authorized qualitative maintenance projects.

Destroy when obsolete.

31D31 - 31D34. Reserved.

31D35. Protection agreements. Documents accumulated in reviewing and securing approvals for agreements (between storage facilities and other organizations in the area) to provide mutual or other assistance in fire-fighting and other protection operations. Included are proposed agreements, copies of approvals, and related records.

Destroy ~~the agreement~~ when expired, canceled,  
or obsolete.

31D36 - 31D39. Reserved.

31D40. Protection inspection files. Documents accumulated as a result of inspections (normally made in collaboration with PBS representatives) to determine standards, guidelines, and measures required at individual storage facilities to prevent thefts, unauthorized admissions, or compa-

able occurrences. Included are checklists, reports, followup actions, and related records.

Cut off annually following completion of followup action, destroy when the facility is closed.

31D41 - 31D44. Reserved.

31D45. Unusual occurrence reports. Reports and directly related records providing information on unusual occurrences at storage facilities, such as fires, damages to stocks or facilities, thefts, losses, unscheduled visits, requests for information from individuals not authorized to have this information, or similar matters, exclusive of records required for documenting property accountability actions and investigations.

*Assess NCO*  
Cut off annually, retire to FRC when facility is closed.  
Destroy ~~after 6 additional~~ years *after closing.*

31D46 - 31D49. Reserved.

31D50. Staff visits and surveys. Documents relating to staff visits (exclusive of formal inspections) made to survey operational activity, provide technical assistance, and determine the adequacy of storage methods, instructions, protection, maintenance, and management. Included are survey and visit reports, followup actions, and related records. Excluded are records relating to visits made in connection with specific projects, contracts, or activities which shall be identified with and included in the file for the project, contract, or activity.

Cut off annually, destroy when 2 years old.

31D51 - 31D54. Reserved.

31D55. Storage inspections. Documents created in planning, conducting, reporting on, and followingup on; inspections of material storage, storage space utilization, transportation, and similar activities at storage facilities, but not documents relating to commodity inspections.

- a. Central Office: Cut off annually, destroy when 2 years old.
- b. Zone office: Withdraw and destroy after completion of the next comparable inspection.

31D56 - 31D59. Reserved.

31D60. Withdrawn by CHGE.

31D61 - 31D64. Reserved.

31D65. Storage equipment files. Documents accumulated in determining the need for, developing specifications for, approving requisitions for, arranging for the procurement of, and authorizing the transfer, redistribution, or disposition of material handling equipment (MHE), storage aids, packing, preservation, and shop equipment, or similar equipment. Included are consolidated requirements, requisitions, purchase specifications, approvals, procurement requests, excess equipment reports, transfer and disposal instructions, and related records.

Cut off annually, destroy when 2 years old.

31D66 - 31D69. Reserved.

31D70. MHE identification data files. Documents used to provide identification data for, and inventory controls over, material handling equipment at storage facilities.

Destroy on disposition of the equipment.

31D71 - 31D74. Reserved.

31D75. Space and operation reports. Documents reflecting workload, accomplishments, problems, space utilization, tonnage of and other information about materials, and similar data. Included are space and tonnage reports, preservation depot reports, weekly or other activity reports, material status reports, and related records.

a. Central Office: Cut off annually, destroy when 1 year old.

b. Zone office: Destroy when obsolete.

31D76 - 31D79. Reserved.

31D80. Storage training files. Documents created in monitoring, clearing, approving, arranging, reporting on, or taking other action in connection with training in storage and related activities, but not documents relating to training of personnel of the immediate office (covered in ch. 9). Included are training course requests, reports of training, including orientation training, memorandum training reports, reports of training provided to local, State, and other agency personnel, and related records.

Cut off annually, destroy when 2 years old.

31D81 - 31D84. Reserved.

31D85. GBL issuing officer designations. Documents accumulated in coordinating the designation of individuals as Government Bill of Lading (GBL) issuing officers.

Cut off annually following cancellation of designation, destroy when 4 years old.

31D86 - 31D89. Reserved.

31D90. Car records. Car records (car detention records), carrier bills, and related records which are forwarded to regional offices for certifying carrier demurrage bills and payment.

Cut off annually, destroy when 4 years old.

31D91 - 31D94. Reserved.

31D95. Motor vehicle use reports. Periodic reports, including directly related records, that provide information on the use of motor vehicles, particularly those assigned to storage depots.

Cut off annually, destroy when 2 years old.

31D96 - 31D99. Reserved.

31D100. Radioactive material licensing files. Documents relating to licenses (issued by the Nuclear Regulatory Commission) for individuals to obtain and handle sources of ionizing radiation. Included are applications, review actions, licenses, amendments, and related records.

Cut off annually following cancellation or final expiration of the license, destroy when 2 years old.

This appendix provides documentation, maintenance, and disposition instructions for program records accumulated in technically supervising and administering the shipment, receipt, handling, storage, preservation, and release of the National Defense Stockpile (NDS) materials. The term "national defense stockpile material," as used in this appendix, refers to all of the various material stockpile programs. These records are created under orders and handbooks in the 3200 and 4800 subject classification series and as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1). They are accumulated by offices in the Central Office and in the zones.

31E1. Withdrawn by CHGE.

31E2 - 31E4. Reserved.

31E5. Storage receipt and release files. Documents accumulated in commenting on, authorizing, managing, and arranging for the shipment, receipt, handling, storage, preservation, and release of NDS materials. Included are copies of contracts, commitment telegrams, advisory memorandums on location, handling, and timing of shipments, shipping instructions, shipping orders, delivery orders, receiving reports, over, short, and/or damage reports, outbound storage reports, transit freight records, weight certificates, and related records.

*Destroy 1 year after*

a. Central Office: ~~Retain until~~ completion of contract, ~~hold 1 year, and destroy~~

*Destroy when*

b. Zone offices: ~~Hold until~~ all material is removed from storage.

31E6 - 31E9. Reserved.

31E10. NDS materials release controls. Registers, cards, or other controls used to record information about, and control numbers assigned to, shipping orders, shipping instructions, or other documents used in authorizing the release and shipment of NDS materials.

Destroy when obsolete.

31E11 - 31E14. Reserved.

31E15. Storage claim files. Documents accumulated in reviewing and processing all claims involving loss of or damage to materials while in commercial warehouses or facilities of processing firms. Included are copies of reports of losses and damages, findings and recommendations, and related records.

Cut off annually following settlement of the claim, destroy ~~after 2 additional~~ years *after settlement.*

31E16 - 31E19. Reserved.

31E20. Physical inventory files. Documents accumulated in scheduling, supervising, coordinating, and assisting in the physical inventory of NDS materials. Included are inventory notices and schedules, physical inventory reports, coordination actions, and related records.

*Destroy 6 years after*

~~Retain until~~ removal of material from the stockpile. ~~hold 6 additional years, and destroy~~



31E21 - 31E24. Reserved.

31E25. Commodity inventory workpapers. Workpapers used by commodity specialists for planning purposes and to keep a summarized running inventory of individual commodities by grade and location.

Cut off annually, destroy when no longer needed for reference.

31E26 - 31E29. Reserved.

31E30. Report of survey recommendations. Documents accumulated in initiating recommendations and justifications (to the GSA Board of Survey) for the writeoff of or other appropriate action for lost, destroyed, or deteriorated NDS materials. Included are recommendations, Board reports, and related records.

*After  
NCO* Cut off annually following final action by the Board, *destroy on*  
~~retain until~~ removal of stockpile.

31E31 - 31E34. Reserved.

31E35. Sign requests. Documents accumulated in coordinating the determination of positive identification of and in requesting and furnishing appropriate identification signs for NDS materials.

Cut off annually, destroy when 1 year old.

31E36 - 31E39. Reserved.

31E40. Storage cost estimates. Documents accumulated in developing and providing DOD components with estimates of the costs connected with, and in approving reimbursements for, handling NDS material.

Cut off annually, destroy when obsolete.

This appendix provides documentation, maintenance, and disposition instructions for program records relating to the inventorying of and reporting on material and associated property management activities. These records are created under to the responsibilities set forth in the GSA Organization Manual (OHR P 5440.1). They are accumulated by offices in the Central Office and counterparts in the zones.

Appendix 31-H. Property Management Reports and  
Inventory Accountability Program  
Records

31H1. Inventory posting media. Documents showing increase, change, or decrease in the inventory of property that are used to maintain a running inventory and are posted to the ledgers and registers. Included are copies of receiving reports, outbound shipment reports, and related records.

*Destroy 6 years after*

- a. Central Office: ~~Retain until removal of material from stockpile, destroy after 6 additional years.~~
- b. Zone Offices & Depots: Cut off annually, destroy when 1 year old.

31H2 - 31H4. Reserved.

31H5. Inventory files. Documents accumulated in reviewing inventory listings for accuracy, notifying of discrepancies, ensuring proper inventory adjustments, and otherwise maintaining a central running inventory of stocks. Included are inventory listings, physical inventory reports, inventory reports by program, grade, and location, reports on lot basis, reports by pile analyses, similar reports, notifications of discrepancies, adjusted listings, followup actions, and related records.

- a. Inventory listings: Destroy on receipt of the next comparable inventory listing.
- b. Other records: Cut off annually, destroy when 1 year old.

31H6 - 31H9. Reserved.

31H10. NDS ledgers and registers. Ledgers and registers used to record acquisitions, changes, dollar values of, totals, and similar data on the NDS material inventory. Included are sales commitment ledgers, weekly sales registers, inventory ledgers, and similar ledgers.

Cut off annually, destroy when 1 year old.