

## GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</b> Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"> <li>• statistical and narrative reports</li> <li>• studies</li> <li>• requests for space using Standard Form 81 or equivalent</li> <li>• space assignments and directories</li> <li>• inventories of property, equipment, furnishings, stock, and supplies</li> <li>• reports of survey regarding lost, damaged, missing, or destroyed property</li> <li>• requisitions for supplies and equipment</li> <li>• records tracking supply and procurement requirements</li> <li>• records scheduling and dispatching vehicles, monitoring use, and reporting use</li> <li>• related correspondence</li> </ul> <p><b>Exclusion 1:</b> Records of aircraft operations (item 110 in this schedule covers these).</p> <p><b>Exclusion 2:</b> Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 3:</b> Requisition and supply records of the General Services Administration’s GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies’ mission so they must schedule the records separately).</p>	<p><b>Temporary.</b> Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0001
<b>Ownership</b>			
020	<p><b>Real property ownership records.</b> Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.</p>	<p><b>Temporary.</b> Transfer to new owner after unconditional sale or Government release of</p>	DAA-GRS-2016-0011-0002

Item	Records Description	Disposition Instruction	Disposition Authority	
	<p><b>Exclusion 1:</b> Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).</p> <p><b>Exclusion 2:</b> Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).</p>	conditions, restrictions, mortgages, or other liens.		
030	<p><b>Vehicle and equipment ownership records and operation manuals.</b> Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.</p>	<b>Temporary.</b> Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.	DAA-GRS-2016-0011-0003	
040	<p><b>Excess personal property, equipment, and vehicle records.</b> Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:</p> <ul style="list-style-type: none"> <li>• excess property inventories and lists</li> <li>• lists and other records identifying approved receivers of excess property</li> <li>• donation receipts</li> <li>• destruction certificates</li> <li>• documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle</li> <li>• related correspondence</li> </ul> <p><b>Exclusion:</b> Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).</p>	<b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0004	
<b>Facilities and equipment</b>				
050	<p><b>Facility design, engineering, and construction records.</b> Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including</p>	<b>Draft, preliminary, intermediate, working, and contract negotiation drawings.</b>	<b>Temporary.</b> Destroy when superseded, or when project terminates, as appropriate.	DAA-GRS-2016-0011-0005

Item	Records Description	Disposition Instruction	Disposition Authority
051	<p>office buildings, storage sheds, parking lots, maintenance shops, and service structures. Includes:</p> <ul style="list-style-type: none"> <li>• site maps and surveys</li> <li>• plot plans</li> <li>• structural drawings</li> <li>• architectural renderings</li> <li>• electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings</li> <li>• exterior delivery of utilities drawings</li> <li>• materials plans and drawings</li> <li>• minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams</li> <li>• construction progress photographs</li> <li>• construction inspection reports</li> <li>• equipment location plans</li> <li>• paint plans and samples</li> <li>• furniture design and layout drawings and plans</li> <li>• space occupancy plans</li> </ul> <p><b>Exclusion 1:</b> Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 2:</b> Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).</p>	<p><b>Final and as-built drawings, plans, and designs; and all other records.</b></p>	<p><b>Temporary.</b> Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.</p> <p>DAA-GRS-2016-0011-0006</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
060	<p><b>Facility design, engineering, and construction operations records.</b> Records documenting operational support of facility design, engineering, and construction projects. Includes:</p> <ul style="list-style-type: none"> <li>• project requests and approvals</li> <li>• meeting agendas, minutes, and other records</li> <li>• budget and cost working files</li> <li>• task, punch, and action item lists</li> <li>• work logs</li> <li>• progress reports and presentation materials</li> <li>• related correspondence and notes</li> </ul>	<p><b>Temporary.</b> Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0007</p>	
070	<p><b>Facility, space, and equipment inspection, maintenance, and service records.</b> Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes:</p> <ul style="list-style-type: none"> <li>• repair and maintenance work orders, requisitions, and related papers</li> <li>• maintenance and inspection logs and reports</li> <li>• job orders, service call records, action sheets, and repair logs</li> <li>• work, shop, or job schedules</li> </ul>	<p><b>Records documenting facility structure and long-term maintenance.</b></p>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0008</p>
071	<p><b>Note:</b> Agencies that contract out facility management may wish to retain records longer than this item’s disposition instruction to document contract performance.</p> <p><b>Exclusion:</b> Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p><b>Records tracking completion of custodial and minor repair work.</b></p>	<p><b>Temporary.</b> Destroy when 90 days old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0009</p>
080	<p><b>Housing rental and lease records.</b> Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.</p>	<p><b>Temporary.</b> Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.</p>	<p>DAA-GRS-2016-0011-0010</p>	

Item	Records Description	Disposition Instruction	Disposition Authority
<b>Vehicle maintenance and inspection records</b>			
090	<p><b>Land vehicle and water vessel inspection, maintenance, and service records.</b> Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> <li>• work orders, service and repair requisitions, and logs</li> <li>• descriptions of provided service and repair, and related papers</li> </ul> <p><b>Exclusion:</b> Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use. Transfer of extant records to new owner at sale or donation is authorized.</p>	DAA-GRS-2016-0011-0011
100	<p><b>Aircraft inspection, maintenance, and modification records.</b> Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:</p> <ul style="list-style-type: none"> <li>• servicing, manufacturing, rebuilding and testing equipment</li> <li>• classifying material's condition status</li> <li>• preventive maintenance</li> <li>• aircraft or equipment configuration and material alteration</li> <li>• logistics services</li> </ul> <p>Includes records such as:</p> <ul style="list-style-type: none"> <li>• technical and non-technical correspondence</li> <li>• maintenance manuals</li> <li>• documentation of mechanical defects and evidence of repair</li> <li>• annotated manuals or manuals different from those the manufacturer issued</li> <li>• bulletins directing specific inspections and records of action</li> <li>• logbooks</li> <li>• diagnostic checkouts</li> <li>• spot check inspections</li> <li>• maintenance requests</li> </ul> <p><b>Exclusion 1:</b> Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p> <p><b>Exclusion 2:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<p><b>Temporary.</b> Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0013

Item	Records Description	Disposition Instruction	Disposition Authority
<b>Vehicle and equipment operations and use records</b>			
110	<p><b>Vehicle and heavy equipment operator records.</b> Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.</p> <p><b>Exclusion:</b> Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).</p>	<b>Temporary.</b> Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.	DAA-GRS-2016-0011-0014
120	<p><b>Aircraft flight operations records.</b> Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders; flight plans; load manifests; dispatch releases; flight logs; and similar records.</p> <p><b>Exclusion:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0015
130	<p><b>Aircraft operational support records.</b> Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes:</p> <ul style="list-style-type: none"> <li>• comments on regulations</li> <li>• directives and other records regarding logistics</li> <li>• management improvement reports</li> <li>• cost reduction reports</li> <li>• requests for substantive information regarding logistics</li> <li>• aircraft inventories</li> </ul>	<b>Temporary.</b> Destroy when 6 years old, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0016
140	<p><b>Vehicle and vessel accident and incident records.</b> Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:</p> <ul style="list-style-type: none"> <li>• Standard Form 91, Motor Vehicle Accident Report</li> <li>• Standard Form 94, Statement of Witness</li> <li>• Standard Form 95, Claim for Damage, Injury, or Death</li> <li>• <i>copies</i> of investigative reports (see Exclusion for original investigative reports)</li> </ul>	<b>Temporary.</b> Destroy 3 years after case is closed, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0017

Item	Records Description	Disposition Instruction	Disposition Authority
	<b>Exclusion:</b> Original formal accident and incident investigation records (covered under GRS 5.6).		