

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-361-89-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/29/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by GRS 5.4.010 (DAA-GRS-2016-0011-0001)

Item 1 is superseded by GRS 5.4.010 (DAA-GRS-2016-0011-0001)

Item 3 is no longer accumulating

Item 4 is no longer accumulating

Item 5 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

Item 6 is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)

Item 7 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

Item 10 is superseded by GRS 5.6.010 (DAA-GRS-2021-0001-0001)

Item 12 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

Item 14 is superseded by GRS 5.2.020 (DAA-GRS-2022-0009-0002)

Item 15 is superseded by GRS 5.1.010 (DAA-GRS-2016-0016-0001)

Item 17 is superseded by GRS 1.1.030 (DAA-GRS-2013-0003-0004)

Item 18 is superseded by GRS 1.1.030 (DAA-GRS-2013-0003-0004)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 19 is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)

Item 20 is superseded by GRS 5.4.020 (DAA-GRS-2016-0011-0001)

Item 21 is no longer accumulating

Item 22 is superseded by GRS 2.7.040 (DAA-GRS-2017-0010-0004)

Item 23A is superseded by GRS 2.7.040 (DAA-GRS-2017-0010-0004)

Item 23B is a filing instruction

Item 24A is superseded by GRS 2.7.020 (DAA-GRS-2017-0010-0002)

Item 24 B is superseded by GRS 2.7.020 (DAA-GRS-2017-0010-0002)

Item 27 is superseded by DAA-0361-2021-0020-0005

Item 28A is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)

Item 28B is superseded by DAA-0361-2021-0020-0003

Item 28C is no longer accumulating

Item 28D is no longer accumulating

Item 29 is superseded by GRS 1.1.030 (DAA-GRS-2013-0003-0004)

Item 30 is superseded by GRS 5.4.010 (DAA-GRS-2016-0011-0004)

Item 31 is no longer accumulating

Item 32 is no longer accumulating

Item 44 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

Item 45 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

Item 47 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

Item 48A is no longer accumulating

Item 48 B is no longer accumulating

Item 50A is a filing instruction

Item 50B is a reference file

Item 50C is superseded by GRS 2.7.020 (DAA-GRS-2017-0010-0002)

Item 50D is a reference file

Item 55 is superseded by DAA-0361-2021-0020-0004

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 56A is no longer accumulating
Item 56B is no longer accumulating
Item 57 is no longer accumulating
Item 58 is no longer accumulating
Item 59 is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)
Item 60 is superseded by DAA-0361-2021-0020-0006
Item 61 was superseded by N1-361-94-002 item 946.89
Item 63 is superseded by GRS 5.6.010 (DAA-GRS-2021-0001-0001)
Item 67 is superseded by GRS 5.4.070 (DAA-GRS-2016-0011-0008)
Item 68 is superseded by DAA-0361-2021-0020-0007
Item 69 is superseded by GRS 5.6.080 (DAA-GRS-2017-0006-0010)
Item 70A is no longer accumulating
Item 70B is no longer accumulating
Item 72 is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)
Item 73 is superseded by GRS 5.4.010 (DAA-GRS-2016-0011-0001)
Item 74 is superseded by GRS 5.4.030 (DAA-GRS-2016-0011-0003)
Item 78 is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)
Item 79A is superseded by DAA-0361-2021-0020-0001
Item 79B is a reference file
Item 80 is no longer accumulating
Item 81 is superseded by GRS 1.1.011 (DAA-GRS-2013-0003-0002)
Item 82 is superseded by GRS 5.4.010 (DAA-GRS-2016-0011-0001)
Item 83 is a reference file
Item 86 is superseded by GRS 1.1.011 (DAA-GRS-2013-0011-0002)
Item 89 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)
Item 92A is superseded by GRS 5.2.010 (DAA-GRS-2022-0009-0001)
Item 93 is no longer accumulating

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 97 is superseded by GRS 1.1.010 (DAA-GRS-2013-0003-0001)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 2/29/2024

N1-361-89-002

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-361-89-2
1 FROM (Agency or establishment) Defense Logistics Agency		DATE RECEIVED	6/28/89
2 MAJOR SUBDIVISION Staff Director, Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Resources Management Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. <i>Get</i>	
4 NAME OF PERSON WITH WHOM TO CONFER RON SULLIVAN	5 TELEPHONE EXT 274-6234	DATE 4/31/90	ARCHIVIST OF THE UNITED STATES <i>Claudia J. Walker</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 23 Jun 89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> PRESTON B. SPEED	D TITLE Chief, Administrative Management Branch
---------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	960 <u>STORAGE FACILITY PROGRAM RECORDS</u> . Relates to documentation, maintenance, and disposition instructions for documenting operations conducted at storage facilities. These operations deal with unloading, checking, recording, or otherwise receiving; storing; maintaining; protecting; moving; shipping; and accounting for DNSC materials.		
	960.10 <u>Storage Facility Entry Controls</u> . Documents accumulated in arranging for visits, admitting train crews, installing double switch locks, issuing decals or entry permits, and otherwise controlling admission to storage facilities. Included are visit logs and registers, visit notifications, decal and permit issue records, similar controls, and related records. (a. Entry permits and control: Destroy on turn-in or expiration of the decal or permit. b. Visit logs and registers: Destroy 1 year after sheet or book is filled. c. Other records: Cut off annually, destroy when 1 year old.)	32A1	
2	960.11 <u>Storage Facility Work Schedules</u> . Documents created in scheduling inspections, maintenance, stock servicing, rewarehousing, work schedules, and related records. (Cut off annually, destroy when 1 year old.)	32A15	

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO	PAGE 2 OF 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
3	960.12 <u>Storage Facility Inspection Files</u> . Inspection reports and related records on the condition and security of facilities, grounds, and warehouse sections, including facilities for the storage of DNSC, but not inspection reports on commodities which are included in the DNSC inspection files. (Cut off annually, destroy when 2 years old.)	32A35	
4	960.13 <u>Storage Facility Project Records</u> . Documents relating to qualitative maintenance projects which are not appropriate for inclusion in the related depot contract file. Included are status of project reports, visit reports, and related records. (Cut off annually following completion of the project, destroy when 3 years old.)	32A55	
5	960.14 <u>Storage Facility Transportation Records</u> . Documents accumulated in issuing Government Bills of Lading (GBL) and arranging transportation for outbound shipments. Included are requests for traffic data; issuing office copies of GBL's, including commercial bills of lading converted to GBL's; transit certificates; documents pertinent to freight classification; and related records. (Cut off annually, destroy when 4 years old.)	32A110	
6	960.15 <u>Commercial Bills of Lading</u> . These records are limited to commercial bills of lading where shipment charges were not paid by the Federal Government and which were not required for filing in the voucher or other records. (Cut off annually, destroy when 1 year old.)*****DLA 652.10**** (NOTE: Commercial bills of lading converted to GBL's will be filed with the GBL in the 960.14 Storage Facility Transportation records.)	32A115	
7	960.16 <u>Demurrage Records</u> . Documents created in recording arrival, unloading, and departure time of cars, and in certifying carrier demurrage bills. Included are car record forms, copies of carrier bills, and related records (Cut off annually, destroy when 4 years old.)	32A120	
8	960.17 <u>GBL Issuing Officer Designations</u> . Documents relating to the designation of storage facility employees as GBL issuing officers. (Cut off annually following cancellation, destroy when 4 years old.)	32A125	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

3 OF 20

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
9	960.20 <u>Unusual Occurrence Reports</u> . Documents accumulated in reporting information on unusual occurrences (actual or potential) to higher echelons. Included are telegraphic and narrative reports of damages to stocks and facilities resulting from fires or other causes; reports of thefts; reports of hazards adjacent to, but outside of, the storage facility; reports of unauthorized visits; reports of requests for information from individuals not authorized to receive such information; similar reports; and directly related records. (Cut off annually, destroy when 2 years old.)	32A5	
10	960.30 <u>Protection Agreements</u> . Documents created in preparing, negotiating, and clearing agreements with local protection and fire fighting services to provide mutual or other assistance in case of fire or disaster. (Destroy 2 years after cancellation, expiration, or obsolescence of the agreement.)	32A10	
11	960.40 <u>Depot Activity and Operation Reports</u> . Documents created in reporting depot activities and operations such as workload, accomplishments, receipts, problem areas, and similar matters. Included are reports and related records. (Cut off annually, destroy when 1 year old.)	32A20	
12	960.41 <u>Depot Contract Records</u> . Documents accumulated in administering contracts (normally awarded by higher echelons) for projects dealing with the receipt, storage, rewarehousing, and shipment of materials, supplies, and equipment; rehabilitation or repair of buildings, grounds, and storage containers; or similar things. Included are copies of contracts, related correspondence, copies of contractor invoices and time and attendance reports, and similar records. (Place in inactive file on completion of the contract by delivery and acceptance of all material, property, or services, or final payment whichever is later, cut off the inactive file at the end of the year, hold 2 years, and retire to FRC. Destroy when 6 years old.)	32A50	
13	960.50 <u>Space and Tonnage Reports</u> . Documents created in reporting statistical receipts, rewarehousing, shipments, and balances on hand. Included are reports and related records. (Cut off annually, destroy when 4 years old.)	32A25	
14	960.51 <u>Tonnage Registers</u> . Registers used to record information on tonnage of receipts and shipments for preparation of space and tonnage reports. (Destroy when register sheet or book is filled and the latest data therein has been used for the space and tonnage report.)	32A26	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

4 OF 20

7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
15	960.52 <u>Due-in Files</u> . Files, normally consisting of advance copies of shipping instructions, purchase orders, or other documents, which are used by storage facilities for workload and space utilization planning purposes. (Withdraw individual documents and place them in inactive file on receipt of shipment or when the document has served its intended purpose. Cut off the inactive file in 3-month blocks. destroy when 6 months old.)	32A95	
16	960.60 <u>Man-hour Distribution Reports</u> . Documents created in reporting the distribution of storage facility man-hours. Included are reports and related records. (Cut off annually. destroy when 1 year old.)	32A30	
17	960.70 <u>Equipment Jacket Files</u> . Case files created to maintain data on the acquisition, operation, servicing, maintenance, and repair of individual items of storage facility equipment, particularly materials handling equipment. Included are acquisition documents and change of status reports; utilization and cost logs, job repair orders, purchase orders, and invoices; utilization service and repair cost summaries; maintenance checklists; battery test and change records; inspection records; and related records. (Transfer with the equipment. Place in inactive file on final disposal of the equipment. Cut off the inactive file annually. destroy when 2 years old.)	32A40	
18	960.71 <u>Equipment Maintenance Logs</u> . Log forms normally attached to equipment, including installed equipment, except motor vehicles, to record operation, inspection, and maintenance. (Transfer with the equipment. Destroy on disposal, cannibalization, or abandonment of the equipment.)	32A45	
19	960.72 <u>Voucher Copies</u> . Extra copies of receiving reports, tally sheets, outbound storage reports, and similar documents retained by shipping, receiving, and other sections of the storage facility. (Cut off annually. destroy when 1 year old.)	32A100	
20	960.73 <u>Inventory Records</u> . Copies of physical or other inventory reports that are filed separately from vouchers or comparable records. (Cut off annually following the next comparable inventory. destroy when 2 years old.)	32A105	
21	960.80 <u>Radioactive Material Licenses</u> . Documents relating to licenses (issued by the Nuclear Regulatory Commission) to obtain and handle sources of ionizing radiation. Included are applications, licenses, amendments, and related records. (Place in inactive file following cancellation or final expiration of the license. destroy when 2 years old.)	32A60	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
22	960.81 <u>Radiation Exposure Evaluation Files</u> . Documents created in forwarding dosimetry film badges for evaluation and return of 'readings.' Included are transmittal letters, reports of film badge readings, and related records. (Cut off annually, destroy when 1 year old, provided 'readings' are entered in the radiation exposure record.)	32A65	5 of 20
23	960.82 <u>Radiation Exposure Records</u> . Documents used to record and maintain a record of the individual employees to ionizing radiation, the locations of the radiation, and the sources involved. Included are dose records, exposure log books, and related records. (a Log books: Retain until book is filled and all individuals for whom exposures are recorded therein are no longer employed at the storage facility and retire to FRC. Destroy when 30 years old. b. Individual records: Withdraw on transfer or separation of the individual concerned and file records in official personnel folders.)	32A70	
24	960.83 <u>Radiation Survey and Analysis Files</u> . Documents created in performing health physics inspections to ensure that protective procedures and practices are followed in handling sources of ionizing radiation. These records include documents created in detecting and recording levels of radiation in materials, objects, and the environment of areas where sources of ionizing radiation are handled or stored. Included are inspection or survey reports, radiological and chemical analysis reports, leak test reports, logs, and related records. (a. Logs: Destroy 3 years after date of last entry on sheet or book. b. Other records: Cut off annually, destroy when 3 years old.)	32A75	
25	960.90 <u>Stock Locator Files</u> . Documents used to show the location and identity of equipment, supplies, and material in open and closed storage. Included are stock location cards, stock identification cards, change notices, and related records. (Destroy locator document when superseded or obsolete, except that change notices will be destroy after the change is made on the locator.)	32A80	
26	960.91 <u>Storage Layout Plats and Plans</u> . Layout plats, plans, and charts prepared and used to ensure maximum utilization of space and to complement stock locator systems. (Destroy the plat, plan, or chart, when superseded or obsolete.)	32A85	
27	960.92 <u>Stock Location Audits</u> . Reports and related records pertaining to periodic audits made to ensure that locator files are in agreement with stock locations. (Destroy on correction of deficiency in the locator file or after 30 days if no deficiencies are involved.)	32A90	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 16 OF 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
28	<p>960.93 <u>DNSC Stock Account Records</u>. Descriptions of and disposition instructions for these records are as follows:</p> <p>a. <u>DNSC Vouchers</u>. Storage facility copies of records documenting the receipt, storage, and shipment of, and accountability for DNSC materials. Included are shipping instructions and notices; receiving reports, over, short, and/or damage reports; memorandum copies of bills of lading, but not issuing office copies; analysis reports; delivery orders; sales releases; shipment orders; stock adjustment reports; reports of survey, and property write-offs; and related records not described elsewhere in this paragraph. (a. Receiving reports and related documentation: Destroy 3 years after all stored material of like kind and grade have been shipped out. b. Other records: Destroy 3 years after all stored material of like kind and grade have been shipped out.)</p> <p>b. <u>Commodity Inspection Records</u> Notification of stockpile inspection reports, and related records reflecting the condition and security of stored commodities, including the adequacy of the storage facilities. (Cut off annually, destroy when 3 years old.)</p> <p>c. <u>DNSC Voucher Registers</u>. Registers reflecting the assignment of voucher numbers to documents crediting or debiting the DNSC material inventory. (Destroy 3 years after date of last entry on register.)</p> <p>d. <u>Stock Record Cards</u>. Inventory record cards reflecting receipt, shipment, and balances of DNSC material by program, commodity, grade, type, and country or origin. (Place in inactive file when balances on cards are reduced to zero. Destroy 2 years after all stored material of like kind and grade has been shipped out)</p>	32A130	
29	<p>960.94 <u>Stock Record Cards</u>. Stock record cards (for stocks other than DNSC material) or comparable basic documents recording by item the receipt, shipment, and disposal of property; balances on hand; dollar values, and other data. (Withdraw and place in inactive file when record is filled and balances are brought forward to a new record, or when final entry is made on the card. Cut off the inactive file at the end of the year, destroy when 3 years old.)</p>	32A160	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 7 of 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
30	960.95 <u>Stock Record Voucher Records</u> . Documents accumulated at depots to show and support additions to, or decreases in, stock record accounts for stocks other than DNSC materials. Included are receiving reports; tally-in sheets; inspection reports; stock adjustments; copies of reports of survey or property write-offs; radiological instrument repair records; reports of physical inventories; stock status reports; loan agreements; copies of bills of lading and over, short, and/or damage reports; requisitions and shipping documents; disposition instructions for unserviceable property; other supporting records; and related correspondence. (Cut off annually, destroy when 3 years old.)	32A165	
31	960.96 <u>Voucher Registers</u> . Registers used to record the assignment of numbers to, and other information about, documents (vouchers) crediting or debiting other and DNSC materials. (Cut off annually, destroy when 3 years old.)	32A170	
32	960.97 <u>Voucher Block Number Assignments</u> . Documents reflecting the assignment of blocks of voucher numbers to storage facilities. (Cut off annually, destroy when 1 year old.)	32A185	
	970 <u>DEFENSE MATERIALS AND EQUIPMENT</u> . Relates to documentation, maintenance, and disposition instructions for program records pertaining to planning, marketing and technical research, and associated services for the acquisition, beneficiation, upgrading, rotation, and disposal of National Defense Stockpile (DNSC) materials. The term "national defense stockpile material," refers to all of the various materials in the stockpile.		
33	970.01 <u>Stockpile Goal Actions</u> . 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 the 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.)	31A1	
34	970.02 <u>Stockpile Procurement Directives</u> . Documents accumulated as a result of participating in the development and review of directives for procuring and upgrading of material needed to meet established objectives. (Destroy on disposal of the stockpile.)	31A5	

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE 8 OF 20
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
35	970.10 <u>Barter Transaction Comments</u> . 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. (Cut off annually, and destroy on disposal of the stockpile.)	31A10	
36	970.11 <u>Barter Offers Research Reviews</u> . 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. (Cut off annually, and destroy on disposal of stockpile.)	31A20	
37	970.20 <u>DNCS Excess Report Reviews</u> . Documents accumulated in reviewing and analyzing reports of DNCS materials excess to the needs of reporting agencies to determine whether the material 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.)	31A25	
38	970.30 <u>Disposal Planning Files</u> . Documents accumulated from initiation of FEMA request for DLA'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. (Cut off annually, hold for the life of the stockpile, then retire to FRC. Destroy 10 years after disposal of stockpile.)	31A30	
39	970.40 <u>Research Study Files</u> . 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 DNCS materials. Included are proposals, requests, studies, analyses, clearance actions, and related records. (Cut off annually, hold for the life of the stockpile, then retire to FRC. Destroy 5 years after disposal of stockpile.)	31A35	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	971 <u>DNAC ACQUISITION AND SERVICE PROGRAM RECORDS.</u> Provides documentation, maintenance, and disposition instruction for program records documenting the procurement, acquisition (through barter), beneficiation, upgrading, processing, refinement, production, and stabilization of DNAC materials.		9 OF 20
40	971.10 <u>Barter Program Directives.</u> Documents relating to authorizations from the Federal Emergency Management Agency (FEMA) to DLA for the Commodity Credit Corporation (CCC) to barter surplus agricultural commodities in exchange for material needed in the national defense stockpiles. Included are barter program directives, advice to CCC not confined to a single barter transaction, and related records. (Destroy on disposal of the stockpile.)	31B1	
41	971.11 <u>Barter Assistance Files.</u> 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 DNAC acquisition contracts.)	31B15	
42	971.12 <u>Barter Offer Inquiries.</u> Documents accumulated in receiving and answering inquiries and barter offers from sources other than CCC. (Cut off annually, destroy when 1 year old.)	31B35	
43	971.20 <u>DNAC Acquisition Contracts.</u> 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 DNAC 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. (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. 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 DNAC inventory.)	31B10	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7. ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
44	971.21 <u>Service Contract Files</u> . 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 DNSC 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)	31B25	10 OF 20
45	971.22 <u>Machine Tool Contracts</u> . Case files created in the preparing, awarding, executing, and administering of M-day machine tool pool order, and machine tool trigger contractions, 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.)	31B55	
46	971.30 <u>Disposal Coordination Files</u> . Documents accumulated as a result of coordination with offices responsible for disposal in connection with planning and accomplishing the disposal of DNSC overages. Included are notifications of excesses, clearance actions, and related records. (Cut off annually following disposal, destroy when 2 years old.)	31B20	
47	971.40 <u>Lease Files</u> . 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, letter 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.)	31B26	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
48	971.50 <u>Excess DNSC Acquisition Files</u> . Documents accumulated in coordinating reports of, answering inquiries about, furnishing reporting instructions on, and otherwise coordinating the acquisition of national defense stockpile material report as excess by other agencies. Included are notification letters, clearance actions, excess reports, transfer and shipping instructions, and related records. (a. DNSC accepted: Cut off annually. 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 DNSC inventory. b. DNSC not accepted: Cut off annually, destroy when 1 year old)	31B30	11 OF 20
49	971.60 <u>Storage Facility Agreements</u> . 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.	31B40	
50	971.70 <u>Industrial Hygiene and Safety Management Records</u> . 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 litigations have been resolved)	31B60	
51	971.80 <u>Environmental Affairs</u> . 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.)	31B65	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	972 <u>DNSC INSPECTION PROGRAM RECORDS</u> . Relates to documentation, maintenance, and disposition instructions for records documenting the inspection, quality assurance, and surveillance programs for DNSC and other material taken into or disposed of from the various stockpiles.		12 of 20
52	972.01 <u>Commodity General Files</u> . 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.)	31C40	
53	972.10 <u>National Defense Stockpile Files</u> . Documents accumulated in the stockpiling of nation 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 3 years following removal of the commodity from the stockpile. Destroy 8 years after removal.)	31C45	
54	972.20 <u>Procurement Contract Inspection Files</u> . 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. (Destroy 6 years after commodity is no longer held in the stockpile.)	31C1	
55	972.21 <u>"Depot" Inspection Files</u> . 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. (Destroy 6 years after commodity is no longer in stockpile.)	31C5	
56	972.22 <u>Inspection Indexes</u> . Card indexes to "contract" and "depot" inspection records. Card sets relate contract numbers, commodities, and contractors. (a. Acquisition contracts. Destroy 6 years after disposal of commodity. b. Disposal contracts. Destroy 6 years after completion of contract.)	31C10	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
57	972.23 <u>Inspection Comments.</u> Documents accumulated in reviewing and commenting on the probable quality and on the inspection requirements associated with barter offers, reports of excess DNSC materials, and other proposed acquisition actions that did not materialize and for which there is not 'contract' or 'depot' inspection records. (Cut off annually, destroy when 2 years old.)	31C15	13 of 20
58	972.24 <u>Inspection Assignment and Coordination Files.</u> Documents accumulated in scheduling, assigning, and coordination inspection activities. Included are inspection schedules or programs and related communications and records. (Cut off annually, destroy when 2 years old.)	31C20	
59	972.25 <u>Inspection Interchange Agreements.</u> 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.)	31C30	
60	972.26 <u>Inspection Activity Evaluations.</u> 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.)	31C35	
	973 <u>GENERAL STORAGE PROGRAM RECORDS.</u> Documents relate to the documentation, maintenance, and disposition instructions for records documenting functions performed in the general management of the storage of Defense National Stockpile Center (DNSC) materials.		
61	973.05 <u>Radioactive Material Licensing Files.</u> 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.)	31D100	
62	973.10 <u>Storage Agreements.</u> Documents accumulated in preparing, negotiating, and approving agreements relating to maintenance, storage, use, and shipment of DNSC 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.)	31D1	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

14 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
63	973.11 <u>Protection Agreements</u> . 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 when expired, canceled, or obsolete.)	31D35	
64	973.20 <u>Facility Files</u> . Documents created in determining the need for, and recommending the establishment, organization, staffing, relocation, or discontinuance of, depots, storage facilities and sites, and associated shops, excluding storage space acquisition files described in file series 973.21. Included are economic, feasibility, and other studies, organization and staffing plans, recommendations, and related records. (Cut off annually; destroy 3 years after discontinuance of the facility.)	31D5	
65	973.21 <u>Storage Space Acquisition Files</u> . Documents listing potentially acceptable space or facilities, reports of inspection, selection and acquisition of space or facilities for storing DNSC materials. Included are copies of requests, drawing and specifications, space listings, findings, clearance actions, notices of selection, and related records. (Cut off annually, destroy when 7 years old.)	31D10	
66	973.30 <u>Special Space Construction Files</u> . Documents accumulated in establishing requirements and specifications for authorizing and coordinating construction of special storage space at DLA or military storage sites. Included are requirements, specifications and drawings, approvals, construction requests, cost estimates, and related records. (Place in inactive files on completion of construction, cut off the inactive file annually, destroy when 7 years old.)	31D15	
67	973.40 <u>Qualitative Maintenance Projects</u> . Documents accumulated in establishing, coordinating, controlling, and monitoring the status of projects concerned with maintenance of buildings, grounds, and sites; identification, protection, packaging, and warehousing of materials; and similar matters at DLA, 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 file series 971.21. (Cut off annually following completion of project. Review for disposal after 6 years.)	31D25	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
68	973.41 <u>Qualitative Maintenance Project Registers</u> . Special registers used to control numbers assigned to, and to record identifying information about, authorized qualitative maintenance projects. (Destroy when obsolete.)	31D30	15 OF 20
69	973.50 <u>Protection Inspection Files</u> . 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 comparable occurrences. Included are checklists, reports, followup actions, and related records. (Cut off annually following completion of followup action, destroy when the facility is closed.)	31D40	
70	973.51 <u>Storage Inspections</u> . Documents created in planning, conducting, reporting on, and following up 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.)	31D55	
71	973.52 <u>Staff visits and surveys</u> . 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.)	31D50	
72	973.53 <u>Unusual Occurrence Reports</u> . 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. (Cut off annually, destroy when 2 years old.)	31D45	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
73	973.60 <u>Storage Equipment Files</u> . 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)	31D65	16 of 20
74	973.61 <u>MHE Identification Data Files</u> . Documents used to provide identification data for, and inventory controls over, material handling equipment at storage facilities. (Destroy on disposition of the equipment.)	31D70	
75	973.70 <u>Space and Operation Reports</u> . Documents reflecting workload, accomplishments, problems, space utilizations, 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.)	31D75	
76	973.80 <u>Storage training files</u> . 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. Included are training course requests, reports of training, including orientation training, memorandum training reports, of training provided to local, State, and other agency personnel, and related records. (Cut off annually, destroy when 2 years old.)	31D80	
77	973.90 <u>Government Bill of Lading (GBL) Issuing Officer Designation</u> . Documents accumulated in coordinating the designation of individuals as GBL issuing officers. (Cut off annually following cancellation of designations, destroy when 4 years old.)	31D85	
78	973.91 <u>Car Records</u> . Car records (car detention records), carrier bill, and related records which are forwarded to regional offices for certifying carrier demurrage bills and payment. (Cut off annually, destroy when 4 years old.)	31D90	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	974 <u>DNSS STORAGE PROGRAM RECORDS</u> . Relates to documentation, maintenance, and disposition instructions for program records accumulated in technically supervising and administering the shipment, receipt, handling, storage, preservation, and release of the Defense National Stockpile materials. The		17 OF 20
79	974.10 <u>Storage Receipt and Release Files</u> . Documents accumulated in commenting on , authorizing, managing, and arranging for the shipment, receipt, handling, storage, preservation, and release of DNSS 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. (a. Central office: Destroy 1 year after completion of contract. b. Zone offices: Destroy when all material is removed from storage.)	31E5	
80	974.11 <u>DNSS Materials Release Controls</u> . Registers, cards, or other controls used to records information about, and control numbers assigned to, shipping orders, shipping instructions, or other documents used in authorizing the release and shipment of DNSS materials. (Destroy when obsolete.)	31E10	
81	974.20 <u>Storage Claim Files</u> . 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 2 years after settlement.)	31E15	
82	974.30 <u>Physical Inventory Files</u> . Documents accumulated in scheduling, supervising, coordinating, and assisting in the physical inventory of DNSS materials. Included are inventory notices and schedules, physical inventory reports, coordination actions, and related records. (Destroy 6 years after removal of material from the stockpile.)	31E20	
83	974.40 <u>Commodity Inventory Workpapers</u> . 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)	31E25	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
84	974.50 <u>Report of Survey Recommendations</u> . 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 DNSC materials. Included are recommendations, Board reports, and related records. (Cut off annually following final action by the Board, destroy on removal of stockpile.)	31E30	18 of 20
85	974.60 <u>Sign Requests</u> . Documents accumulated in coordinating the determination of positive identification of and in requesting and furnishing appropriate signs for DNSC materials. (Cut off annually, destroy when 1 year old.)	31E35	
86	974.70 <u>Storage Cost Estimates</u> . Documents accumulated in developing and providing DOD components with estimates of the costs connected with, and in approving reimbursements for, handling DNSC material. (Cut off annually, destroy when obsolete.)	31E40	
	984 <u>DNSC DISPOSAL PROGRAM RECORDS</u> . Relates to documentation, maintenance, and disposition instructions for program records documenting disposal of DNSC materials through sale, transfer to Agency for International Development (AID) programs, release, destruction, or abandonment and for program records documenting market and technical support provided in connection with these disposal activities.		
87	984.10 <u>Disposal Project Files</u> . Documents accumulated in assisting and participating in the determination of excess DNSC materials, the selection of material (by lot, grade, and location) for disposal, and other actions leading up to but excluding contractual actions. Included are copies of directives regarding the development of disposal plans, copies of the disposal plans, minutes of meetings, and related records. (Cut off annually, destroy when 3 years old.)	33C1	
88	984.20 <u>Bidder Mailing List</u> . Documents accumulated in establishing, verifying, effecting changes in, maintaining, and controlling bidder mailing lists. Included are cards, listings of bidders and their addresses, requests for addition or deletion of names on the lists, bidder list control records, and related records. (a. Lists: Destroy when superseded, canceled, or obsolete. b. Cards: Destroy when no response is received through the fifth invitation, when invitation is returned due to incorrect address, on receipt of a negative response to an inquiry, or on request for withdrawal of name. c. Other records: Cut off annually, destroy when 1 year old.)	33C5	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
89	984.30 <u>DNSC Sales Contracts</u> . Documents created in the sale of excess DNSC materials, including sales through AID programs. Included are invitations to bid, solicitations of offers, and sale announcement; purchase requests and authorizations; material inspection permits; requests for and transmittals of samples; bids, bid cards, and abstracts; sales documents and copies of contracts; requests for and copies of shipping documents; and other records related to the sale. (Place in inactive file on completion of sale, but off the inactive file at the end of the year, hold 1 year and retire to FRC. Destroy when 6 years old.)	33C10	19 of 20
90	984.31 <u>Sales contract registers</u> . Registers maintained by stockpile program or by commodity and used to record data about the control actions relating to sales of DNSC materials. Included are sales contract registers, daily sales registers, daily telephonically awarded off-the-shelf sales, control registers, and similar registers. (Destroy 3 years after register is filled.)	33C20	
91	984.32 <u>Sales Reports</u> . Daily or other reports, including directly related records (prepared from the various sales registers or from other data) reflecting information on disposal sales activity, Government-wide sales, quantity and value of sales, and similar matters. (Cut off annually, destroy when 1 year old.)	33C35	
92	984.40 <u>Market Price Registers</u> . Registers, worksheets, or comparable documents used to record prices of selected commodities in national, foreign or world markets. (a. Worksheets: Destroy when data is transferred to a register or other formal documents. b. Other records: Cut off annually, destroy when 5 years old.)	33C15	
93	984.50 <u>Rubber Lot Cards</u> . Cards maintained on rubber lots and used to pose information about the issuance of inspection permits and for disposal sale purposes. (Withdraw and destroy on sale or other disposal of the lot concerned.)	33C25	
94	984.60 <u>DNSC Material Destruction or Abandonment Cases</u> . Document accumulated in recommending, justifying, and approving the destruction or abandonment of surplus DNSC material which is unsaleable or for which care and maintenance exceeds the estimated proceeds from its sale. Included are proposals, public announcements and invitations to bid, determinations and findings, copies of research reports, boards recommendations and approvals, and related records. (Cut off annually, destroy when 3 years old.)	33C40	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 20 OF 20
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
95	984.70 <u>Contract Boards Files</u> . Documents accumulated by the Contract Board in reviewing, amending, approving, or disapproving draft disposal plans; invitations for bid; draft sales catalogs; contracts; recommendations for abandonment, destruction, or release of unsaleable excess DNSC material; and similar actions. (Cut off annually, destroy when 3 years old.)	33C45	
96	984.80 <u>DNSC Materials Technical Files</u> . Documents, tables, and worksheets accumulated in assisting and participating in the developing market and environmental impact studies of DNSC materials involved in the AMP. Included are documents of confidential and proprietary company data, market and economic analyses of DNSC material acquisition and disposal activities, and econometric models of DNSC materials. (Cut off annually, hold 3 years and retire to FRC. Destroy when 15 years old.)	33C50	
97	971.23 <u>Grant Files</u> . Documents accumulated in awarding which are referenced in applicable public laws and awarded to recipients. Case files are created in the preparation, execution and administration. Included are official contract files and other related records. (Upon completion of contract, place in appropriate closed file. Cut off closed files at annual or more frequent intervals, hold a comparable period. Transactions of more than \$25,000 destroy 6 years 3 months after final payment. Transactions of \$25,000 or less destroy 3 years after final payment.)		