

## GENERAL RECORDS SCHEDULE 11

### Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (GSA) (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); (b) records of procurement and supply (Schedule 3); (c) records that reflect Government-wide programs (such as the records held by the GSA Public Buildings Service). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

1. Space and Maintenance General Correspondence Files.

Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

2. Agency Space Files.

Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.

a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.

(1) Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

(2) Copies in subordinate reporting units and related work papers. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

3. Directory Service Files.

Correspondence, forms, and other records relating to the compilation of directory service listings. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

4. Credentials Files.

Identification credentials and related papers.

- a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials. **Superseded by GRS 5.6, item 120 (DAA-GRS-2017-0006-0016) and GRS 5.6, item 130 (DAA-GRS-2017-0006-0018)**
- b. Receipts, indexes, listings, and accountable records. **Superseded by GRS 5.6, item 120 (DAA-GRS-2017-0006-0016) and GRS 5.6, item 130 (DAA-GRS-2017-0006-0018)**

5. Building and Equipment Service Files.

Requests for building and equipment maintenance services, excluding fiscal copies. **Superseded by GRS 5.4, item 071 (DAA-GRS-2016-0011-0009)**