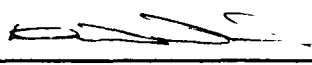
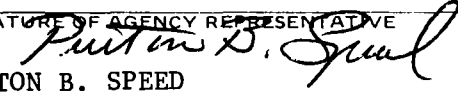


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-361-90-1	DATE RECEIVED 5/8/90
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Staff Director, Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Resources Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Allen B. Easterly	5. TELEPHONE EXT. 274-6234	DATE 1/23/91	ARCHIVIST OF THE UNITED STATES 
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 23 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 1/24/90	C. SIGNATURE OF AGENCY REPRESENTATIVE  PRESTON B. SPEED	D. TITLE Chief, Administrative Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	The enclosed is a revision of the records disposition schedule for our Installations Services Division. This revision will supercede series 131, 140, 180, 236, 238, 291-293, 426, 500, 952, 953, 954, and paragraphs 237.75, 270.60, 301.15, and 429.05 of our Files Maintenance and Disposition Manual (DLAM 5015.1).		

Copies sent to agency, NN-W, NNS, NNT, NPS 1/29/91

500 INSTALLATION SERVICES

INTRODUCTION. THIS SERIES RELATES TO ACTIVITY OPERATIONS AND SERVICES RELATING TO ENVIRONMENTAL QUALITY; ENERGY CONSERVATION; FACILITY MANAGEMENT, INCLUDING MASTER PLANNING ALTERATIONS AND CONSTRUCTION; COMMON CENTRALIZED ADMINISTRATIVE SERVICES; OPERATING SUPPLIES; EQUIPMENT ACQUISITION, UTILIZATION, MAINTENANCE; AND NONAPPROPRIATED FUND ACTIVITIES.

510 ADMINISTRATIVE SERVICES. RELATES TO COMMON, CENTRALIZED ADMINISTRATIVE SERVICES INCLUDING MAIL, MESSAGE, PUBLICATIONS, REPRODUCTION, ADMINISTRATIVE PROCEDURES, RECORDS MANAGEMENT, CORRESPONDENCE MANAGEMENT, TRAVEL, FREEDOM OF INFORMATION ACT, PRIVACY ACT, GRAPHIC ARTS, LIBRARY ADMINISTRATION, AND AUDIOVISUAL SUPPORT SERVICES.

510.01 ADMINISTRATIVE SERVICES PROGRAM FILES. DOCUMENTS RELATED TO THE FORMULATION, MANAGEMENT, ADMINISTRATION AND EXECUTION OF INDIVIDUAL ADMINISTRATIVE SERVICES PROGRAMS SUCH AS PROGRAM PLANS, STUDIES AND ANALYSES, REPORTS, LETTER GUIDANCE AND DIRECTION, AND RELATED DOCUMENTS. (~~DESTROY 2 YEARS AFTER TERMINATION OF PROGRAM EFFORT, OR WHEN NO LONGER REQUIRED, WHICHEVER IS SOONER.~~)

510.02 ADMINISTRATIVE SERVICES POLICY FILES. DOCUMENTS PROVIDING GENERAL DIRECTION, STAFF GUIDANCE AND REPORTING IN THE MANAGEMENT AND ADMINISTRATION OF ADMINISTRATIVE SERVICES INCLUDING INTERPRETATIONS AND DECISIONS ON APPLICABILITY, REQUESTS FOR WAIVERS AND EXCEPTIONS, DATA CALLS AND PERIODIC REPORTING, AND SIMILAR DOCUMENTS NOT COVERED ELSEWHERE. (HQ DLA - DESTROY AFTER 2 YEARS. OTHER ACTIVITIES - DESTROY AFTER 1 YEAR.)

~~**510.10 FORMS MANAGEMENT PROGRAM.** FORMS DATA AND HISTORY CARDS, REQUESTS FOR FORMS APPROVAL, AND ANY BACKUP MATERIALS PERTAINING TO FORMS MANAGEMENT. (DESTROY WHEN FORM IS DISCONTINUED, SUPERSEDED OR CANCELLED.)~~

GRS 16/3(b)

~~**510.12 FORMS MASTER RECORD SETS.** RECORD COPIES OF EACH FORM CREATED WITH RELATED INSTRUCTIONS AND DOCUMENTATION SHOWING INCEPTION, SCOPE, AND PURPOSE OF FORM. (DESTROY 5 YEARS AFTER RELATED FORM IS DISCONTINUED, SUPERSEDED OR CANCELLED.)~~

GRS 16/3(a)

~~**510.14 RECORDS MANAGEMENT.** RECORDS MANAGEMENT SURVEYS, FILES OUTLINES, RECORDS MANAGEMENT DESIGNATION CORRESPONDENCE, FILE NUMBER RECOMMENDATIONS, RECORDS TRANSMITTAL AND RECEIPT FORMS, REPORTS, TRAINING MATERIALS, CORRESPONDENCE AND OTHER RECORDS MANAGEMENT RELATED DOCUMENTS. (DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER.)~~

GRS 16/7

~~**510.16 RECORDS DISPOSITION CONTROL.** DOCUMENTS REFLECTING THE TRANSFER OF RECORDS TO RECORDS HOLDING AREAS AND RECORDS CENTER SUCH AS RECORDS SHIPMENT LISTS, RECORDS TRANSMITTALS AND RECEIPTS, AND RELATED CORRESPONDENCE. (DESTROY WHEN ALL DOCUMENTS LISTED HAVE BEEN DESTROYED OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER. EXCEPTION: SF 135s RELATED TO PERMANENT RECORDS MAY BE DESTROYED AFTER THEY ARE OFFERED TO THE NATIONAL ARCHIVES AND ARE ACCEPTED.)~~

GRS 16/2(a)

~~**510.18 FREEDOM OF INFORMATION ACT REQUEST FILES.** DOCUMENTS RELATING TO REQUESTS FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT. INCLUDED ARE THE ORIGINAL REQUEST, A COPY OF THE REPLY THERETO GRANTING ACCESS, STATING~~

GRS 14/11(a)(1)

GRS 14/11(a)(2)(a)

INABILITY TO IDENTIFY OR NONEXISTENCE OF REQUESTED RECORDS, AND INDICATING FEES CHARGED, AND RELATED DOCUMENTS. (DESTROY AFTER 2 YEARS IF NOT APPEALED.)

~~510.20 FOIA REQUEST DENIAL FILES. DOCUMENTS RELATING TO REQUESTS FOR INFORMATION UNDER THE FOIA FOR WHICH ACCESS TO ALL OR PART OF THE REQUESTED RECORD IS DENIED. INCLUDED ARE THE ORIGINAL REQUEST, COPIES OF THE REPLY THERETO AND SUPPORTING DOCUMENTATION FOR DENIAL, AND RELATED DOCUMENTS. (DESTROY AFTER 6 YEARS IF NOT APPEALED.)~~

GRS 14/11(a)(2)(a)

~~510.22 FOIA APPEAL FILES. DOCUMENTS RELATING TO ADMINISTRATIVE APPEALS UNDER THE PROVISIONS OF THE FOIA. INCLUDED ARE THE APPELLANTS LETTER, COPY OF REPLY THERETO, RELATED SUPPORTING DOCUMENTS, AND COPIES OF THE DENIED RECORDS. (DESTROY 6 YEARS AFTER FINAL DENIAL BY AGENCY, OR 6 YEARS AFTER THE TIME AT WHICH A REQUESTER COULD FILE SUIT, OR 3 YEARS AFTER ADJUDICATION BY COURTS, WHICHEVER IS LATER.)~~

GRS 14/12(a)

~~510.24 FOIA CONTROL FILES. DOCUMENTS MAINTAINED FOR CONTROL PURPOSES IN RESPONDING TO REQUESTS FOR RELEASE OF INFORMATION. INCLUDED ARE REGISTERS, LOGS, AND SIMILAR RECORDS, CASE NUMBERS, LISTING DATE, NATURE AND PURPOSE OF REQUEST, AND NAME AND ADDRESS OR REQUESTER. (DESTROY 6 YEARS AFTER DATE OF LAST ENTRY.)~~

GRS 14/13

~~510.28 FOIA REPORT FILES. DOCUMENTS RELATING TO RECURRING REPORTS AND ONETIME INFORMATION REQUIREMENTS RELATING TO IMPLEMENTATION OF THE FOIA, INCLUDING ANNUAL REPORTS TO CONGRESS. (DESTROY AFTER 2 YEARS OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.)~~

GRS 14/14

~~510.30 PRIVACY CASE FILES. DOCUMENTS ACCUMULATED IN NOTIFYING REQUESTERS OF THE EXISTENCE OF RECORDS ON THEM, PROVIDING OR REFUSING ACCESS TO OR AMENDMENT OF RECORDS, ACTING ON APPEALS OR REFUSALS TO PROVIDE ACCESS OR AMEND RECORDS, AND PROVIDING OR DEVELOPING INFORMATION FOR USE IN LITIGATION. INCLUDED ARE REQUESTS, APPROVAL AND REFUSAL ACTIONS, APPEALS AND ACTIONS ON APPEALS, COORDINATION ACTIONS, COPIES OF THE REQUESTED AND AMENDED OR UNAMENDED RECORDS, STATEMENTS OR DISAGREEMENT, AND RELATED DOCUMENTS.~~

GRS 14/21(a)(1)
GRS 14/21(a)(3)(a)
GRS 14/21(a)(3)(b)

~~A. REQUESTS TOTALLY GRANTED - (DESTROY 2 YEARS AFTER DATE OF REPLY.)~~

~~B. REQUESTS TOTALLY OR PARTIALLY DENIED AND NOT APPEALED - (DESTROY 5 YEARS AFTER DATE OF REPLY.)~~

~~C. REQUESTS TOTALLY OR PARTIALLY DENIED AND APPEALED - (DESTROY 4 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 3 YEARS AFTER FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER.)~~

~~510.32 PRIVACY ACT CONTROL FILES. FILES MAINTAINED FOR CONTROL PURPOSES IN RESPONDING TO REQUESTS, INCLUDING REGISTERS AND SIMILAR RECORDS LISTING DATE, NATURE OF REQUEST, AND NAME AND ADDRESS OF REQUESTER. (DESTROY 5 YEARS AFTER DATE OF LAST ENTRY.)~~

GRS 14/24

~~510.34 ACCOUNTING OF PRIVACY ACT DISCLOSURE FILES. FILES MAINTAINED UNDER THE PROVISIONS OF 5 U.S.C. 552a(c) FOR AN ACCURATE ACCOUNTING OF THE DATE, NATURE, AND PURPOSE OF EACH DISCLOSURE OF A RECORD TO ANY PERSON OR TO ANOTHER AGENCY, INCLUDING FORMS FOR SHOWING THE SUBJECT INDIVIDUAL'S NAME, REQUESTER'S NAME AND ADDRESS, PURPOSE AND DATE OF DISCLOSURE, AND PROOF OF SUBJECT INDIVIDUAL'S CONSENT WHEN APPLICABLE. (HOLD FOR THE LIFE OF THE DISCLOSED RECORD OR DESTROY 5 YEARS AFTER DATE OF DISCLOSURE, WHICHEVER IS LATER.)~~

GRS 14/23

~~510.36 PRIVACY ACT GENERAL ADMINISTRATION FILES. RECORDS RELATING TO THE GENERAL AGENCY IMPLEMENTATION OF THE PRIVACY ACT, INCLUDING NOTICES, MEMORANDA, ROUTINE CORRESPONDENCE, AND RELATED RECORDS. (DESTROY WHEN 2 YEARS OLD OR NO LONGER NEEDED FOR ADMINISTRATIVE USE.)~~

GRS 14/26

510.38 REPORTS OF SYSTEMS OF RECORDS. DOCUMENTS RELATING TO THE PREPARATION, COORDINATION, AND SUBMISSION OF REPORTS, SYSTEM NOTICES, AND EXEMPTION RULES FOR PROPOSED NEW SYSTEMS OF RECORDS OR CHANGES TO EXISTING SYSTEMS. INCLUDED ARE SYSTEM REPORTS, INCLUDING OMB AND CONGRESSIONAL COMMENTS ON THEM; COPIES OF SYSTEM NOTICES AND EXEMPTION RULES AND PUBLIC COMMENTS ON THEM; COORDINATION ACTIONS; AND RELATED DOCUMENTS. (DESTROY 2 YEARS AFTER DISCONTINUATION OF THE SYSTEM OF RECORDS OR ON DISAPPROVAL OF A SYSTEM.)

~~510.40 PRIVACY ACT REPORT FILES. DOCUMENTS CONSISTING OF RECURRING REPORTS AND ONETIME INFORMATION REQUIREMENTS RELATING TO AGENCY IMPLEMENTATION OF THE PRIVACY ACT. INCLUDED ARE ANNUAL REPORTS OF OMB AND CONGRESS, SIMILAR REPORTS, AND RELATED DOCUMENTS. (ANNUAL REPORTS PREPARED BY OFFICE PERFORMING DLA-WIDE RESPONSIBILITY - PERMANENT. OTHER REPORTS - DESTROY AFTER 2 YEARS.)~~

GRS 14/25

510.42 PUBLICATION MASTER RECORD SETS AND AUTHENTICATIONS. PUBLICATIONS MASTER RECORD SETS, AND RELATED BACKGROUND CONCURRENCE DOCUMENTS AND CORRESPONDENCE. MASTER COPIES OF TYPING LAYOUTS FOR PUBLICATIONS, REGULATIONS, AND OTHER OFFICIAL DOCUMENTS. (PERMANENT - ONE COPY OF EACH PUBLICATION SHOULD BE DESIGNATED THE RECORD COPY. CUT OFF EVERY 5 YEARS AND TRANSFER TO THE WASHINGTON NATIONAL RECORDS CENTER. TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.)

~~510.44 PRINTING/DUPLICATING PLANT JOB JACKET FILES. DOCUMENTS RELATING TO PRINTING/DUPLICATING ACCOMPLISHED IN DLA PRINTING/DUPLICATING PLANTS, SUCH AS REQUISITIONS FOR PRINTING AND DUPLICATING SERVICES, WORK ORDERS, PRODUCTION AND COST RECORDS, RECEIPTS FOR WORK PERFORMED, AND SAMPLES OF EACH PRINTING JOB PRODUCED PROVIDED SAMPLES ARE NOT READILY AVAILABLE FROM OTHER SOURCES. SAMPLES ARE NOT REQUIRED OF WORK PRODUCED IN THE FOLLOWING CATEGORIES: NUMBERED REGULATORY PUBLICATIONS; PROCUREMENT DOCUMENTS, SUCH AS IFBS, RFPs, AND CONTRACTS; REPRODUCTION OF COMPUTER LINE PRINTER PRINTOUTS; FREQUENTLY RECURRING ITEMS SUCH AS BULLETINS; AND ITEMS OF 50 OR MORE SHEETS. (HQ DLA OFFICE OF PUBLICATIONS - DESTROY AFTER 3 YEARS. OTHER OFFICES - DESTROY 1 YEAR AFTER COMPLETION OF JOB.)~~

GRS 13/2(a)

GRS 13/2(b)

~~510.46 REQUISITIONS TO THE PUBLIC PRINTER. PRINTING PROCUREMENT UNIT COPIES OF REQUISITIONS, INVOICES, SPECIFICATIONS, AND RELATED PAPERS RELATING TO REQUISITIONS TO THE PUBLIC PRINTER. (DESTROY 3 YEARS AFTER COMPLETION OR CANCELLATION OF REQUISITION.)~~

GRS 13/2(b)

~~510.48 COMMITTEE MANAGEMENT PROGRAM ADMINISTRATION. COPIES OF COMMITTEE CHARTERS, LETTERS OF APPOINTMENT, RECORDS RELATING TO THE ESTABLISHMENT, ORGANIZATION, MEMBERSHIP, AND POLICIES OF INTERNAL COMMITTEES. (DESTROY 2 YEARS AFTER TERMINATION OF COMMITTEE.)~~

GRS 16/8(c)

510.50 LIBRARY CONTROL. GENERAL REFERENCE BOOKS, TECHNICAL MANUALS, CARD INDEXES, TEMPORARY CHARGE OUT RECORDS, VIDEO RECORDINGS, AND LIBRARY RELATED REFERENCES. (DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED, WHICHEVER IS SOONER.)

~~510.52 TRAVEL. TRAVEL AUTHORIZATIONS, TRANSPORTATION REQUESTS, LOGS, CLEARANCES AND SIMILAR DOCUMENTS USED IN PROVIDING AND ADMINISTERING PASSENGER TRANSPORTATION SERVICES FOR OFFICIAL TRAVEL.~~

CRS 9/1

~~A. ORIGINAL VOUCHERS AND SUPPORT DOCUMENTS COVERING FREIGHT AND PASSENGER TRANSPORTATION CHARGES OF SETTLED FISCAL ACCOUNTS. INCLUDING REGISTERS AND OTHER CONTROL DOCUMENTS.~~

~~(1). RECORDS COVERING PAYMENT FOR SERVICES FURNISHED WHEN THE CHARGES FOR ANY SINGLE BILL OF LADING OR PASSENGER TRANSPORTATION REQUEST IS LESS THAN \$100, EXCLUDING THOSE COVERED BY 510.52A(4) - (CUT OFF AT END OF FISCAL YEAR AND DESTROY WHEN 3 YEARS OLD.)~~

~~(2). RECORDS COVERING PAYMENT FOR FREIGHT AND PASSENGER TRANSPORTATION CHARGES FOR INTERSTATE TRANSPORTATION AND INTERNATIONAL TRANSPORTATION BY FREIGHT FORWARDERS OF UNACCOMPANIED BAGGAGE OR PRIVATELY OWNED VEHICLES SHIPPED SEPARATE FROM HOUSEHOLD GOODS, THE CHARGES FOR WHICH ARE PUBLISHED IN TARIFFS LAWFULLY ON FILE WITH THE INTERSTATE COMMERCE COMMISSION (ICC) OR BASED ON TENDERS OR QUOTATIONS, PURSUANT TO SECTION 22 OF THE INTERSTATE COMMERCE ACT OFFERING A REDUCTION FROM THE PUBLISHED ICC TARIFFS., EXCLUDING THOSE COVERED BY ITEM 510.52A(4) - (DESTROY WHEN 3 YEARS OLD.)~~

~~(3). RECORDS COVERING PAYMENT FOR ALL OTHER FREIGHT AND PASSENGER TRANSPORTATION CHARGES NOT COVERED BY THE TWO ITEMS ABOVE AND EXCLUDING THOSE COVERED BY ITEM 510.51A(4) - (DESTROY WHEN 6 YEARS OLD.)~~

~~(4). RECORDS COVERING PAYMENT FOR FREIGHT AND PASSENGER TRANSPORTATION CHARGES FOR SERVICES FOR WHICH (a) NOTICE OF OVERCHARGE HAS BEEN OR IS EXPECTED TO BE ISSUED, OR IF A RAIL FREIGHT OVERPAYMENT IS INVOLVED, (b) DEDUCTION OR COLLECTION ACTION HAS BEEN TAKEN, (c) VOUCHER CONTAINS INBOUND TRANSIT SHIPMENT(S), (d) PARENT VOUCHER HAS PRINT OF PAID SUPPLEMENTAL BILL ASSOCIATED, (e) VOUCHER HAS BECOME INVOLVED IN LITIGATION, OR (f) ANY OTHER CONDITION THAT REQUIRES THE VOUCHER TO BE RETAINED BEYOND THE 3 OR 6 YEAR DISPOSAL PERIOD, SUCH AS DETECTION OF AN UNDERCHARGE - (DESTROY WHEN 10 YEARS OLD.)~~

~~B. ISSUING OFFICE MEMORANDUM COPIES OF GOVERNMENT OR COMMERCIAL BILLS OF LADING, PASSENGER TRANSPORTATION VOUCHERS AND TRANSPORTATION REQUESTS, TRAVEL AUTHORIZATIONS, AND SUPPORTING DOCUMENTS. (DESTROY WHEN 3 YEARS OLD.)~~

~~C. OBLIGATION COPY OF PASSENGER TRANSPORTATION VOUCHERS. (DESTROY WHEN FUNDS ARE OBLIGATED.)~~

~~D. UNUSED TICKET REDEMPTION FORMS, SUCH AS SF 1170. (DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE USE.)~~

~~510.54 REPORTS OF SURVEY CONTROL. REPORTS OF SURVEY, CONTROL REGISTERS, SURVEY CERTIFICATES, AND RELATED DOCUMENTATION CONCERNING THE LOSS, UNSERVICEABILITY, OR DESTRUCTION OF GOVERNMENT PROPERTY. (DESTROY AFTER 2 YEARS OR WHEN NO LONGER NEEDED FOR REFERENCE.)~~

~~510.56 U.S. SAVINGS BOND AND FUND RAISING CAMPAIGNS. DOCUMENTS, FORMS, CORRESPONDENCE, CAMPAIGN AND PARTICIPATION REPORTS RELATING TO THE SALE OF U.S. SAVINGS BONDS AND OTHER FUND RAISING CAMPAIGNS. (DESTROY AFTER 3 YEARS.)~~

CRS 23/7

~~510.58 SPECIAL MAIL HANDLING. REGISTERED, CERTIFIED, OVERNIGHT EXPRESS, AND SPECIAL DELIVERY RECEIPTS AND SIGNATURES, LOGS, MAGNETIC TAPE RECEIPTS. (DESTROY AFTER 1 YEAR.)~~

GRS 12/6

510.60 TYPESETTING SERVICES. WRITTEN COMMUNICATIONS DEVELOPED ON AN AUTOMATIC TYPING SYSTEM RECEIVED FOR TYPESETTING, A DISKETTE FILE REGISTER, FLOPPY DISKETTES, BACKUP TAPES. (DISKETTES - DELETE INFORMATION AFTER IT HAS BEEN TRANSFERRED TO BACKUP TAPE AND VERIFIED. BACKUP TAPE - DELETE INFORMATION WHEN IDENTICAL RECORDS HAVE BEEN TRANSFERRED TO NATIONAL ARCHIVES AND SUCCESSFULLY COPIED, OR WHEN REPLACED BY A SUBSEQUENT BACKUP TAPE.)

~~510.62 MESSENGER SERVICES. DAILY LOGS, ASSIGNMENT RECORDS AND INSTRUCTIONS, DISPATCH RECORDS, DELIVERY RECEIPTS, ROUTE SCHEDULES, AND RELATED MESSENGER SERVICES DOCUMENTATION. (DESTROY AFTER 2 MONTHS.)~~

GRS 12/1

510.64 MICROGRAPHICS SYSTEMS. SYSTEMS PROPOSALS AND DOCUMENTATION RELATING TO MICROGRAPHICS. (DESTROY 1 YEAR AFTER SYSTEM TERMINATION OR DISAPPROVAL OF THE PROPOSAL.)

515 VISUAL INFORMATION (VI) RECORDS. Relates to technical and logistical aspects of programs and functions involving DLA exhibits, VI productions, graphic presentations, photography, training aids, and audiovisual support of DLA. Excluded are graphs, charts, recordings, and similar materials which have served their initial purpose and are retained as technical material for potential reuse and thus filed under 110.35. "Destroy" is used to authorize the destruction of data or information. Erasable media such as audio and video tapes should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with DoD 4160.21-M, Defense Utilization and Disposal Manual. *Those records deemed permanent should be transferred directly to the Office of the National Archives in accordance with paragraph 2-905 AND 2-906 of this manual.*

515.10 Visual Information Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Includes copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production. *(Dispose of according to the instructions covering the related VI records.)*

515.13 Finding Aids such as data sheets, shot lists, catalogs, indexes, review sheets, lists of captions, and other textual documentation necessary for the proper identification, retrieval, or use of VI records. *(Dispose of according to the instructions covering the related VI records.)*

515.16 Request for Visual Information Service. Requisitions and other requests for the production of, the use, or information relative to the various items of VI presentations and service. *(Destroy after 1 year.)*

~~**515.20 Still Photography That Does Not Reflect the Mission of DLA.** Includes photographs of routine award ceremonies, social events, and activities not related to the mission of DLA. *(Destroy when one year old or when no longer needed, whichever is sooner.)*~~

GRS 21/1

515.22 Still Photography Pertaining to DLA Missions. Includes official portraits of senior agency officials; agency publications, exhibitions, or other media productions; documentary photographs shot for fact-finding purposes, research and development, or other studies; photographs, slides, or filmstrips that depict the program or mission of DLA. Record Sets consist of: Black and white photographs (original negative and a captioned print), color photographs (original color transparency or color negative, a captioned print, and an internegative if one exists), slide sets (original and a reference set, and the related audio recording and script if one exists), filmstrips (original and a reference print). *(Permanent. Transfer directly to the National Archives when no longer needed or in 10 years, whichever is sooner.)*

~~**515.25 Personnel Identification or Passport Photographs.** *(Destroy when five years old or when no longer needed, whichever is sooner.)*~~

GRS 21/2

~~**515.30 Overhead Transparencies.** *(Destroy one year after use or when no longer needed.)*~~

GRS 21/5

~~**515.31 Routine Artwork.** When used for handbills, flyers, posters, letterhead, and other graphics. *(Destroy one year after final publication or when no longer needed, whichever is sooner.)*~~

GRS 21/6

~~515.34 Photo-mechanical Reproduction. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction. (Destroy when no longer needed for publication or reprinting.)~~

GRS 21/7

~~515.37 Line Copies of Graphs and Charts. The original and a reference print. (Destroy one year after final production or when no longer needed.)~~

GRS 21/8

515.38 Posters Distributed Agency-wide or to the Public. (Record set is two copies.) (Permanent. Transfer 2 copies of each poster to National Archives when produced by shipping the posters flat or in tubes to the Still Pictures Branch (NNSP), National Archives, Washington, DC 20408.)

515.39 Original Artwork. Original drawings, sketches, paintings and similar materials used to produce reproductions, prints and copies. (Destroy after reproduction of original has been completed or when no longer needed.)

~~515.46 Training productions. Internal personnel and administrative training productions and slides of programs that do not reflect the mission of DLA. (Destroy one year after production is determined obsolete.)~~

GRS 21/3

~~515.50 Productions and Programs Acquired from Outside Sources for Personnel and Management Training. (Destroy one year after completion of training programs.)~~

GRS 21/9

515.52 Agency-sponsored Productions Pertaining to DLA Missions. Record set: Motion picture - original negative or color original plus separate optical sound track; intermediate master positive or duplicate negative plus optical track; and sound projection print. Video recording - Original or earliest generation video recording. A kinescope of the recording may be substituted.) (Permanent. Transfer directly to the National Archives when no longer needed or in 10 years, whichever is sooner.)

~~515.55 Internal personnel and administrative training productions that do not reflect the mission of DLA. (These include "role play" sessions, management and supervisory instruction, etc.) (Destroy one year after completion of training program.)~~

GRS 21/3

~~515.58 Duplicate prints/dubbings and pre-print/pre-mix elements. Consists of items in excess of those otherwise required for preservation, duplication, and reference in file series 515. (Destroy when no longer needed.)~~

GRS 21/21

~~515.61 Recordings of meetings. Made exclusively for notetaking or transcription. (Destroy immediately after use.)~~

GRS 21/22

~~515.64 Dictation belts or tapes. (Destroy immediately after use.)~~

GRS 21/23

~~515.67 Pre-mix sound elements created during the course of a motion picture, television, or radio production. (Destroy immediately after use.)~~

GRS 21/24

515.70 Exhibit and Demonstration Backup Material. Documents reflecting planned exhibit itineraries, policy on logistical support, programming data, new trends, methods and approaches, commitment papers, exhibit fact sheets, and similar material. (Destroy after 3 years.)

520 OPERATING EQUIPMENT. RELATES TO THE ADMINISTRATION OF OPERATING EQUIPMENT MAINTENANCE AND CONSOLIDATED EQUIPMENT POOLS.

520.01 OPERATING EQUIPMENT PROGRAM FILES. DOCUMENTS RELATED TO THE FORMULATION, MANAGEMENT, ADMINISTRATION AND EXECUTION OF INDIVIDUAL OPERATING EQUIPMENT PROGRAMS SUCH AS PROGRAM PLANS, STUDIES AND ANALYSES, REPORTS, LETTER GUIDANCE AND DIRECTION, AND RELATED DOCUMENTS. (*DESTROY 2 YEARS AFTER TERMINATION OF PROGRAM EFFORT, OR WHEN NO LONGER REQUIRED, WHICHEVER IS SOONER.*)

520.02 OPERATING EQUIPMENT POLICY FILES. DOCUMENTS PROVIDING GENERAL DIRECTION, STAFF GUIDANCE AND REPORTING IN THE MANAGEMENT AND ADMINISTRATION OF OPERATING EQUIPMENT INCLUDING INTERPRETATIONS AND DECISION APPLICABILITY, REQUESTS FOR WAIVERS AND EXCEPTIONS, DATA CALL AND PERIODIC REPORTING, AND SIMILAR DOCUMENTS NOT COVERED ELSEWHERE. (*HQ DLA - DESTROY AFTER 2 YEARS. OTHER ACTIVITIES - DESTROY AFTER 1 YEAR.*)

520.10 EQUIPMENT MANAGEMENT. DOCUMENTATION CONSISTING OF EQUIPMENT REQUESTS AND REQUIREMENTS, INSTALLATION PLANNING PAPERS, HISTORICAL EQUIPMENT UTILIZATION DOCUMENTS, MISSION REQUIREMENT INTERPRETATIONS, CUSTOMER FEEDBACK NOTATIONS, COMPUTER LISTINGS, AND RELATED PAPERS. (*DESTROY AFTER 1 YEAR.*)

520.14 PLANS AND PROCEDURES. DOCUMENTS OUTLINING PROGRAMS AND REPORTING PROCEDURES FOR SUPERVISORS AND STAFF TO EXECUTE THE EQUIPMENT MISSION. SCHEDULES, WORK ORDERS, AND RELATED PAPERS PROVIDING GUIDANCE ON MANPOWER DEPLOYMENT, PREVENTIVE MAINTENANCE, AND WORK REQUEST EXECUTION. (*DESTROY AFTER 1 YEAR OR WHEN NO LONGER NEEDED FOR REFERENCE.*)

520.18 EQUIPMENT UTILIZATION. RECORDS OF EQUIPMENT USE, MAINTENANCE, SERVICING, REPAIR AND MODIFICATIONS PHYSICALLY MAINTAINED WITH EACH EQUIPMENT ITEM. (*DESTROY UPON FINAL DISPOSITION OF RELATED EQUIPMENT.*)

520.22 EQUIPMENT PERFORMANCE. CHARTS AND GRAPHS REFLECTING STATUS FOR JOB ORDERS, COST PERFORMANCE AND RELATED OPERATIONAL ACTIVITIES. DOCUMENTS DEFINE FREQUENCY AND DURATION OF DATA COLLECTIONS, ESTABLISHES DESIRED REPORTING FORMATS, AND DIRECTS PERFORMANCE RELATED DATA. (*DESTROY AFTER 1 YEAR.*)

520.26 EQUIPMENT ADMINISTRATION. DOCUMENTS RELATING TO THE ADMINISTRATION OF EQUIPMENT, INCLUDING DESCRIPTIONS, SPECIFICATIONS, JUSTIFICATIONS AND REQUESTS FOR EQUIPMENT ACQUISITION. (*DESTROY AFTER 5 YEARS.*)

520.30 EQUIPMENT SERVICING. DOCUMENTS RELATING TO METHODS, RESPONSIBILITIES, AND PERFORMANCE OF, EQUIPMENT PREVENTIVE MAINTENANCE, SERVICING, INSPECTIONS, AND CHECKS OF WORK IN PROCESS ON EQUIPMENT. (*DESTROY AFTER ONE YEAR OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.*)

520.34 PRODUCT WARRANTIES. GUARANTEES FOR EQUIPMENT AND PARTS SPECIFIED IN PROCUREMENT CONTRACT. (*DESTROY AFTER EXPIRATION OF PRODUCT GUARANTEE.*)

520.38 EQUIPMENT ACQUISITION. STATEMENTS OF WORK, PURCHASE REQUESTS, QUALITY ACCEPTANCE CRITERIA, CERTIFICATION OF FUNDS AND RELATED MATERIAL REQUIRED FOR ACQUISITION OF EQUIPMENT. (*DESTROY AFTER 2 YEARS.*)

520.42 EQUIPMENT REQUIREMENTS. DLA FORM 1475, OPERATING EQUIPMENT REQUIREMENTS AND REPORTS OF OPERATING EQUIPMENT. (*DESTROY AFTER 3 YEARS OF WHEN NO LONGER NEEDED FOR REFERENCE.*)

520.46 SUPPLY REQUESTS. DOCUMENTS RELATED TO SUPPLY AND MATERIAL REQUIREMENTS. (*DESTROY AFTER 1 YEAR.*)

520.50 TOOLS AND EQUIPMENT. DOCUMENTS RELATED TO THE AUTHORIZATION FOR THE PROCUREMENT OF TOOLS AND EQUIPMENT, DEVELOPED CONTROLS AND ACCOUNTABILITY RECORDS. (*DESTROY AFTER 1 YEAR.*)

523 EQUIPMENT POOL. RELATES TO THE OPERATION AND PROVISION OF OPERATING EQUIPMENT AND PASSENGER SERVICES FOR THE ACTIVITY.

523.10 EQUIPMENT POOL MANAGEMENT. PAPERS RELATED TO PROVIDING HEAVY CARGO, PERSONNEL, AND MATERIAL TRANSPORT VEHICLES, AND DRIVERS THROUGHOUT THE BASE. (DESTROY AFTER 3 MONTHS.)

523.20 SCHEDULES AND CONTROLS. PAPERS RELATED TO THE ADMINISTRATION OF MANPOWER AND EQUIPMENT FOR THE ACCOMPLISHMENT OF MATERIAL MOVEMENT FOR THE MISSION, RECORDS OF FUEL USE, METERS, OFF BASE MILES, DOWNTIME, PREVENTIVE AND UNSCHEDULED MAINTENANCE, AND PERCENTAGE AVAILABILITY DATA. (DESTROY AFTER 1 YEAR.)

523.30 EQUIPMENT UTILIZATION. EQUIPMENT UTILIZATION FORMS, DD FORM 1970, MOTOR EQUIPMENT UTILIZATION RECORDS. (DESTROY AFTER 3 MONTHS.)

523.40 FURNISHED SERVICES. PAPERS RELATED TO THE ASSIGNMENT AND USE OF RIGGING AND CRANE SUPPORT SERVICES AND EQUIPMENT TO BASE ACTIVITIES. (DESTROY AFTER 1 YEAR OR WHEN NO LONGER NEEDED FOR REFERENCE.)

523.50 EQUIPMENT HISTORY. DOCUMENTS AND PAPERS THAT PROVIDE A HISTORY OF INDIVIDUAL PIECES OF EQUIPMENT. INCLUDED ARE SPECIFICATIONS, CONTRACTS, ACCEPTANCE TESTS, DESCRIPTION OF UNIT, LUBRICATION AND SERVICING PLANS, MODIFICATIONS, MAINTENANCE AND REPAIR, AND TEST AND INSPECTION RECORDS. (DESTROY WHEN EQUIPMENT ITEM HAS BEEN DISPOSED OF.)

526 MECHANIZED SYSTEMS MAINTENANCE. RELATES TO PREVENTIVE MAINTENANCE AND REPAIRS OF AUTOMATED AND MECHANIZED MATERIALS HANDLING SYSTEMS.

526.10 PREVENTIVE MAINTENANCE. DOCUMENTS RELATING TO PREVENTIVE MAINTENANCE FUNCTIONS INCLUDING FREQUENCIES, SERVICING, INSPECTION, AND ASSOCIATED METHODS, TECHNIQUES AND RESPONSIBILITIES. (*DESTROY AFTER 1 YEAR.*)

526.30 WAREHOUSE EQUIPMENT. DOCUMENTS RELATING TO THE MAINTENANCE, REPAIR, RENOVATION AND ERECTING OF MISCELLANEOUS WAREHOUSE STORAGE EQUIPMENT. (*RETAIN ON HISTORICAL RECORD.*)

526.50 WORK REQUESTS. INTERNAL WORK REQUESTS AUTHORIZING OR DIRECTING SHOP OPERATIONS AND RELATED INFORMATION TRACKING WORK REQUESTS TO COMPLETION. (*DESTROY AFTER 1 YEAR.*)

530 BASE SUPPLY. RELATES TO THE ADMINISTRATION OF BASE PROCUREMENT AND SIMILAR SUPPORT OF THE INSTALLATION AND INCLUDES SUPPLY RECORDS DOCUMENTING THE ACQUISITION OF GOODS AND SERVICES, CONTROLLING ON-HAND STOCK VOLUMES, REPORTS OF PROCUREMENT NEEDS AND RELATED SUPPLY MATTERS. (ALSO SEE SERIES 800.)

530.01 BASE SUPPLY PROGRAM FILES. DOCUMENTS RELATED TO THE FAMILIARIZATION, MANAGEMENT, ADMINISTRATION, AND EXECUTION OF INDIVIDUAL BASE SUPPLY PROGRAMS SUCH AS PROGRAM PLANS, STUDIES AND ANALYSIS, REPORTS, LETTER GUIDANCE, DOCUMENTATION, AND RELATED DOCUMENTS. (DESTROY 2 YEARS AFTER TERMINATION OF PROGRAM EFFORT, OR WHEN NO LONGER REQUIRED, WHICHEVER IS SOONER.)

530.02 BASE SUPPLY POLICY FILES. DOCUMENTS PROVIDING GENERAL DOCUMENTATION, STAFF GUIDANCE, AND REPORTING IN THE MANAGEMENT AND ADMINISTRATION OF BASE SUPPLY OPERATIONS INCLUDING INTERPRETATIONS AND DECISIONS ON APPLICABILITY, REQUESTS FOR WAIVERS AND EXCEPTIONS, DATA CALLS, PERIODIC REPORTING AND SIMILAR DOCUMENTS NOT COVERED ELSEWHERE. (HQ DLA - DESTROY AFTER 2 YEARS. OTHER ACTIVITIES - DESTROY AFTER ONE YEAR.)

530.10 SUPPLY/EQUIPMENT ORDER FORMS/LISTINGS. FORMS PROVIDING A LIST OF SUPPLIES ORDERED, PROVIDING RECORDS OF EQUIPMENT PURCHASES, LISTS OF EQUIPMENT ORDERED FROM A PARTICULAR VENDOR, EQUIPMENT ORDERED BY ORGANIZATIONS. RELATED FORMS AND DOCUMENTS WHICH LIST PURCHASE REQUEST AND SUPPLIES ORDERED PROVIDING VENDORS, TERMS, DELIVERY DATES, SOURCE, ETC. (TRANSACTIONS UNDER \$25,000 - DESTROY 3 YEARS AFTER FINAL PAYMENT. (TRANSACTIONS OVER \$25,000 - DESTROY AFTER 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT.)

530.50 IMPREST FUND. DOCUMENTS WHICH PROVIDE A LIST OF ITEMS ORDERED AND IMPREST FUND EXPENDITURES, AND RELATED CASHIER REIMBURSEMENT VOUCHERS. (DESTROY AFTER 2 YEARS.)

534 STOCK CONTROL. RELATES TO THE ESTABLISHMENT, MAINTENANCE AND REVIEW OF NON-MISSION SUPPLY REQUIREMENTS FOR THE ACTIVITY.

534.10 STOCK REQUIREMENTS. DOCUMENTS WHICH PROVIDE A REPORT OF NEW STOCK REQUIREMENTS, LISTINGS OF POTENTIAL STOCK ITEMS. (*DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.*)

534.14 BALANCE FILE. FORMS WHICH RECORD THE STATUS OF BASE SUPPLY BALANCES, LISTED BY NATIONAL STOCK NUMBER, LOCATION OF SUPPLIES, AND ITEM MANAGER, RESPECTIVELY; AND REPORTS PROVIDING IDENTIFICATION OF ITEMS STOCKED. (*DESTROY WHEN SUPERSEDED.*)

534.18 SUPPLY/EQUIPMENT REQUISITION. FORMS, PROPERTY RECORDS, EQUIPMENT JUSTIFICATIONS, ORDER DOCUMENTS WHICH RELATE TO THE REQUEST OR ORDER OF SUPPLIES AND EQUIPMENT. (*DESTROY WHEN OBSOLETE.*)

534.22 SUPPLY/EQUIPMENT WITHDRAWALS. FORMS, SCREENERS TALLY REQUEST TO FREEZE EXCESS/SURPLUS PROPERTY, COPIES OF ORDER DOCUMENTS, SHIPPING DOCUMENTS, REQUISITIONS AND INVOICES, AND COPIES OF EQUIPMENT JUSTIFICATIONS WHICH RELATE TO THE WITHDRAWAL OF SUPPLIES AND EQUIPMENT. (*DESTROY AFTER 60 DAYS.*)

534.26 VOUCHER REGISTER. VOUCHER REGISTERS FORMS. (*DESTROY AFTER 1 YEAR.*)

534.30 RECEIVING. COPIES OF SUPPLY OR SERVICES ORDER FORMS, AND SHIPPING DOCUMENTS CONTAINING DATA REQUIRED FOR PROCESSING RECEIVING REPORTS. (*DESTROY WHEN SUPERSEDED.*)

534.34 EXCESS SUPPLIES AND EQUIPMENT. ISSUE RECEIPT DOCUMENTS, COPIES OF SHIPPING DOCUMENTS, REPORTS OF EXCESS PROPERTY; AND CORRESPONDENCE, WHICH CONTAIN INFORMATION PERTINENT TO THE DECLARATION OF EXCESS SUPPLIES AND EQUIPMENT. (*DESTROY AFTER 1 YEAR.*)

534.38 SUPPLY/EQUIPMENT RETURNS. STANDARD RETURN FORMS, AND EQUIPMENT TRANSFER OR RETURN FORMS WHICH CONTAIN INFORMATION REGARDING THE RETURN OF EXCESS SUPPLIES AND/OR EQUIPMENT. (*DESTROY WHEN NO LONGER NEEDED.*)

534.42 FUEL PRODUCT INVENTORIES. DOCUMENTS RELATING TO MONTHLY INVENTORIES OF FUEL PRODUCTS, BASE OPERATING SUPPORT SYSTEM BALANCE RECORDS, INVENTORY ADJUSTMENT VOUCHERS, AND INVENTORY RECONCILIATION LOGS. (*DESTROY AFTER 3 YEARS.*)

534.46 EQUIPMENT INVENTORIES. CORRESPONDENCE REQUESTING HAND RECEIPT INVENTORIES. (*DESTROY WHEN SUPERSEDED.*)

534.50 PETROLEUM PRICES. DOCUMENTATION PREPARED AND MAINTAINED REPORTING STANDARD PRICES FOR BULK PETROLEUM PRICES. (*DESTROY WHEN CONDITIONS OF CONTRACT HAVE BEEN MET.*)

534.54 PUBLICATIONS AND FORMS DISTRIBUTION. FORMS ESTABLISHING INITIAL DISTRIBUTION AND CONTINUED STOCK LEVEL MAINTENANCE OF PUBLICATIONS AND FORMS. FORMS IN THIS FILE INCLUDE PUBLICATION/FORM REQUIREMENT/MULTIUSE REQUIREMENT REQUISITIONS, SPECIFICATIONS AND STANDARDS REQUISITION, SUBSCRIPTION CHANGE SHEETS, REQUISITION AND REQUIREMENT REQUESTS, AND TECHNICAL ORDER PUBLICATIONS REQUIREMENT TABLES. (*HQ DLA OFFICE OF PUBLICATIONS - DESTROY AFTER 3 MONTHS. OTHER OFFICES - DESTROY WHEN NO LONGER NEEDED.*)

534.58 PUBLICATIONS AND BLANK FORM STOCK RECORDS. CONTROL RECORDS OR CARDS MAINTAINED TO ASSURE MAINTENANCE OF STOCKS ON HAND SUFFICIENT TO MEET REQUIREMENTS. (*DESTROY AFTER CARD IS FILLED, OR ON SUPERSESSION, RECISION, OR OBSOLESCENCE OF TIMES INDICATED THEREON, WHICHEVER IS SOONER.*)

534.62 SUPPLY LOSS/DAMAGE. OFFICE INITIATED REPORTS OF SURVEY FORMS RECORDING THE LOSS, DAMAGE OR DESTRUCTION OF STOCKED SUPPLIES/EQUIPMENT, CONTROL REGISTERS, AUTHORIZATIONS FOR RELEASE OF EQUIPMENT OR VEHICLES FOR REPAIR. (*DESTROY AFTER 3 YEARS.*)

534.66 EQUIPMENT RECORDS. CORRESPONDENCE AND FORMS WHICH ACCOUNT FOR NON-EXPENDABLE PROPERTY ISSUED TO HAND RECEIPT ACCOUNTS. FORMS DOCUMENTING EQUIPMENT RECORDS WHICH INCLUDE TURNINS, ISSUES, MASTER HAND RECEIPT LISTINGS BY CLASS CODES, STOCK NUMBERS, OR ISSUES AND TURNINS. CORRESPONDENCE RELATING TO CHANGES FOR STATION PROPERTY HAND RECEIPTS. (*DESTROY WHEN SUPERSEDED.*)

534.70 FURNITURE REQUIREMENTS. FORMS WHICH DOCUMENT JUSTIFICATIONS FOR REPLACEMENT OR PURCHASE OF ADDITIONAL EQUIPMENT. (*DESTROY 1 YEAR AFTER RECEIPT OF ITEM.*)

534.74 FURNITURE ORDERS. FORMS USE FOR THE ORDER OF SUPPLIES OR SERVICES; AND COPIES OF CONTRACTS WHICH DOCUMENT THE ORDERING OF FURNITURE ITEMS. (*DESTROY AFTER 3 YEARS.*)

540 FACILITIES ENGINEERING. RELATES TO THE OPERATION, MAINTENANCE, AND REPAIR OF REAL PROPERTY FACILITIES AND INSTALLED EQUIPMENT; PREPARATION OF MASTER PLANS COMPONENTS AND MILITARY CONSTRUCTION PROGRAMS; ENGINEERING PROJECTS; PROVISION OF CUSTODIAL, SANITATION, AND ENTOMOLOGY SERVICES, FIRE PREVENTION AND PROTECTION SERVICES; MAINTENANCE, REPAIR AND IMPROVEMENT OF MILITARY FAMILY HOUSING.

540.01 FACILITIES ENGINEERS PROGRAM FILES. DOCUMENTS RELATED TO THE FORMULATION, MANAGEMENT, ADMINISTRATION, AND EXECUTION OF INDIVIDUAL FACILITIES ENGINEERING PROGRAMS SUCH AS PROGRAM PLANS, STUDIES AND ANALYSES, REPORTS, LETTER GUIDANCE AND DIRECTION AND RELATED DOCUMENTS. (*DESTROY 2 YEARS AFTER TERMINATION OF PROGRAM EFFORT, OR WHEN NO LONGER REQUIRED, WHICHEVER IS SOONER.*)

540.02 FACILITIES ENGINEERS POLICY FILES. DOCUMENTS PROVIDING GENERAL DIRECTION, STAFF GUIDANCE, AND REPORTING IN THE MANAGEMENT AND ADMINISTRATION OF FACILITIES ENGINEERING INCLUDING INTERPRETATIONS AND DECISION APPLICABILITY, REQUESTS FOR WAIVERS AND EXCEPTION, DATA CALL AND PERIODIC REPORTING, AND SIMILAR DOCUMENTS NOT COVERED ELSEWHERE. (*HQ DLA - DESTROY AFTER 2 YEARS. OTHER ACTIVITIES - DESTROY AFTER 1 YEAR.*)

541 ENGINEERING, CONSTRUCTION AND RESOURCES MANAGEMENT. RELATES TO ENGINEERING SERVICES FOR CONSTRUCTION PROGRAMS AND REAL PROPERTY PROJECTS, CONTRACT INSPECTIONS.

541.10 ENGINEERING SERVICES. DOCUMENTS, CORRESPONDENCE AND RELATED MATERIALS DEPICTING PROGRESS MADE FOR EACH ACTIVE CONSTRUCTION OR REAL PROPERTY PROJECT. (DESTROY 3 YEARS AFTER COMPLETION OF PROJECT OR WHEN NO LONGER NEEDED FOR REFERENCE.)

541.13 VENDOR BROCHURES AND CATALOGUES. VENDOR BROCHURES AND CATALOGUES WHICH PROVIDE GUIDANCE TO ENGINEERS FOR DETERMINING DESIGN OF PROJECTS. (DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.)

541.16 MILITARY CONSTRUCTION PROJECTS. RECORDS AND DOCUMENTATION RELATING TO ENGINEERING SERVICES FOR MILITARY CONSTRUCTION PROGRAMMING AND PROJECT PREPARATION OF CONGRESSIONALLY APPROVED PROJECTS. (MAINTAIN IN CURRENT FILES INDEFINITELY. TRANSFER TO NEW CUSTODIAN UPON COMPLETION OF SALE, TRADE, OR DONATION PROCEEDINGS, OR ACCEPTANCE OF PURCHASE MONEY MORTGAGE.)

541.19 INSPECTION AND EXECUTION. COPIES OF ARCHITECT AND ENGINEER CONTRACTS, RELATED CORRESPONDENCE AND REFERENCE PAPERS, DOCUMENTATION RELATING TO RE-WORK. INCLUDES DOCUMENTATION ON WATER SYSTEMS, REPLACEMENT WINDOWS, AND PAINTING. (DESTROY 7 YEARS AFTER CLOSE OF CONTRACT.)

541.22 OPEN PURCHASE REQUESTS. COPIES OF DOCUMENTS RELATING TO OPEN PURCHASE REQUESTS FOR CONTRACTS REQUESTING SERVICES BY OUTSIDE CONTRACTORS. (DESTROY AFTER 10 YEARS.)

541.25 ENGINEERING CONTRACT RECORDS. COPIES OF ORIGINAL ESTIMATES, COST PROCUREMENT SPECIFICATIONS, LOGS, AND RELATED RECORDS TRACKING ALL CONTRACTS FROM INCEPTION TO WORK COMPLETION, EXCLUDING CONTRACTING OFFICER REPRESENTATIVE (COR)/CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR) ACTIONS (SEE PARA 110.73). (DESTROY ON COMPLETION OF CONTRACT, OR WHEN NO LONGER REQUIRED FOR REFERENCE, WHICHEVER IS LATER.)

541.28 ANNUAL CONTRACT RESEARCH AND ANALYSIS. COPIES OF CONTRACT RECORDS FOR CUSTODIAL SERVICES, REFUSE SERVICES, PAINTING, AND MAINTENANCE. (DESTROY 3 YEARS AFTER COMPLETION OF CONTRACT.)

541.31 PLANS AND SPECIFICATIONS STUDIES AND REPORTS. STUDIES AND REPORTS PERTAINING TO DRAINAGE, HANDICAP FACILITIES DESIGN, ASBESTOS REMOVAL AND RELATED ITEMS. THAT PROVIDE THE LEGAL AND TECHNICAL BASIS FOR PREPARATION AND DESIGN OF CONTRACTS. (DESTROY WHEN NO LONGER NEEDED, OBSOLETE, OR SUPERSEDED.)

541.34 MOBILIZATION PLAN. FIVE YEAR ENGINEERING MISSION MOBILIZATION PLAN. (DESTROY WHEN SUPERSEDED.)

541.37 HISTORICAL BUILDING FILE. DRAWINGS AND BLUEPRINTS OF THE CENTER FROM INITIAL CONSTRUCTION TO PRESENT. (MAINTAIN IN CURRENT FILES INDEFINITELY. TRANSFER TO NEW CUSTODIAN UPON COMPLETION OF SALE, TRADE, OR DONATION PROCEEDINGS, OR ACCEPTANCE OF PURCHASE MONEY MORTGAGE.)

541.40 REAL PROPERTY MASTER PLAN. FACILITIES PLANNING FIVE YEAR MASTER PLAN AND DOCUMENTATION RELATED TO ANALYSIS OF EXISTING FACILITIES. INCLUDES THE ANNUAL ENERGY BUDGET WITH SUPPORTING DOCUMENTATION AND CONCEPT DESIGN REPORTS. (MAINTAIN IN CURRENT FILES INDEFINITELY. TRANSFER TO NEW CUSTODIAN UPON

(MAINTAIN IN CURRENT FILES INDEFINITELY. TRANSFER TO NEW CUSTODIAN UPON COMPLETION OF SALE, TRADE, OR DONATION PROCEEDINGS, OR ACCEPTANCE OF PURCHASE MONEY MORTGAGE.)

541.43 CONSTRUCTION PROGRAM COORDINATION. COPIES OF PURCHASE REQUESTS AND CLOSED COMPLETED CONTRACTS, LOG BOOKS, BUILDING MAINTENANCE CONTRACTS CONCERNING PAINTING, REPAIRS, PAVING AND FAMILY HOUSING MAINTENANCE. (DESTROY AFTER 10 YEARS.)

541.46 POLLUTION STUDIES. TEST REPORTS, STUDIES, MEMORANDUMS, REGULATORY AGENCY DOCUMENTS RELATING TO THE ABATEMENT OF AIR, WATER, LAND, AND OTHER POLLUTION. (OFFICE OF INSTALLATION SERVICES AND ENVIRONMENTAL PROTECTION-DLA - RETAIN IN CURRENT FILES AREA. DESTROY AFTER 5 YEARS. OTHER OFFICES - DESTROY AFTER 3 YEARS.)

541.49 MILITARY CONSTRUCTION PLANS. INSTALLATION MASTER PLAN AND RELATED DOCUMENTS AND CORRESPONDENCE. (DESTROY WHEN OBSOLETE OR SUPERSEDED.)

541.52 BUILDING RECORDS. BUILDING RECORD FILES, REAL PROPERTY RECORD CARDS, REQUESTS FOR APPROVAL AND DISPOSAL OF BUILDINGS AND IMPROVEMENTS, DOCUMENTATION RELATED TO THE TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY. (DESTROY 10 YEARS AFTER TRANSFER OR DISPOSAL OF BUILDING.)

541.55 WORK PLANS. DOCUMENTS, CORRESPONDENCE, STUDY RESULTS, AND REPORTS USED FOR PREPARATION OF WORK PLANS. (DESTROY AFTER 5 YEARS.)

541.58 REAL PROPERTY ECONOMIC STUDIES. COPIES OF REAL PROPERTY MAINTENANCE CONTRACTS RECORDING REPAIRS OR ALTERATIONS TO BUILDINGS OR NEW CONSTRUCTION. (DESTROY WHEN OBSOLETE.)

541.61 OPERATIONS AND MAINTENANCE RESOURCES. OPERATIONS AND MAINTENANCE BUDGET AND RELATED DOCUMENTATION, STUDIES AND ANALYSIS RESULTS WHICH SUPPORT FACILITY ENGINEERING RESOURCES AND FUNDING REQUIREMENTS. (DESTROY AFTER 1 YEAR.)

541.64 WORK STATUS AND BACKLOGS. CHARTS, GRAPHS, AND SPREADSHEETS INDICATING STATUS AND BACKLOG OF WORK. (DESTROY WHEN SUPERSEDED.)

541.67 SUPPLIES. EQUIPMENT REQUESTS, HAND RECEIPTS, AND SUPPLY ORDERS. (DESTROY AFTER 1 YEAR.)

541.70 SUPPLY ORDERS. BLANKET PURCHASE AGREEMENTS, SUPPLY CHARGE ACCOUNTS LISTED BY VENDOR, AND RELATED DOCUMENTATION. (DESTROY AFTER 3 YEARS.)

541.73 FISCAL YEAR PROGRAM ANALYSIS. HISTORICAL REPORT WITH BACKUP MATERIAL AND RELATED DOCUMENTATION. (DESTROY AFTER 3 YEARS.)

541.76 MATERIAL COORDINATION. SERVICE ORDER CALLS (LESS THAN \$1000.00 AND 40 WORK HOURS), STANDING OPERATING ORDERS, AND WORK ORDERS (OVER \$1000.00 AND 40 WORK HOURS). (DESTROY AFTER 3 YEARS.)

541.79 REAL PROPERTY LEASES. REAL PROPERTY LEASES, DOCUMENTATION ON EASEMENTS AND LEASES RIGHT-OF-WAY. (DESTROY WHEN OBSOLETE OR SUPERSEDED.)

541.82 REAL PROPERTY CONTROL. REAL PROPERTY UTILIZATION STUDIES AND REPORTS, DOCUMENTS RELATED TO REAL PROPERTY AVAILABILITY, PRELIMINARY CORPS OF ENGINEER REPORTS. (DESTROY WHEN LEASE IS NO LONGER VALID.)

541.85 REAL PROPERTY INVENTORIES. REAL PROPERTY INVENTORIES AND RELATED DOCUMENTS PERTAINING TO MILITARY AND CIVILIAN PROPERTY WHICH INCLUDE REPORTS, STUDIES, AND LEDGERS. (DESTROY AFTER 10 YEARS.)

543 BUILDINGS AND GROUNDS. RELATES TO MAINTENANCE AND REPAIR OF BUILDINGS, ROADS, AIRFIELDS, RAILROADS, GROUNDS, WILDLIFE AREAS, AND RELATED ENGINEERING EQUIPMENT; ENTOMOLOGY, PEST CONTROL, AND CUSTODIAL SERVICES; PACKING/CRATING OF SUPPLIES AND EQUIPMENT, AND HOUSEHOLD GOODS.

543.10 SERVICE ORDERS. SERVICE ORDER FORMS FOR MAINTENANCE WORK OR INSPECTIONS INVOLVING COSTS LESS THAN \$1000.00 AND 40 WORKHOURS. (DESTROY AFTER 2 YEARS.)

543.20 OPERATING ORDERS. STANDING OPERATING ORDER FORMS PERTAINING TO MAINTENANCE AND REPAIRS. (DESTROY AFTER 1 YEAR.)

543.30 JOB ORDERS AND ESTIMATES. INDIVIDUAL JOB ORDER FORMS TRACKING LABOR, EQUIPMENT, AND MATERIAL COSTS. JOB ESTIMATE SHEETS PROVIDED BY THE ENGINEERING CONTRACTING AND RESOURCE MANAGEMENT OFFICE CONTAINING ESTIMATES OF LABOR, MATERIALS, EQUIPMENT, AND DIRECT COSTS FOR PERFORMANCE OF SERVICE. (DESTROY AFTER 3 YEARS.)

543.40 PEST CONTROL. PEST CONTROL PLANS, PEST MANAGEMENT REPORTS, QUARTERLY REPORTS OF SUBSISTENCE ITEMS ON CENTER, INDIVIDUAL JOB ORDERS AND DOCUMENTATION RELATING TO THE FUMIGATION OF RAILROAD CARS, QUARTERS AND OUTDOOR FUMIGATIONS. (DESTROY AFTER 3 YEARS.)

543.50 WORK SCHEDULES. WEEKLY WORK SCHEDULES AND RECORDS OF WORK PERFORMED AND WORKHOURS EXPENDED. (DESTROY AFTER 1 YEAR.)

543.60 PREVENTIVE MAINTENANCE/SELF HELP. FORMS, CORRESPONDENCE, AND DOCUMENTATION RELATING TO PROVIDING FAMILY HOUSING AND/OR OFFICE OCCUPANTS WITH PREVENTIVE MAINTENANCE AND SELF-HELP MAINTENANCE TOOLS, EQUIPMENT, MATERIALS, AND SUPPLIES. (DESTROY AFTER 1 YEAR.)

543.70 BUILDINGS AND GROUNDS INVENTORIES. DOCUMENTS PERTAINING TO ROADS AND GROUNDS OR BUILDINGS MAINTENANCE THAT CONSISTS OF AN INVENTORY OF ACCOUNTABLE GOVERNMENT PROPERTY. (DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.)

547 FIRE PREVENTION AND PROTECTION. RELATES OF ACTIVITIES PERTAINING TO THE PREVENTION OF FIRES, EXTINGUISHING FIRES, AND PROTECTION OF LIFE AND PROPERTY FROM THE THREAT OF FIRES.

547.10 SAFETY HAZARDS. CORRESPONDENCE AND MEETING MINUTES RELATING TO THE IDENTIFICATION AND RECORDING OF POTENTIAL SAFETY HAZARDS AND RECOMMENDATIONS FOR CORRECTION. *(DESTROY AFTER 1 YEAR.)*

547.14 FIRE PREVENTION AND PROTECTION EQUIPMENT. PAMPHLETS, CATALOGS, AND PAPERS CONTAINING INFORMATION FOR ORDERING EQUIPMENT PARTS AND MAINTENANCE PRODUCTS; MANUFACTURER PROVIDED INFORMATION ON EQUIPMENT WARRANTIES; CHECKLISTS AND INSPECTION LISTS IDENTIFYING EQUIPMENT AND SUPPLIES AS ACCOUNTED FOR AND IN SERVICEABLE CONDITION; HAND RECEIPTS AND RECORDS PERTAINING TO THE ISSUANCE OF GOVERNMENT EQUIPMENT AND PROPERTY. *(DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.)*

547.18 EQUIPMENT WARRANTIES. MANUFACTURER PROVIDED INFORMATION ON EQUIPMENT WARRANTIES. *(DESTROY WHEN NO LONGER NEEDED.)*

547.22 EQUIPMENT MAINTENANCE. CHECKLISTS AND INSPECTION LISTS IDENTIFYING EQUIPMENT AND SUPPLIES AS ACCOUNTED FOR AND IN SERVICEABLE CONDITION. *(DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.)*

547.26 EQUIPMENT CONTROL. HAND RECEIPTS AND RECORDS PERTAINING TO THE ISSUANCE OF GOVERNMENT EQUIPMENT AND PROPERTY. *(DESTROY WHEN NO LONGER NEEDED.)*

547.30 SAFETY INFORMATION. REFERENCE GUIDES, MANUALS, BOOKS, POSTERS, LITERATURE AND PAMPHLETS CONTAINING INFORMATION PERTAINING TO SAFETY AWARENESS, TECHNIQUES, AND PRACTICES. *(DESTROY WHEN SUPERSEDED OR OBSOLETE.)*

547.34 FIREMEN LOGS. LOG BOOKS, RECORDS, FORMS, AND DOCUMENTATION OF FIRE DEPARTMENT ACTIONS AND ACTIVITIES PERTAINING TO DUTY ASSIGNMENTS, INSPECTIONS, FIRE CALLS AND EVACUATION DRILLS. *(DESTROY AFTER 7 YEARS.)*

547.38 ENGINEER LOGS. LOGBOOKS AND RECORDS OF OVERTIME HOURS WORKED. *(DESTROY AFTER 3 YEARS.)*

547.42 WORK SCHEDULES. CHARTS AND LISTS ASSIGNING PERSONNEL TO SPECIFIC HOURS AND DATES OF DUTY. *(DESTROY WHEN SUPERSEDED.)*

547.46 INSPECTIONS. BUILDING FIRE INSPECTION REPORTS AND RECORDS. *(DESTROY AFTER 5 YEARS.)*

547.50 FIRE EXTINGUISHERS. INVENTORY, TEST, INSPECTION AND LOCATION RECORDS OF FIRE EXTINGUISHERS. *(DESTROY AFTER 2 YEARS.)*

547.54 SPRINKLER SYSTEMS. INSPECTION, MAINTENANCE, AND CLEANING RECORDS FOR SPRINKLER SYSTEMS. *(DESTROY AFTER 1 YEAR.)*

547.58 HAZARDOUS MATERIALS. RECORDS, LISTS, AND CORRESPONDENCE RELATING TO EXISTING HAZARDOUS MATERIALS, THEIR MONITORING, ELIMINATION, AND ACCIDENT/SPILL REPORTS. *(DESTROY AFTER 75 YEARS.)*

547.62 AMBULANCE CALLS. REPORTS AND RECORDS OF AMBULANCE CALLS AND RESPONSE ACTIONS. *(DESTROY AFTER 2 YEARS.)*

547.66 FIRE CALLS. REPORTS PERTAINING TO INDIVIDUAL FIRE CALLS, DAMAGE,
INJURIES AND SIMILAR INFORMATION. (*DESTROY AFTER 1 YEAR.*)

547.70 FIRE INCIDENTS. REPORTS AND RECORDS OF ALL FIRE LOSSES OVER \$1000.00.
(*DESTROY AFTER 2 YEARS.*)

549 UTILITIES. RELATES TO THE OPERATION MAINTENANCE AND REPAIR OF UTILITY PLANTS AND SYSTEMS.

549.10 SERVICE MANUALS. BOOKS, LISTS, WARRANTIES, ORDER FORMS, AND MANUALS PROVIDING PART NUMBERS AND ORDERING PROCEDURES FOR OBTAINING EQUIPMENT REPLACEMENT PARTS. *(DESTROY WHEN OBSOLETE, SUPERSEDED OR NO LONGER NEEDED.)*

549.13 UTILITY LOCATIONS. EQUIPMENT LOG SHEETS, LAYOUTS, DESIGNS, BLUEPRINTS, DRAWINGS, MAPS AND SPECIFICATIONS PROVIDING LOCATIONS OF ELECTRICAL AND AIR CONDITIONING EQUIPMENT, ELECTRICAL POWER LINES AND TRANSFORMERS, AND IDENTIFYING ELECTRICAL WIRING AND PLUMBING LAYOUTS. *(DESTROY WHEN OBSOLETE.)*

549.16 LOG SHEETS. SIGN IN/OUT LOG SHEETS AND EQUIPMENT LOCATION LOG SHEETS WHICH PROVIDE FOR EQUIPMENT ACCOUNTABILITY. *(DESTROY WHEN OBSOLETE OR REPLACED BY NEW SHEETS.)*

549.19 DAILY BOILER LOGS. RECORDS AND LOG SHEETS PERTAINING TO BOILER PRESSURES, OIL TEMPERATURES, BOILER FIRINGS, AND RELATED PROBLEMS WITH BOILER OPERATIONS. *(DESTROY AFTER 1 YEAR.)*

549.22 VENDOR BROCHURES. PAMPHLETS, BROCHURES, CATALOGS, AND DOCUMENTS RECEIVED FROM VENDORS PROVIDING INFORMATION ON NEW AND UPDATED EQUIPMENT AND PRODUCTS. *(DESTROY WHEN OBSOLETE.)*

549.25 EQUIPMENT POLLUTANTS. LISTS, MAPS, DRAWINGS AND REPORTS OF EQUIPMENT WHICH CONTAIN POLLUTANTS. *(DESTROY WHEN OBSOLETE OR POLLUTANTS HAVE BEEN REMOVED.)*

549.28 UTILITY AGREEMENTS. COPIES OF CONTRACTS FROM LOCAL UTILITY COMPANIES REGARDING THE PURCHASE AND USE OF SERVICES PROVIDED. *(DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.)*

549.31 UTILITY BILLS. PRINTOUTS, FORMS, DOCUMENTS, REPORTS, AND CORRESPONDENCE PERTAINING TO UTILITY USE, BILLING, AND PAYMENT. *(DESTROY AFTER 3 YEARS.)*

549.34 SERVICE ORDERS. SERVICE ORDER FORMS INVOLVING THE PERFORMANCE OF PREVENTIVE MAINTENANCE, REPAIR AND PREPARATION OF FAMILY HOUSING UNITS. *(DESTROY AFTER 2 YEARS.)*

549.37 INSPECTIONS. REPORTS, FORMS, AND CORRESPONDENCE RELATING TO SAFETY INSPECTIONS FROM INTERNAL AND EXTERNAL SOURCES. *(DESTROY AFTER 2 YEARS.)*

549.40 BOILER TREATMENT. REPORTS AND RECORDS OF CHEMICALS AND THEIR USE WITH BOILERS. *(DESTROY AFTER 2 YEARS.)*

549.43 SPRINKLER MAINTENANCE. RECORDS, DOCUMENTATION AND CORRESPONDENCE RELATING TO THE MAINTENANCE AND CLEANING OF SPRINKLER SYSTEMS. *(DESTROY AFTER 2 YEARS.)*

549.46 MATERIAL COSTS. BILLS OF MATERIALS FOR REPAIR JOBS, LISTS OF SUPPLIES AND RELATED COSTS ASSOCIATED WITH REPAIR AND MAINTENANCE OF EQUIPMENT. *(DESTROY AFTER 2 YEARS.)*

549.49 INVENTORIES. LISTS AND RECORDS OF EQUIPMENT AND ACCOUNTABLE GOVERNMENT PROPERTY AND THEIR LOCATIONS. *DESTROY WHEN OBSOLETE OR ITEM IS NO LONGER IN INVENTORY.)*

549.52 WORK PLAN. WEEKLY WORK SCHEDULES, FORMS AND RECORDS REFLECTING WORKHOURS SPENT IN THE PERFORMANCE OF EACH JOB. (*DESTROY AND REPLACE MONTHLY.*)

549.55 WATER AND CHEMICAL PRODUCTION. OPERATING LOGS, AND RELATED PAPERS THAT REFLECT THE RESULTS OF WATER AND CHEMICAL PRODUCTION MEASUREMENTS. (*DESTROY AFTER WATER PLANT USE HAS BEEN REPLACED BY COUNTY WATER SYSTEM.*)

549.58 BACKFLOW PREVENTORS. REPORTS, RECORDS OF INSPECTIONS AND TESTS, AND RELATED DOCUMENTATION PROVIDED TO STATE AGENCIES. (*DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.*)

549.61 BACTERIA. REPORTS, TEST AND SAMPLE RECORDS AND RELATED DOCUMENTATION PERTAINING TO WATER TESTING. (*DESTROY WHEN OBSOLETE OR NO LONGER NEEDED.*)

549.64 WATER TESTS. TEST RESULTS, REPORTS, AND DOCUMENTATION REFLECTING QUANTITY OF POLLUTANTS IN BODIES OF WATER. (*DESTROY AFTER 1 YEAR.*)

549.67 WATER SYSTEMS. DOCUMENTATION REFLECTING STUDY RESULTS OF WATER DISTRIBUTION SYSTEMS. (*DESTROY WHEN NO LONGER NEEDED.*)

549.70 PERMITS. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FOR DISCHARGING WATER INTO PUBLIC WATERWAYS. (*DESTROY WHEN RENEWED, OBSOLETE, OR*