

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
1	1a	OPFs - Transferred Employees	To receiving agency	Rescinded		
1	1b	OPFs - Separated Employees	65 years	2.2	040	129 years
1	2a	Service Record Cards - 1947 and earlier	60 years	Rescinded		
1	2b	Service Record Cards - 1948 and later	3 years	Rescinded		
1	3	Personnel Correspondence Files	3 years	2.2	010	3 years
1	4a	Offers of Employment Files - Accepted	When appointment is effective	2.1	050 or 051	2 years
1	4b1	Offers of Employment Files - Declined (cert. of eligibles)	Return to OPM	2.1	060	1 year
1	4b2	Offers of Employment Files - Declined (temp or excepted)	File with application	2.1	060	1 year
1	4b3	Offers of Employment Files - Declined (all others)	Destroy immediately	2.1	060	1 year
1	5	Certificate of eligibles Files	2 years	2.1	050 or 051	2 years
1	6	Employee record cards	Separation of employee	Rescinded		
1	7a1	Position Classification Files - Standards	Superseded or obsolete	Rescinded		
1	7a2a	Position Classification Files - Standards development: case	5 years	2.1	010	2 years
1	7a2b	Position Classification Files - Standards development: review	2 years	Rescinded		
1	7b	Position Classification Files - PDs	2 years	2.1	020	2 years
1	7c1	Position Classification Files - Classification survey reports	3 years	Rescinded		
1	7c2	Position Classification Files - Inspections and audits	Superseded or obsolete	Rescinded		
1	7d1	Position Classification Files - Classification appeals	3 years	2.1	030	3 years
1	7d2	Position Classification Files - Cert. of classification	When position is abolished	2.1	040	2 years
1	8	Interview Records	6 months	2.1	090	2 years
1	9	Performance Rating Board case files	1 year	2.2	072	5 years
1	10a	Temporary individual employee records - Left side of OPF	Superseded or obsolete	2.2	041	Superseded or obsolete
1	10b	Temporary individual employee records - INS form I-9	3 years	2.2	060	3 years
1	11	Position ID strips	Superseded or obsolete	Rescinded		
1	12a1	Employee Awards Files - General within agency	2 years	2.2	030	2 years
1	12a2	Employee Awards Files - General outside of agency	2 years	2.2	030	2 years
1	12b	Employee Awards Files - Length of service/sick leave	1 year	2.2	030	2 years
1	12c	Employee Awards Files - Letters of commendation	2 years	2.2	030	2 years
1	12d	Employee Awards Files - Lists/indexes to award nominations	Superseded or obsolete	2.2	030	2 years
1	13	Incentive awards	3 years	Rescinded		

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1	14a	Notifications of Personnel Actions (SF-50) - Chron file copies in pers offices	2 years	2.2	050	Business use ceases
1	14b	Notifications of Personnel Actions (SF-50) - All other copies in pers offices	1 year	2.2	050	Business use ceases
1	15	Does not exist	N/A			
1	16	Personnel Operations statistical reports	2 years	2.2	010	3 years
1	17a	Correspondence and forms - Pending personnel actions	Immediate	2.2	050	Business use ceases
1	17b1	Retention registers and related records used to effect reduction-in-force actions	2 years	2.5	011	2 years
1	17b2	Retention registers and related records from which no reduction-in-force actions have been taken and related records	Superseded or obsolete	2.5	010	No longer required
1	17c	All other correspondence and forms	6 months	2.2	010	3 years
1	18a	Supervisors' Personnel Files	Superseded/obs. or 1 year	2.2	080	Superseded/obs. or 1 year
1	18b	Duplicates of OPF material	6 months	2.2	080	Superseded/obs. or 1 year
1	19	Non-occupational health records	6 years	2.7	070	10 years
1	20a	Health Unit Control Files - Logs of visitors, summarized on statistical reports	3 months	2.7	010	3 years
1	20b	Health Unit Control Files - Logs not summarized	2 years	2.7	010	3 years
1	21a1	Employee Medical Folder (EMF) - Longterm transferred employees	See 5 CFR Part 293 Subpart E	Rescinded		
1	21a2	Employee Medical Folder (EMF) - Longterm separated employees	75 years or 60 years or 30 years	2.7	060	30 years or with OPF
1	21b	Employee Medical Folder (EMF) - Temp EMF records	1 year	2.7	061	1 year after separation
1	21c	Employee Medical Folder (EMF) - Individual employee health file pre-EMF system	60 years	2.7	062	60 years
1	22	Statistical summaries re health	2 years	Rescinded		
1	23a1	Employee Performance File System Records - Non-SES Employees - Unacceptable performance	1 year	2.2	071	1 year
1	23a2	Employee Performance File System Records - Non-SES Employees - Records superseded thru admin or judicial procedure	Superseded	2.2	073	Superseded
1	23a3a	Employee Performance File System Records - Non-SES Employees - Performance Related Records Pertaining to a Former Employee - Latest rating	To gaining agency or 4 years	2.2	070	4 years
1	23a3b	Employee Performance File System Records - Non-SES Employees - Performance Related Records Pertaining to a Former Employee - All other performance plans and ratings	4 years	2.2	070	4 years
1	23a4	Employee Performance File System Records - Non-SES Employees - All other performance appraisal records	4 years	2.2	070	4 years
1	23a5	Employee Performance File System Records - Non-SES Employees - Supporting documents	4 years	2.2	070	4 years
1	23b1	Employee Performance File System Records - SES appointees - SES records superseded thru admin or judicial procedure	Superseded	2.2	073	Superseded

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1	23b2a	Employee Performance File System Records - SES appointees - Performance-related records pertaining to a former SES appointee - SES latest rating	To gaining agency or 5 years	2.2	072	5 years
1	23b2b	Employee Performance File System Records - SES appointees - Performance-related records pertaining to a former SES appointee - SES all other plans/ratings	5 years	2.2	072	5 years
1	23b3	Employee Performance File System Records - SES all other performance appraisals	5 years	2.2	072	5 years
1	23b4	Employee Performance File System Records - SES appointees - SES supporting documents	5 years	2.2	072	5 years
1	24a	Reasonable Accommodation Request Records - General	3 years	2.3	020	3 years
1	24b	Reasonable Accommodation Request Records - Employee case files	3 years	2.3	021	3 years
1	24c	Reasonable Accommodation Request Records - Supplemental files	3 years	2.3	021	3 years
1	24d	Reasonable Accommodation Request Records - Tracking system	3 years	2.3	020	3 years
1	25a	EEO Records - Discrimination complaints	4 years	2.3	031 or 032	3 years or 7 years
1	25b	EEO Records - Duplicates of above	1 year	Rescinded		
1	25c1	EEO Records - Prelim/bkgd files	2 years	2.3	033	2 years
1	25c2	EEO Records - Bkgd to complaints that don't become official discrimination cases	2 years	2.3	033	2 years
1	25d1	EEO Records - Compliance reviews re contractor practices	7 years	2.3	034	7 years
1	25d2	EEO Records - Compliance reports	3 years	2.3	035	5 years
1	25e	EEO Records - Employee housing requests	1 year	Rescinded		
1	25f	EEO Records - Employment statistics re race/sex	5 years	2.3	035	5 years
1	25g	EEO Records - EEO general	3 years	2.3	030	3 years
1	25h1	EEO Records - Affirmative Action Plans: consolidated for whole agency	5 years	2.3	035	5 years
1	25h2	EEO Records - Feeder plans	5 years	2.3	035	5 years
1	25h3	EEO Records - On-site review of AAP	5 years	2.3	035	5 years
1	25h4	EEO Records - Agency copy of AAP annual rept	5 years	2.3	035	5 years
1	26a	Personnel Counseling Records - Counseling files	3 years	2.7	091	7 or 3 years
1	26b	Personnel Counseling Records - Alcohol and drug abuse program	3 years	2.7	080	3 years
1	27a	Alternative Dispute Resolution - General files	3 years	2.3	010	3 years
1	27b	Alternative Dispute Resolution - Case files	3 years	2.3	011 or 012	3 years or 7 years
1	28a1	Labor Management Relations Records - General and case files, office of record	5 years	2.3	050	5 years
1	28a2	Labor Management Relations Records - All other offices	Superseded or obsolete	2.3	051	No longer required
1	28b	Labor Management Relations Records - Arbitration general and case	5 years	2.3	052	5 years
1	29a1	Training Records - General, in-house, excluding curriculum	5 years	2.6	010	3 years

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1	29a2	Training Records - Background	3 years	2.6	010	3 years
1	29b	Training Records - Training by outside opportunities	5 years	2.6	010	3 years
				2.6	030	3 years or 1 year
1	30a	Administrative Grievance, Disciplinary, & Adverse Action Files - Admin Grievance	4 to 7 years	2.3	060	4 to 7 years
1	30b	Administrative Grievance, Disciplinary, & Adverse Action Files - Adverse & performance based actions	4 to 7 years	2.3	061 or 062	4 to 7 years
1	31	Personal Injury Files	3 years	2.4	100	3 years
1	32	Merit Promotion Case Files	2 years or OPM audit	2.1	050	2 years
1	33a	Examining and Certification Records - Delegated agreements	3 years	2.1	150	3 years
1	33b	Examining and Certification Records - General correspondence	1 year	2.1	050	2 years
				2.1	051	2 years
1	33c	Examining and Certification Records - Change of address/status notes from eligibles	90 days	2.1	050	2 years
				2.1	051	2 years
1	33d	Examining and Certification Records - Test material stock control	Superseded or obsolete	Rescinded		
1	33e	Examining and Certification Records - Application record card (OPM 5000A)	90 days	2.1	050	2 years
				2.1	051	2 years
1	33f	Examining and Certification Records - Examination announcements	2 years	2.1	050	2 years
				2.1	051	2 years
1	33g	Examining and Certification Records - Register of eligibles (OPM 5001-C)	2 years	2.1	050	2 years
				2.1	051	2 years
1	33h	Examining and Certification Records - Letters denying eligibility (OPM 4896)	1 year	Rescinded		
1	33i	Examining and Certification Records - Test answer sheets	6 months	2.1	050	2 years
				2.1	051	2 years
1	33j	Examining and Certification Records - Lost/exposed test material	5 years	2.1	070	5 years
1	33k	Examining and Certification Records - Cancelled or ineligible applications	1 year	2.1	060	1 year
1	33l1	Examining and Certification Records - Eligible applications (OF 612 etc) on active register	90 days	2.1	060	1 year
1	33l2	Examining and Certification Records - Eligible applications (OF 612 etc) on inactive register	1 year	2.1	060	1 year
1	33m	Examining and Certification Records - Ineligible applications for positions filled by case	2 years	2.1	060	1 year
1	33n	Examining and Certification Records - Eligible applications for positions filled by case	2 years	2.1	060	1 year
1	33o	Examining and Certification Records - Request for prior approval of pers actions (SF 59, OPM 648)	1 year	2.1	080	1 year
1	33p	Examining and Certification Records - Certificates (SF 39, SF 39A)	2 years	2.1	050	2 years
				2.1	051	2 years
1	33q	Examining and Certification Records - Certification request control index	2 years	2.1	050	2 years
				2.1	051	2 years
1	33r	Examining and Certification Records - Interagency Placement Program	Termination of eligibility	2.3	071	Termination of eligibility
1	33s	Examining and Certification Records - DEP control cards	2 years	2.3	070	3 years

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1	33t	Examining and Certification Records - Audit reports	3 years	2.1	160	3 years
1	34	Occupational injury/illness Files	5 years	2.7	020	6 years
1	35a	Denied health benefits requests under spouse equity - Not appealed	3 years	2.4	111	1 year
1	35b1	Denied health benefits requests under spouse equity - Appealed--successful	Create enrollment file	Rescinded		
1	35b2	Denied health benefits requests under spouse equity - Appealed--unsuccessful	3 years	2.4	111	1 year
1	36a	Federal Workplace Drug Testing Program Files - Test plans/procedures	3 years	2.7	100	3 years
1	36b	Federal Workplace Drug Testing Program Files - Employee acknowledgement of notice that drug-testing may be necessary in a position	Employee separation	2.7	110	Employee separation
1	36c	Federal Workplace Drug Testing Program Files - Selection/scheduling	3 years	2.7	100	3 years
1	36d1	Federal Workplace Drug Testing Program Files - Collection/handling of specimens record books	3 years	2.7	120	3 years
1	36d2	Federal Workplace Drug Testing Program Files - Collection/handling of specimens chain of custody	3 years	2.7	120	3 years
1	36e1a	Federal Workplace Drug Testing Program Files - Test results: positive: employees	3 years or employee separation	2.7	130	3 years or employee separation
1	36e1b	Federal Workplace Drug Testing Program Files - Test results: positive: not employees	3 years	2.1	050	2 years
				2.1	051	2 years
				2.7	131	3 years
1	36e2	Federal Workplace Drug Testing Program Files - Test results: negative	3 years	2.1	050	2 years
				2.1	051	2 years
				2.7	131	3 years
1	37	Donated leave Program Case Files	1 year	2.4	071	1 year
1	38	Wage survey files	Completion of two more surveys	2.4	080	Second succeeding survey
1	39	Retirement assistance files	1 year	2.5	020	1 year
1	40	Handicapped Individuals Appointment Case Files	5 years	2.1	110	5 years
1	41	Pay comparability records	3 years	2.4	090	3 years
1	42a	Alternative Worksite Records - Approved	1 year	2.3	081	1 year
1	42b	Alternative Worksite Records - Unapproved	1 year	2.3	081	1 year
1	42c	Alternative Worksite Records - Forms	1 year	2.3	080 or 081	3 years or 1 year
2	1a	Individual Employee Pay Record - Database version	Update regularly	Rescinded		
2	1b	Individual Employee Pay Record - Individual Pay Record, non-electronic	56 years	2.4	040	56 years
2	2	Noncurrent Payroll Files	15 years	Rescinded		
2	3	Does not exist		N/A		
2	4	Does not exist		N/A		
2	5	Does not exist		N/A		

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2	6a	Leave Application Files - If employee initials time card	End of following pay period	2.4	030	3 years
2	6b	Leave Application Files - If employee has not initialed time card	3 years or GAO audit	2.4	030	3 years
2	7	Time and Attendance Source Records	6 years or GAO audit	2.4	030	3 years
2	8	Time and Attendance Input Records	6 years or GAO audit	2.4	030	3 years
2	9a	Leave record: Record of employee leave, such as SF 1150, prepared upon transfer or separation	File on right [sic] side of OPF	2.5	040	File on left side of OPF
2	9b	Leave record: Creating agency copy, when maintained	3 years	2.5	020	1 year
2	10	Does not exist	N/A			
2	11	Does not exist	N/A			
2	12	Does not exist	N/A			
2	13a	Tax Files - W-4s	4 years	2.4	020	4 years
2	13b	Tax Files - Agency copy of W-2s	4 years	2.4	050	4 years
2	13c	Tax Files - Agency copy of W-3s, etc.	4 years	2.4	050	4 years
2	14a	Saving Bond Purchase Files - Authorization for purchase and Request for Change	Separation of employee	Rescinded		
2	14b	Saving Bond Purchase Files - Bond registration files	4 months	Rescinded		
2	14c	Saving Bond Purchase Files - Bond receipt and transmittal files	4 months	Rescinded		
2	15a	Combined Federal Campaign and Other Allotment Authorizations - Authorization for individual allotment	3 years or GAO audit	2.4	010	2 years after separation
2	15b	Combined Federal Campaign and Other Allotment Authorizations - Other authorizations	3 years or GAO audit	2.4	010	2 years after separation
2	16	Thrift Savings Plan Election Form	Separation of employee or superseded	2.4	010	2 years after separation
2	17	Direct Deposit Sign-up Form	Separation of employee or superseded	2.4	010	2 years after separation
2	18	Levy and Garnishment Files	3 years	2.4	010	2 years after separation
2	19	Does not exist	N/A			
2	20	Does not exist	N/A			
2	21	Does not exist	N/A			
2	22a	Payroll System Reports - Error reports, etc.	2 years	2.4	060	2 years
2	22b	Payroll System Reports - Reports and data used for workload and personnel mgmt	2 years	2.4	060	2 years
2	22c	Payroll System Reports - Reports providing fiscal info	3 years or GAO audit	2.4	061	3 years
2	23a	Payroll Change Files - Copies subject to GAO audit	3 years or GAO audit	2.4	010	2 years after separation
2	23b	Payroll Change Files - All other copies	1 month	Rescinded		
2	24	Payroll Correspondence	2 years	2.4	060	2 years
2	25	Does not exist	N/A			
2	26	Does not exist	N/A			
2	27	Does not exist	N/A			

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2	28	Retirement files	Delete upon OPM acceptance	2.5	010	No longer required
					011	2 years
3	1a	Real Property Files - Records relating to property acquired after December 31, 1920, other than abstract or certificate of title	10 years after sale	5.4	020	Transfer to new owner
3	1b	Real Property Files - Abstract or certificate of title	Transfer to purchaser	5.4	020	Transfer to new owner
3	2	General Correspondence Files	2 years	1.1	001	3 years
3	3a1a	Routine Procurement Files - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 - Transactions exceeding simplified acquisition threshold and construction contracts exceeding \$2000	6 years, 3 months	1.1	010	6 years
3	3a1b	Routine Procurement Files - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 - Transactions below simplified acquisition threshold and constructions contracts at or below \$2000	3 years	1.1	010	6 years
3	3a2a	Routine Procurement Files - Procurement or purchase organization copy, and related papers - Transactions dated earlier than July 3, 1995 - Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	6 years, 3 months	1.1	010	6 years
3	3a2b	Routine Procurement Files - Procurement or purchase organization copy, and related papers - Transactions dated earlier than July 3, 1995 - Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	3 years	1.1	010	6 years
3	3b	Routine Procurement Files - Obligation copy	When funds are obligated	Rescinded		
3	3c	Routine Procurement Files - Other copies	Upon termination	1.1	011	Business use ceases
3	3d	Routine Procurement Files - Data submitted to FPDS	5 years	1.1	013	6 years
3	4a	Supply Management Files - Copies received from other units	2 years	5.4	010	3 years
3	4b	Supply Management Files - Copies in other reporting units an drelated working documents	1 year	5.4	010	3 years
3	5a	Solicited and Unsolicited Bids and Proposals Files - Successful bids and proposals	With related contract (see item 3)	1.1	010	6 years
3	5b1	Solicited and Unsolicited Bids and Proposals Files - Unsuccessful - Relating to small purchases	1 year after award or payment	1.1	010	6 years

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3	5b2a	Solicited and Unsolicited Bids and Proposals Files - Solicited and unsolicited unsuccessful bids and proposals - Relating to transactions above the small purchase limitations in 48 CFR Part 13 - Files separated from contract case files	When related contract is completed	1.1	010	6 years
3	5b2b	Solicited and Unsolicited Bids and Proposals Files - Solicited and unsolicited unsuccessful bids and proposals - Relating to transactions above the small purchase limitations in 48 CFR Part 13 - When filed with contract case files	With related contract (see item 3)	1.1	010	6 years
3	5c1	Solicited and Unsolicited Bids and Proposals Files - Cancelled solicitations files - formal solicitations canceled prior to award	5 years	1.1	010	6 years
3	5c2	Unopened bids	Return to bidder	1.1	010	6 years
3	5d	Solicited and Unsolicited Bids and Proposals Files - Lists or card files of acceptable bidders	Superseded or obsolete	1.1	070	5 years
				1.1	071	3 years
3	6a	Public Printer Files - Procurement unit copy	3 years	1.1	010	6 years
3	6b	Public Printer Files - Accounting copy	3 years	1.1	010	6 years
3	7	Nonpersonal Requisition File	1 year	1.1	010	6 years
3	8a	Inventory Requisition File - Stockroom copy	2 years	5.4	010	3 years
3	8b	Inventory Requisition File - all other copies	6 months	5.4	010	3 years
3	9a	Inventory Files - Inventory lists	2 years	5.4	010	3 years
3	9b	Inventory Files - Inventory cards	2 years	5.4	010	3 years
3	9c	Inventory Files - Report of survey files etc.	2 years	5.4	010	3 years
3	10	Telephone Records	3 years	1.1	010	6 years
3	11	Contractors' Payroll Files	3 years	1.1	050	3 years
3	12	Tax Exemption Files	3 years	1.1	010	6 years
3	13	Unsuccessful Grant Application Files	3 years	1.2	021	3 years
3	14	Grant Administrative Files	2 years	1.2	010	3 years
3	15a	Contract Appeals Case Files - prior to Oct. 1, 1979	6 years, 3 mos	Rescinded		
3	15b	Contract Appeals Case Files - after Sep. 30, 1979	1 year	1.1	060	1 year
3	16	Contractor's Statement of Contingent or Other Fees	Superseded or obsolete	Rescinded		
3	17	Small and Disadvantaged Business Utilization Files	3 years	Rescinded		
3	18a	Federal Activities Inventory Reform (FAIR) Act Records - maintained by office having primary responsibility	6 to 10 years (as selected by agency)	5.7	050	6 years
3	18b	Federal Activities Inventory Reform (FAIR) Act Records - maintained by other offices	2 years	5.7	050	6 years
4	1	Property Disposal Correspondence Files	2 years	5.4	040	3 years
4	2	Excess Personal Property Reports	3 years	5.4	040	3 years
4	3a	Surplus Property Case Files - more than \$25,000	6 years	1.1	010	6 years
4	3b	Surplus Property Case Files - \$25,000 or less	3 years	1.1	010	6 years
4	4	Real Property Files	Transfer to new owner	5.4	020 or 051	Transfer to new owner
5	1	Budget Correspondence	2 years	1.3	050	3 years



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5	2	Budget Background Records	1 year	1.3	010, 040, or 041	6 years, 2 years, or 2 years
5	3a	Budget Reports Files - Annual report	5 years	1.3	030	5 years
5	3b	Budget Reports Files - All other reports	3 years	1.3	031	3 years
5	4	Budget Apportionment Files	2 years	1.3	020	6 years
6	1a	Accountable Officers' Files - Originals	6 years, 3 months	1.1	010	6 years
6	1b	Accountable Officers' Files - Memorandum or extra copies	1 year	1.1	011	Business use ceases
6	2	GAO Exceptions Files	1 year	Rescinded		
6	3a	Certificates Settlement Files - covering closed account settlements, etc.	2 years	1.1	010	6 years
6	3b	Certificates Settlement Files - covering periodic settlements	Receipt of new certificate	1.1	010	6 years
6	4	General Fund Files	3 years	1.1	010	6 years
6	5a	Accounting Administrative Files - For workload and personnel management	2 years	1.1	001	3 years
6	5b	Accounting Administrative Files - All other files	3 years	1.1	001	3 years
6	6a1	Federal Personnel Surety Bond Files - Official copies - before 1/1/1956	15 years	Rescinded		
6	6a2	Federal Personnel Surety Bond Files - Official copies - after 12/31/1955	15 years	Rescinded		
6	6b	Federal Personnel Surety Bond Files - Other	Bond becomes inactive	Rescinded		
6	7	Gasoline Sales Tickets	3 years or GAO audit	1.1	010	6 years
6	8	Telephone Toll Tickets	3 years or GAO audit	1.1	010	6 years
6	9	Telegrams	3 years or GAO audit	Rescinded		
6	10a	Administrative Claims Files - Claims against the US	6 years, 3 months	1.1	080	7 years
6	10b1	Administrative Claims Files - Claims by the US - Paid in full	6 years, 3 months	1.1	080	7 years
6	10b2a	Administrative Claims Files - Claims by the US - Collection action terminated - right to collect not extended	10 years, 3 months	1.1	080	7 years
6	10b2b	Administrative Claims Files - Claims by the US - Collection action terminated - entitled to additional time	3 months after litigation period	1.1	080	7 years
6	10b3	Administrative Claims Files - Claims by US - not owed to US	6 years, 3 months	1.1	080	7 years
6	10c	Administrative Claims Files - affected by court order, etc.	6 years, 3 months or end of litigation	1.1	080	7 years
6	11a	Waiver of Claims Files - Approved waivers	6 years, 3 months	1.1	080	7 years
6	11b	Waiver of Claims Files - Denied waivers	With claims in 10b/10c options	1.1	080	7 years

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7	1	Expenditures Accounting General Correspondence and Subject Files	2 years	1.1	001	3 years
7	2	General Accounting Ledgers	6 years, 3 months	1.1	010	6 years
7	3	Appropriation Allotment Files	6 years, 3 months	1.1	010	6 years
7	4a	Expenditure Accounting Posting and Control Files - Originals	3 years	1.1	010	6 years
7	4b	Expenditure Accounting Posting and Control Files - Copies	2 years	1.1	010	6 years
8	1	Plant, Cost, and Stores General Correspondence Files	2 years	1.1	001	3 years
8	2	Stores Invoice Files	3 years	1.1	040	3 years
8	3	Stores Accounting Files	3 years	1.1	040	3 years
8	4	Stores Accounting Background Files	2 years	1.1	040	3 years
8	5	Plant Accounting Files	3 years	1.1	040	3 years
8	6a	Cost Accounting Reports - Copies in units receiving reports	3 years	1.1	040	3 years
8	6b	Cost Accounting Reports - Copies in reporting units and related work papers	3 years	1.1	040	3 years
8	7a	Cost Report Data Files - Ledgers and forms	3 years	1.1	040	3 years
8	7b1	Cost Report Data Files - Automated records - detail cards	6 months			Rescinded
8	7b2	Cost Report Data Files - Automated records - summary cards	6 months			Rescinded
8	7b3	Cost Report Data Files - Tabulations	1 year			Rescinded
9	1a	Commercial Freight and Passenger Transportation Files - Original vouchers	6 years	1.1	010	6 years
9	1b	Commercial Freight and Passenger Transportation Files - Exclusion to 1a	10 years	1.1	010	6 years
9	1c	Commercial Freight and Passenger Transportation Files - Issuing office copies	6 years	1.1	010	6 years
9	1d	Commercial Freight and Passenger Transportation Files - Obligation copy	When funds are obligated	1.1	010	6 years
9	1e	Commercial Freight and Passenger Transportation Files - Unused ticket redemption forms	3 years	1.1	010	6 years
9	2	Lost or Damaged Shipment Files	6 years	5.5	040	6 years
9	3a	Noncommercial, Reimbursable Travel Files - Travel administrative office files	6 years	1.1	010	6 years
9	3b	Noncommercial, Reimbursable Travel Files - Obligation copies	When funds are obligated	1.1	011	Business use ceases
9	4a	General Travel and Transportation Files - Admin records	2 years	1.1	001	3 years
9	4b	General Travel and Transportation Files - Accountability Records	1 year	5.5	020	1 year or superseded/obsolete
9	5a	Records Relating to Official Passports - Application files	3 years	2.2	090	3 years or separation
9	5b	Records Relating to Official Passports - Annual reports	1 year	2.2	010	3 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
9	5c	Records Relating to Official Passports - Passport registers	Superseded or obsolete	2.2	010	3 years
				2.2	091	Superseded/obs.
9	6	Does not exist	N/A			
9	7	Federal Employee Transportation Subsidy Records	3 years	2.4	130	3 years
				2.4	131	2 years
10	1	Motor Vehicle Correspondence Files	2 years	5.4	010	3 years
10	2a	Motor Vehicle Operating and Maintenance Files - Operating records	3 months	5.4	090	3 years
10	2b	Motor Vehicle Operating and Maintenance Files - Maintenance records	1 year	5.4	090	3 years
10	3	Motor Vehicle Cost Files	3 years	5.4	090	3 years
10	4	Motor Vehicle Report Files	3 years	5.4	010	3 years
10	5	Motor Vehicle Accident Files	6 years	5.4	140	3 years
10	6	Motor Vehicle Release Files	4 years	5.4	040	3 years
10	7	Motor Vehicle Operator Files	3 years	5.4	110	3 years
10	8	Does not exist	N/A			
10	9	Routine Aircraft Operations	2 years	5.4	120	3 years
10	10	Logistical Support for Flight Operations	6 years or superseded	5.4	130	6 years
10	11a	General Aircraft Maintenance and Modification Records - Recordkeeping copies of maintenance manuals for unique or customized aircraft	Permanent	Rescinded		
10	11b	General Aircraft Maintenance and Modification Records - All other records	6 years or superseded or obsolete	5.4	100 or 130	6 years
10	12	Individual Aircraft Maintenance and Airframe Modification Records	6 years	5.4	100	6 years
10	13	Records Required for Accident/Incident Reports	1 year	5.6	100	3 years
11	1	Space and Maintenance General Correspondence Files	2 years	5.4	010	3 years
11	2a	Agency Space Files - Building plan files, etc.	2 years	5.4	010	3 years
11	2b1	Agency Space Files - Correspondence and reports - Reports to GSA	2 years	5.4	010	3 years
11	2b2	Agency Space Files - Copies	1 year	5.4	010	3 years
11	3	Directory Service Files	2 months	5.4	010	3 years
11	4a	Credentials Files - Identification credentials	3 months	5.6	120	6 years
				5.6	130	6 months
11	4b	Credentials Files - Receipts, indexes, listings, etc.	After everything is accounted for	5.6	120	6 years
				5.6	130	6 months
11	5	Building and Equipment Service Files	3 months	5.4	071	90 days
12	1	Messenger Service Files	2 months	5.5	020	1 year or superseded/obsolete
12	2a	Communication General Files - Corres re: internal admin and operation	2 years	5.5	010	3 years
12	2b	Communication General Files - Telecommunications general files	3 years	5.5	010	3 years
12	2c	Communication General Files - Telecommunications statistical reports	1 year	5.5	020	1 year or superseded/obsolete

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
12	2d1	Communication General Files - Telecommunication voucher files - reference copies	1 year	1.1	011	Business use ceases
12	2d2	Communication General Files - Telecommunication voucher files - relating to installation, etc.	1 year after audit or 3 years	5.5	010	3 years
12	2e	Communication General Files - Copies of agreements	2 years	5.5	010	3 years
12	3a	Telecommunications Operational Files - Message registers, etc.	6 months	5.5	020	1 year or superseded/obsolete
12	3b	Telecommunications Operational Files - Copies of incoming/outgoing messages	2 months	Rescinded		
12	4	Telephone Use (Call Detail) Records	3 years	5.5	010	3 years
12	5a	Post Office and Private Mail Company Records - re: incoming/outgoing mail	1 year	5.5	020	1 year or superseded/obsolete
12	5b	Post Office and Private Mail Company Records - Application for registration and certification of declared value mail	1 year	5.5	020	1 year or superseded/obsolete
12	5c	Post Office and Private Mail Company Records - Report of loss, etc.	1 year	5.5	020	1 year or superseded/obsolete
12	6a	Mail and Delivery Service Control Files - Records of receipt and routing	1 year	5.5	020	1 year or superseded/obsolete
12	6b	Mail and Delivery Service Control Files - Statistical reports of postage used	6 months	5.5	020	1 year or superseded/obsolete
12	6c	Mail and Delivery Service Control Files - Requisition for stamps	6 months	5.5	020	1 year or superseded/obsolete
12	6d	Mail and Delivery Service Control Files - Statistical reports and data relating to handling of mail	1 year	5.5	020	1 year or superseded/obsolete
12	6e	Mail and Delivery Service Control Files - Records relating to checks or other valuables remitted to agency by mail	1 year	5.5	020	1 year or superseded/obsolete
12	6f	Mail and Delivery Service Control Files - Records of and receipts for mail and packages received through Official Mail and Messenger Service	6 months	5.5	020	1 year or superseded/obsolete
12	6g	Mail and Delivery Service Control Files - General files	1 year	5.5	020	1 year or superseded/obsolete
12	6h	Mail and Delivery Service Control Files - Locator cards, directories, indexes, etc.	5 months	5.5	020	1 year or superseded/obsolete
12	7	Metered Mail Files	6 years	5.5	030	6 years
12	8	Postal Irregularities Files	3 years	5.5	020	1 year or superseded/obsolete
				5.6	050	3 years
13	1	Administrative Correspondence Files	2 years	5.5	010	3 years
13	2a	Project Files - Files pertaining to the accomplishment of the job	1 year	5.5	020	1 year or superseded/obsolete
13	2b	Project Files - Files pertaining to planning and other tech matters	3 years	5.5	010	3 years
13	3	Control Files	1 year	5.5	020	1 year or superseded/obsolete
13	4a	Mailing Lists - Correspondence, etc.	3 months	6.5	020	Superseded/obsolete
13	4b	Mailing Lists - Card lists	When canceled or revised	6.5	020	Superseded/obsolete

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
13	5a	Joint Committee on Printing (JCP) Reports Files - Agency report to JCP	3 years	5.7	050	6 years
13	5b	Joint Committee on Printing (JCP) Reports Files - Copies in subordinate units	1 year	5.7	050	6 years
13	6	Internal Management Files	2 years	5.5	010	3 years
14	1	Information Requests Files	3 months	4.2	010	90 days
14	2	Acknowledgment Files	3 months	4.2	010	90 days
14	3	Press Service Files	3 months	Rescinded		
14	4	Information Project Files	1 year	6.4	030	No longer needed
14	5	Commendation/Complaint Correspondence Files	3 months	6.4	020	90 days
				6.5	010	1 year
14	6	Indexes and Check Lists	Superseded or obsolete	6.4	030	No longer needed
14	7-10	Do not exist	N/A			
14	11a1	FOIA Requests Files - Correspondence, etc. - Granting access	2 years	4.2	020	6 years
14	11a2a	FOIA Requests Files - Unable to be filled - not appealed	2 years	4.2	020	6 years
14	11a2b	FOIA Requests Files - Unable to be filled - appealed	6 years or 3 years	4.2	020	6 years
14	11a3a	FOIA Requests Files - Denied - not appealed	6 years	4.2	020	6 years
14	11a3b	FOIA Requests Files - Denied - appealed	6 years or 3 years or with related records	4.2	020	6 years
14	11b	FOIA Requests Files - Official file copy of requested records	Disposition for official file copy	Rescinded		
14	12a	FOIA Appeals Files - Correspondence and supporting documents	6 years or 3 years	4.2	020	6 years
14	12b	FOIA Appeals Files - Official file copy of records under appeal	Disposition for official file copy	Rescinded		
14	13a	FOIA Control Files - Registers or listings	5 years	4.2	040	5 years
14	13b	FOIA Control Files - Other files	5 years	4.2	040	5 years
14	14	FOIA Reports Files	2 years	4.2	070	2 years
14	15	FOIA Administrative Files	2 years	4.2	001	3 years
14	16-20	Do not exist	N/A			
14	21a1	Privacy Act Requests Files - Correspondence, etc. - Granting access	2 years	4.2	020	6 years
14	21a2a	Privacy Act Requests Files - Unable to be filled - not appealed	2 years	4.2	020	6 years
14	21a2b	Privacy Act Requests Files - Unable to be filled - appealed	4 years or 3 years or with related records	4.2	020	6 years
14	21a3a	Privacy Act Requests Files - Denied - not appealed	5 years	4.2	020	6 years
14	21a3b	Privacy Act Requests Files - Denied - appealed	4 years or 3 years or with related records	4.2	020	6 years
14	21b	Privacy Act Requests Files - Official file copy of requested records	Disposition for official file copy	Rescinded		
14	22a	Privacy Act Amendment Case Files - Agreed by agency	4 years or official copy disposition	4.2	090	4 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
14	22b	Privacy Act Amendment Case Files - Refused by agency	3 years, 4 years or official copy disposition	4.2	090	4 years
14	22c	Privacy Act Amendment Case Files - Refused and appealed	3 years or official copy disposition	4.2	090	4 years
14	23	Privacy Act Accounting of Disclosure Files	5 years or official copy disposition	4.2	050	5 years or official copy disposition
14	24a	Privacy Act Control Files - registers or listings	5 years	4.2	040	5 years
14	24b	Privacy Act Control Files - other files	5 years	4.2	040	5 years
14	25	Privacy Act Reports Files	2 years	4.2	070	2 years
14	26	Privacy Act General Administrative Files	2 years	4.2	001	3 years
14	27-30	Do not exist	N/A			
14	31a1	Mandatory Review For Declassification Requests Files - Correspondence, etc. - Granting access	2 years	4.2	020	6 years
14	31a2a	Mandatory Review For Declassification Requests Files - Unable to be filled - not appealed	2 years	4.2	020	6 years
14	31a2b	Mandatory Review For Declassification Requests Files - Unable to be filled - appealed	4 years or with related records	4.2	020	6 years
14	31a3a	Mandatory Review For Declassification Requests Files - Denied - not appealed	5 years	4.2	020	6 years
14	31a3b	Mandatory Review For Declassification Requests Files - Denied - appealed	4 years or with related records	4.2	020	6 years
14	31b	Mandatory Review For Declassification Requests Files - Official file copy of requested records	Disposition for official file copy	Rescinded		
14	31c	Mandatory Review For Declassification Requests Files - Sanitizing instructions	When requested docs are declassified or destroyed	4.2	020	6 years
14	32a	Mandatory Review for Declassification Appeals Files - Correspondence and supporting documents	4 years	4.2	020	6 years
14	32b	Mandatory Review for Declassification Appeals Files - Official file copy of records under appeal	Disposition for official file copy	Rescinded		
14	33a	Mandatory Review for Declassification Control Files - regular or listing	5 years	4.2	040	5 years
14	33b	Mandatory Review for Declassification Control Files: other files	5 years	4.2	040	5 years
14	34	Mandatory Review for Declassification Reports Files	2 years	4.2	030	2 years
14	35	Mandatory Review for Declassification Administrative Files	2 years	4.2	030	2 years
14	36a	Erroneous Release Files that include the official file copy of the released records	Disposition for official file copy or 6 years	4.2	060	6 years or with related records
14	36b	Erroneous Release Files that do not include the official file copy of the released records	6 years	4.2	061	6 years
15	1	Housing General Correspondence Files	2 years	5.4	010	3 years
15	2a	Housing Maintenance and Repair Files - Summary card or ledger record	3 years	5.4	070	3 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
15	2b	Housing Maintenance and Repair Files - Work orders, etc.	3 years	5.4	070	3 years
15	3	Housing Management Files	2 years	5.4	010	3 years
15	4	Housing Lease Files	3 years	5.4	080	3 years
15	5a	Housing Assignment and Vacancy Card Files - Individual tenant cards	When tenant vacates	5.4	080	3 years
15	5b	Housing Assignment and Vacancy Card Files - Individual housing unit cards	3 years	5.4	080	3 years
15	6	Housing Inventory Files	3 years	5.4	010	3 years
15	7a	Housing Application Files - Rejected application files	1 year	5.4	080	3 years
15	7b	Housing Application Files - All others	2 years	5.4	080	3 years
16	1a	Administrative Issuances - Notices, etc.	Superseded or obsolete	5.7	030	Superseded or obsolete
16	1b	Administrative Issuances - Case files	When issuance is destroyed	5.7	030	Superseded or obsolete
16	2a1	Records Disposition Files - Basic documentation - approved SF115s	2 years	4.1	020	6 years
16	2a2	Records Disposition Files - Basic documentation - Other records	6 years	4.1	020	6 years
16	2b	Records Disposition Files - Routine correspondence and memoranda	2 years	4.1	020	6 years
16	3a	Forms Files - One record copy of each form	5 years	4.1	040	3 years
16	3b	Forms Files - Background materials, etc.	Superseded or obsolete	4.1	040	3 years
16	4a	Records Holdings Files - records in offices that prepare reports on agency-wide records holdings	3 years	Rescinded		
16	4b	Records Holdings Files - records held by other offices	1 year	Rescinded		
16	5	Project Control Files	1 year	Rescinded		
16	6	Reports Control Files	2 years	5.7	040	2 years
16	7	Records Management Files	6 years	4.1	020	6 years
					030	3 years
16	8	Does not exist	N/A			
16	9	Feasibility Studies	5 years	3.1	011	5 years
16	10a	Microfilm Inspection Records - re: permanent records	1 year	4.1	020	6 years
16	10b	Microfilm Inspection Records - re: temporary records	2 years	4.1	020	6 years
16	11	IRM Triennial Review Files	7 years	Rescinded		
16	12	Information Collection Budget Files	7 years	5.7	050	6 years
16	13a	Documents Published in the Federal Register - Processing notices announcing matters not codified in CFR	1 year	6.6	040	1 year
16	13b	Documents Published in the Federal Register - Processing of semiannual regulatory agenda	2 years	6.6	050	2 years
16	14a	Management Control Records - Policy, procedure, and guidance files	Superseded or obsolete	5.7	010	1 year
16	14b	Management Control Records - Management control plans	Superseded or obsolete	5.7	010	1 year
16	14c	Management Control Records - Risk analyses	After next review cycle	5.7	010	1 year

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
16	14d	Management Control Records - Annual reports and assurance statements	After next reporting cycle	5.7	010	1 year
16	14e	Management Control Records - Tracking files	1 year	5.7	010	1 year
16	14f1	Management Control Records - Review Files - Responsible office	5 years	5.7	020	5 years
16	14f2	Management Control Records - Review Files - Other offices	1 year	Rescinded		
17	1	Cartographic Records Prepared During Intermediate Stages of Publication	No longer needed	6.4	030	No longer needed
17	2	Does not exist	N/A			
17	3	Architectural Drawings of Temporary Structure and Buildings or of Buildings Not Critical to the Mission of the Agency	Superseded or obsolete	5.4	051	Superseded, obsolete, or transfer to new owner
17	4	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	Superseded or obsolete	5.4	051	Superseded, obsolete, or transfer to new owner
17	5	Contract Negotiation Drawings	Superseded by as-built drawings	5.4	050	Superseded or obsolete
17	6	Space Assignment Plans	Superseded or obsolete	5.4	051	Superseded, obsolete, or transfer to new owner
17	7	Does not exist	N/A			
17	8	Engineering Drawings of Routine Minor Parts	Superseded or obsolete	5.4	051	Superseded, obsolete, or transfer to new owner
17	9	Drawings Reflecting Minor Modifications	Superseded or obsolete	5.4	051	Superseded, obsolete, or transfer to new owner
17	10	Paint Plans and Samples	Superseded or obsolete	5.4	051	Superseded, obsolete, or transfer to new owner
18	1	Classified Documents Administrative Correspondence Files	2 years	4.2	001	3 years
18	2	Document Receipt Files	2 years	4.2	030	2 years
18	3	Destruction Certificates Files	2 years	4.2	030	2 years
18	4	Classified Document Inventory Files	2 years	4.2	030	2 years
18	5a	Top Secret Accounting and Control Files - accountability over Top Secret documents	5 years	4.2	040	5 years
18	5b	Top Secret Accounting and Control Files - handling and control documents	Related doc. downgraded, transferred, or destroyed	4.2	040	5 years
18	6	Access Request Files	2 years	4.2	030	2 years
18	7a	Classified Document Container Security Files - safe and padlock combinations, names of individuals knowing combinations	Superseded or obsolete	4.2	031	Superseded by new form
18	7b	Classified Document Container Security Files - records of opening, closing, and routine checking of the security of containers	3 months	4.2	032	90 days



Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
18	8	Security and Protective Services Administrative Correspondence Files	2 years	5.6	010	3 years
18	9	Survey and Inspection Files - government-owned facilities	3 years	5.6	80	5 years
				5.6	81	3 years
18	10	Survey and Inspection Files - privately owned facilities	4 years	5.6	80	5 years
				5.6	81	3 years
18	11	Investigative Files	2 years	5.6	100	3 years
18	12	Property Pass Files	3 months	5.6	040	3 months
18	13a	Guard Assignment Files - ledger records	3 years	5.6	010	3 years
18	13b	Guard Assignment Files - requests, analyses, reports, change notices, etc.	2 years	5.6	010	3 years
18	14a	Police Functions Files - ledger records	3 years	5.6	100	3 years
18	14b	Police Functions Files - reports, statements of witnesses, warning notices, etc.	2 years	5.6	100	3 years
18	14c	Police Functions Files - reports on contact of outside police with building occupants	1 year	5.6	100	3 years
18	15a	Personal Property Accountability Files - ledger files	3 years	5.6	60	3 years
				5.6	61	30 days
18	15b	Personal Property Accountability Files - reports, loss statements, receipts, etc.	1 year	5.6	60	3 years
				5.6	61	30 days
18	16a	Key Accountability Files - areas under maximum security	3 years	5.6	020	3 years
18	16b	Key Accountability Files - other areas	6 months	5.6	021	6 months
18	17a	Visitor Control Files - areas under maximum security	5 years	5.6	110	5 years
18	17b	Visitor Control Files - other areas	2 years	5.6	111	2 years
18	18a	Facilities Checks Files - Data sheets, door slip summaries, check sheets, and guard reports on security violations	1 year	5.6	090	30 days
18	18b	Facilities Checks Files - Reports of routine after hours security checks	1 month	5.6	090	30 days
18	19a	Guard Service Control Files - Control center key or code records, emergency call cards, and building record and employee identification cards	Superseded or obsolete	5.6	090	30 days
18	19b	Guard Service Control Files - Round reports, service reports on interruptions and tests, and punch clock dial sheets	1 year	5.6	090	30 days
18	19c	Guard Service Control Files - Automatic machine patrol charts and registers of patrol and alarm services	1 year	5.6	090	30 days
18	19d	Guard Service Control Files - Arms distribution sheets, charge records, and receipts	3 months	5.6	030	3 months
18	20a	Logs and Registers - central master logs	2 years	5.6	110	5 years
				5.6	111	2 years
18	20b	Logs and Registers - individual posts	1 year	5.6	110	5 years
				5.6	111	2 years
18	21	Security Clearance Administrative Subject Files	2 years	5.6	010	3 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
18	22a	Personnel Security Clearance Files - investigation done by government	5 years	5.6	181	5 years
18	22b	Personnel Security Clearance Files - investigation provided by other organizations	Per investigating agency instructions	5.6	170	Per agency instruction
18	22c	Personnel Security Clearance Files - index	With related case file	5.6	190	Superseded or obsolete
18	23	Personnel Security Clearance Status Files	Superseded or obsolete	5.6	190	Superseded or obsolete
18	24a	Security Violations Files - referred to DOJ or DOD	5 years	5.6	200	5 years
18	24b	Security Violations Files - all other files	2 years	5.6	200	5 years
18	25a	Classified Information Nondisclosure Agreements - maintained separately from OPF	70 years	4.2	121	50 years
18	25b	Classified Information Nondisclosure Agreements - maintained in OPF	See OPF disposition	Rescinded		
18	26	Emergency Planning Administrative Correspondence Files	2 years	5.3	010	3 years
18	27	Emergency Planning Case Files	3 years	5.3	010	3 years
18	28	Emergency Operations Tests Files	3 years	5.3	010	3 years
18	29a	National Defense Executive Reserve (NDER) Case Files - reservists	5 years	Rescinded		
18	29b	National Defense Executive Reserve (NDER) Case Files - applications rejected or withdrawn	5 years	Rescinded		
20	1a	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records - Electronic files for testing system	No longer needed	3.1	010	5 years
					011	5 years
					020	3 years
20	1b	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records - Electronic files/records to create/update master file	After transfer to master file	5.2	020	When verified in new final record
20	1c	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records - Records created to monitor system usage	No longer needed	3.2	030	Business use ceases
20	2a1	Input/Source Records - Hard-copy - Previously scheduled; must be transferred in hard-copy	Permanent	Rescinded		
20	2a2	Input/Source Records - Hard-copy - Previously scheduled; e-recs don't meet transfer standards	Permanent	Rescinded		
20	2a3	Input/Source Records - Hard-copy - Contain info not captured in electronic version	Apply previously approved schedule	Rescinded		
20	2a4	Input/Source Records - Hard-copy - Records not covered by 2a1-3.	When e-version is verified, etc.	5.2	020	When verified in new final record
20	2b	Input/Source Records - Electronic records (except noted in 2c) entered during update proces	When verified in master file	5.2	020	When verified in new final record
20	2c	Input/Source Records - Electronic records received from another agency	When verified in master file	5.2	020	When verified in new final record
20	2d	Input/Source Records - Uncalibrated or unvalidated observational data	When verified in master file	5.2	020	When verified in new final record
20	3a	Electronic Versions of Records Scheduled for Disposal - Scanned images	When hard copy retention expires	Rescinded		

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
20	3b1	Electronic Versions of Records Scheduled for Disposal - Other than scanned images - Administrative records	When hard copy retention expires	Rescinded		
20	3b2	Electronic Versions of Records Scheduled for Disposal - Other than scanned images - Records covered by GRS 1, Item 21; GRS 1, Item 22; GRS 1, Item 25f; GRS 12, Item 3; and GRS 18, Item 5.	Submit SF-115	Rescinded		
20	3b3	Electronic Versions of Records Scheduled for Disposal - Other than scanned images - Digital still pictures, sound or video	When hard copy retention expires	Rescinded		
20	3b4	Electronic Versions of Records Scheduled for Disposal - Other than scanned images - Media neutral program records	Apply previously approved schedule	Rescinded		
20	3b5	Electronic Versions of Records Scheduled for Disposal - Other than scanned images - Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)1, 3(b)(3), or 3(b)(4).	Submit SF-115	Rescinded		
20	3.1	Electronic Records that Replace Permanent Hard Copy Records	Permanent	Rescinded		
20	4	Data Files Consisting of Summarized Information	No longer needed	5.2	020	When verified in new final record
20	5	Records Consisting of Extracted Information	No longer needed	5.2	020	When verified in new final record
20	6	Print File	No longer needed	5.2	020	When verified in new final record
20	7	Technical Reformat File	No longer needed	5.2	020	When verified in new final record
20	8a	Backups of Files - Identical to permanent records	When backed up or transferred to NARA	3.2	050	After capture or transfer request
20	8b	Backups of Files - Identical to temporary records	Superseded or obsolete	3.2	051	After identical records deleted
20	9	Finding Aids (or Indexes)	No longer needed	4.1	010	No longer needed
20	10	Special Purpose Programs	When related master file is deleted	3.1	012	When master file is deleted
20	11a1	Documentation - Related to temporary systems	When related master file is deleted	3.1	051	5 years
20	11a2	Documentation - Related to permanent systems	Permanent	3.1	050	Permanent
20	11b	Documentation - Copies of records relating to system security	See GRS 24, item 5	3.2	010	1 year
20	12a	Downloaded and Copied Data - Derived data for ad-hoc reports	No longer needed	5.2	020	When verified in new final record
20	12b	Downloaded and Copied Data - Derived data in lieu of hard copy reports	No longer needed	5.2	020	When verified in new final record
20	12c	Downloaded and Copied Data - Metadata or reference data	No longer needed	5.2	020	When verified in new final record
20	13	Word Processing Files	No longer needed	5.1	020	After copying to recordkeeping system

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
20	14	Electronic Mail Records	After copying to recordkeeping system	5.1	020	After copying to recordkeeping system
20	15a	Electronic Spreadsheets - Used to produce hard copy that is maintained in organized files	No longer needed	5.1	020	After copying to recordkeeping system
20	15b	Electronic Spreadsheets - Maintained in electronic form	When hard copy retention expires	5.1	020	After copying to recordkeeping system
20	16	Hard Copy Printouts Created to Meet Ad Hoc Business Needs	No longer needed	5.2	020	When verified in new final record
21	1	Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency (Still Photography)	1 year	6.4	050	2 years
21	2	Personnel Identification or Passport Photographs (Still Photography)	Superseded or obsolete or 5 years	2.2	090	3 years or separation
				5.6	120	6 years
				5.6	130	6 months
21	3	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not reflect the Mission of the Agency (Still Photog.)	1 year	2.6	010	3 years
21	4	Does not exist	N/A			
21	5	Viewgraphs	1 year	6.4	050	2 years
21	6	Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics	No longer needed	6.4	030	No longer needed
21	7	Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction	No longer needed	6.4	030	No longer needed
21	8	Line Copies of Graphs and Charts	No longer needed	6.4	030	No longer needed
21	9	Films Acquired from Outside Sources for Personnel and Management Training (Motion Pictures)	1 year	2.6	010	3 years
21	10	Does not exist	N/A			
21	11	Routine Surveillance Footage (Motion Pictures)	6 months	5.6	090	30 days
21	12	Routine Scientific, Medical, or Engineering Footage (Motion Pictures)	2 years	Rescinded		
21	13	Does not exist	N/A			
21	14	Programs Acquired from Outside Sources for Personnel and Management Training (Video Recordings)	1 year	2.6	010	3 years
21	15	Does not exist	N/A			
21	16	Rehearsal or Practice Tapes (Video Recordings)	Immediate	6.4	030	No longer needed
21	17	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency (Video Recordings)	1 year	2.6	010	3 years
21	18	Routine Surveillance Recordings (Video Recordings)	6 months	5.6	090	30 days
21	19	Routine Scientific, Medical, or Engineering Recordings (Video Recordings)	2 years	Rescinded		
21	20	Recordings that Document Routine Meetings and Award Presentations (Video Recordings)	2 years	6.4	050	2 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
21	21	Does not exist	N/A			
21	22	Recordings of Meetings Made Exclusively for Note Taking or Transcription (Audio/Sound Recordings)	Immediate	5.2	020	Creation of final record or end of business use
21	23	Dictation Belts or Tapes (Audio/Sound Recordings)	Immediate	5.2	020	Creation of final record or end of business use
21	24	Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production (Audio/Sound Recordings)	Immediate	6.4	030	No longer needed
21	25	Does not exist	N/A			
21	26	Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis (Audio/Sound Recordings)	6 months	6.4	040	No longer needed
21	27	Does not exist	N/A			
21	28	Production Files or Similar Files that Document Origin, Development, Acquisition, Use and Ownership of Temporary Audiovisual Records	With related records	6.4	050	2 years
21	29	Finding Aids for Temporary Audiovisual Records	With related records	4.1	010	No longer needed
23	1	Office Administration Files	2 years	5.1	010	Business use ceases
23	2-4	Do not exist	N/A			
23	5a	Schedules of Daily Activities - substantive information	2 years	5.1	010	Business use ceases
23	5b	Schedules of Daily Activities - routine activities	No longer needed	5.1	010	Business use ceases
23	6a	Suspense Files - A note or reminder	Immediate	5.2	010	Business use ceases
23	6b	Suspense Files - Copy of outgoing communication	Immediate	5.2	010	Business use ceases
23	7	Transitory Files (first bullet only) - Routine requests for information	No longer needed	4.2	010	90 days
23	7	Transitory Files (all other bullets)	No longer needed	5.2	010	Business use ceases
23	8	Tracking and Control Records	2 years	4.1	010	No longer needed
23	9	Finding Aids (or Indexes)	With related records	4.1	010	No longer needed
24	1a	Oversight and Compliance Files - Performance measurements and benchmarks	5 years or 1 year	3.1	040	5 years
24	1b	Oversight and Compliance Files - All other oversight and compliance records	3 years or 1 year	3.1	040	5 years
24	2	IT Facility, Site Management, and Equipment Support Services Records	3 years or superseded	3.1	020	3 years
24	3a	IT Asset and Configuration Management Files - Inventories	1 year	3.1	020	3 years
24	3b1	IT Asset and Configuration Management Files - Management Records - system implementations, applications, modifications	1 year	3.1	030	5 years
24	3b2	IT Asset and Configuration Management Files - Management Records - routine IT maintenance	3 years or 1 year	3.1	020	3 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
24	4a1	System Backups and Tape Library Records - Backup tapes - Incremental backup tapes	Superseded or obsolete	3.2	040	Superseded
24	4a2	System Backups and Tape Library Records - Backup tapes - Full backup tapes	After second subsequent backup	3.2	041	When second subsequent backup verified
24	4b	System Backups and Tape Library Records - Tape library records	Superseded or obsolete	4.1	010	No longer needed
24	5a	Files Related to Maintaining the Security of Systems and Data - System Security Plans and Disaster Recovery Plans	1 year	3.2	010	1 year
24	5b	Files Related to Maintaining the Security of Systems and Data - IT risks, etc.	1 year	3.2	010	1 year
24	6a	User Identification, Profiles, Authorizations, and Password Files - Systems requiring special accountability	6 years	3.2	031	6 years
24	6b	User Identification, Profiles, Authorizations, and Password Files - Routine systems	See GRS 20, item 1c	3.2	030	Business use ceases
24	7	Computer Security Incident Handling, Reporting, and Follow-up Records	3 years	3.2	020	3 years
24	8a	IT Operations Records - Workload schedules, etc.	1 year	3.1	020	3 years
24	8b	IT Operations Records - Problem reports, etc.	1 year	3.1	020	3 years
24	8c	IT Operations Records - Operations reports, etc.	3 years	3.1	020	3 years
24	9a	Financing of IT Resources and Services - Agreements	3 years	3.1	020	3 years
24	9b	Financing of IT Resources and Services - Files related to managing third-party services	3 years	3.1	020	3 years
24	9c	Financing of IT Resources and Services - allocate charges, track payments	3 years	3.1	020	3 years
24	10a	IT Customer Service Files - Help desk information	1 year	5.8	010	1 year
24	10b	IT Customer Service Files - Logs, reports, etc.	1 year	5.8	010	1 year
24	11a	IT Infrastructure Design and Implementation Files - Not implemented	1 year	3.1	010	5 years
24	11b	IT Infrastructure Design and Implementation Files - Implemented	5 years	3.1	010	5 years
24	11c	IT Infrastructure Design and Implementation Files - Installation and testing	3 years	3.1	010	5 years
24	12	Does not exist	N/A			
24	13a1	PKI Records - PKI Administrative Records - FBCA Cas	7 years, 6 months; 10 years, 6 months; or 20 years, 6 months	3.2	060	7 years, 6 months; 10 years, 6 months; or 20 years, 6 months
24	13a2	PKI Records - PKI Administrative Records - Other Cas	7 years, 6 months to 20 years, 6 months	3.2	061	7 years, 6 months to 20 years, 6 months
24	13b	PKI Records - Transaction specific records	7 years, 6 months to 20 years, 6 months	3.2	062	7 years, 6 months to 20 years, 6 months
25	1a	Ethics Program Implementation, Interpretation, Counseling, and Development Files - [see records list in schedule]	3 years	2.8	010	6 years

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
25	1b	Ethics Program Implementation, Interpretation, Counseling, and Development Files - all other records	6 years	2.8	010	6 years
25	2a1	Financial Disclosure Reporting Files - public reports - individuals not subsequently confirmed or elected	1 year	2.8	060	1 year
25	2a2	Financial Disclosure Reporting Files - public reports - all other reports	6 years	2.8	061	6 years
25	2b1	Financial Disclosure Reporting Files - confidential reports - individuals not subsequently confirmed or elected	1 year	2.8	070	1 year
25	2b2	Financial Disclosure Reporting Files - confidential reports - all other reports	6 years	2.8	071	6 years
					072	6 years
25	2c1	Financial Disclosure Reporting Files - alternative or additional - individuals not subsequently confirmed or elected	1 year	2.8	080	1 year
25	2c2	Financial Disclosure Reporting Files - alternative or additional - all other reports	6 years	2.8	081	6 years
25	3	Ethics Agreement Records	6 years	2.8	100	6 years
					101	Destruction of last disclosure report
25	4	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files	6 years	2.8	020	6 years
25	5a	Non-Federally Funded Travel Files - Semiannual Expense Reports	3 years	2.8	030	3 years
25	5b	Non-Federally Funded Travel Files - records used to compile Semiannual Expense Reports	1 year	2.8	031	1 year
25	6a	Ethics Program Review Files - OGE program review reports, etc.	6 years	2.8	050	6 years
25	6b	Ethics Program Review Files - all other records	1 year	2.8	050	6 years
25	7a	Annual Agency Ethics Program Questionnaire Files - questionnaire completed by ethics officials in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978	3 years	2.8	040	3 years
25	7b	Annual Agency Ethics Program Questionnaire Files - all other records	1 year	2.8	040	3 years
25	8a	Ethics Program Employee Training and Education Files - administration	6 years	2.6	020	6 years
25	8b	Ethics Program Employee Training and Education Files - training materials	6 years	2.6	020	6 years
25	9	Ethics Program Procedures Files	6 years	2.8	010	6 years
26	1a	Internal Agency Committees - unrelated to mission	No longer needed	5.1	030	Business use ceases
26	1b	Internal Agency Committees - related to mission	Must be scheduled	Rescinded		
26	2a	FACA Committees - establishment, policy, etc.	Permanent	6.2	010	Permanent
					020	Permanent

Old GRS	Old Item	Series Title	Old Retention	New GRS	New Item	New Retention
26	2b	FACA Committees - day-to-day activities	3 years	6.2	050	Superseded, no longer needed or committee termination
26	2c1	FACA Committees - websites - electronic version	At termination or no longer needed	6.2	010	Permanent
					050	Superseded, no longer needed or committee termination
26	2c2	FACA Committees - websites - design and management	At termination or no longer needed	Rescinded		
26	2c3	FACA Committees - websites - electronic version of records duplicated elsewhere	At termination or no longer needed	6.2	050	Superseded, no longer needed or committee termination
26	3	Records not maintained by sponsor or secretariat	3 years	Rescinded		
26	4	Committee management records	6 years	6.2	040	6 years
					050	Superseded, no longer needed, or committee termination
					060	3 years
27	1	Information Technology Program Planning Records	7 years	6.3	010	7 years
27	2	Enterprise Architecture Records	7 years	6.3	020	7 years
27	3	Information Technology Capital Investment Records	7 years	6.3	010	7 years
27	4	Legal and Regulatory Compliance Records	5 years	4.2	080	5 years
27	5	CIO Committee Records	5 years	6.3	010	7 years
27	6	CIO Subject and Office Records	5 years	Rescinded		
27	7	Schedules of Daily Activities	2 years	Rescinded		