

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-446-76-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **11/01/2022**

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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 not listed below.

## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by DAA-0446-2018-0002-0003

Item 2-9/A is superseded by DAA-0446-2018-0002-0001

Item 2-9/B is superseded by DAA-0446-2018-0002-0002

Item 2-26 is superseded by DAA-0446-2018-0003-0001

Items 2-27/A and 2-27/B are superseded by DAA-0446-2018-0003-0002

Items 2-33/A and 2-33/B are superseded by DAA-0446-2018-0003-0003

Item 3-5/A is superseded by DAA-GRS-2015-0006-0001 (for records dated 2017 and forward only) and DAA-GRS-2015-0006-0002

Item 3-5/B is superseded by DAA-GRS-2015-0006-0006

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*244 items*

*446*

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**DEFENSE INVESTIGATIVE SERVICE**

2 MAJOR SUBDIVISION  
**LOGISTICS AND SERVICES DIRECTORATE**

3 MINOR SUBDIVISION  
**ADMINISTRATION DIVISION**

4 NAME OF PERSON WITH WHOM TO CONFER  
**MRS. NORMA STAPLESON**

5 TEL EXT  
**693-5012/13**

LEAD BUREAU
JOB NO <b>NCI-440-76-1</b>
DATE RECEIVED <b>APR 18 1976</b>
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>11-22-76</i> Date <i>James B. Rowden</i> 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 35 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <b>7 Apr 76</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>John H. Rowden</i>	E TITLE <b>CHIEF, ADMINISTRATION DIVISION</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	SEE ATTACHED DISPOSITION SCHEDULE		

*11/1/76 - GAO concurrence required. All changes with approval of Norma Stapleton.*

*Copy to NCW12-7-76 CD*

## 1 - OFFICE ADMINISTRATION

This series relates to general office administration and administrative support functions. It includes office reference files and files relating to communications, mail, and systems.

- 1-1. FILES MAINTENANCE AND DISPOSITION FORMS (DIS FORM 57): Files Maintenance and Disposition Plan and related papers pertaining to their preparation and revision.

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

- 1-2. POLICY AND PRECEDENT FILES: Copies of documents reflecting the establishment of internal policy or precedents pertinent to current and future procedures within the office. These files are maintained at the operating level. Original or official record copies will not be placed in this file.

ALL OFFICES: TEMPORARY: Destroy when superseded or obsolete.

- 1-3. SUSPENSE FILES: Papers arranged in chronological order as a reminder that an action is required on a specific date; a reply to an action is expected and if not received should be traced on a given date.

ALL OFFICES: TEMPORARY: Destroy on the date under which suspended if all actions have been cleared and reference is no longer required.

- 1-4. CHRONOLOGICAL FILES: Copies of outgoing communications, arranged by date, and maintained for periodic review by staff members or for convenient reference.

ALL OFFICES: TEMPORARY: Destroy when 1 year old. Earlier destruction is authorized.

- 1-5. TRANSITORY FILES: Correspondence, messages, and other documents maintained for reference, copies of documents which require no official action, letters of transmittal, routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research.  
NOTE: To the maximum extent practicable, transitory papers should be destroyed without filing. File only when needed for more than 30 days.

ALL OFFICES: TEMPORARY: Destroy after 90 days. Earlier destruction is authorized.

1-6. DELEGATIONS/DESIGNATIONS OF AUTHORITY AND ADDITIONAL DUTY ASSIGNMENTS: Correspondence, forms, orders, other documents delegating or assigning duties and responsibilities to personnel such as signature cards or assignments as fire wardens, building custodians, supply representative, security officers, and similar additional duty assignments. (DIS 4-02)

ALL OFFICES: TEMPORARY: Destroy when revoked, superseded, or obsolete.

1-7. GENERAL CORRESPONDENCE: Letters, indorsements, memoranda, reports, and related data and attachments involving a variety of subjects (NOT APPROPRIATE FOR FILING WITH OTHER RECORDS SERIES).

a. Documents created or received by any office which has DIS-wide policy-making or program-monitoring responsibilities.

ALL OFFICES: PERMANENT: Retire to FRC after 5 years; offer to the National Archives when 30 years old (in 5-year increments).

b. Documents created by any office not covered in a, above.

ALL OFFICES: TEMPORARY: Destroy after 1 year.

1-8. WORKING FILES: Includes rough drafts, notes, and materials accumulated in the development of a final product.

ALL OFFICES: TEMPORARY: Destroy upon completion of the project, or after purpose has been served.

1-9. REFERENCE PUBLICATIONS: Copies of publications maintained for reference purposes. Reference publications are normally filed in numerical sequence in standard binders in a designated place other than standard file folders. NOTE: This file designation is for identification and disposition purposes only.

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, or no longer needed for reference purposes.

— 1-10. INFORMATION BULLETINS: Announcements, notices, temporary instructions, or temporary directive material of no permanent reference value.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec: destroy after 1 year, (Data deemed of historical value will be reported to the DIS Historian to be included in the DIS History. See item 2-28)

b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.

— 1-11. TECHNICAL REFERENCE MATERIAL: Copies of motion pictures, sound recordings, still photographs, maps, graphic, brochures, and similar materials maintained for reference purposes.

ALL OFFICES: TEMPORARY: Destroy when superseded or obsolete.  
EXCEPTION: Return accountable or reusable material to the source of supply.

- 1-12. COMMITTEES, CONFERENCES, AND MEETINGS: Copies of documents pertaining to office participation in, or association with, committees, conferences, meetings, and related activities. Includes correspondence such as notices of meetings, agenda, notes taken during meetings, and information of a general nature.

ALL OFFICES: TEMPORARY: Cutoff 31 Dec; destroy after 1 year, or when purpose has been served.

- 1-13. HEALTH, WELFARE, AND CHARITIES: Consists of documents pertaining to various charitable, health, and welfare organizations, including the blood donor program.

ALL OFFICES: TEMPORARY: Cutoff 31 Dec; destroy after 1 year, or when purpose has been served.

- 1-14. DIRECTOR'S CORRESPONDENCE FILE: Copies of all mission correspondence signed in the offices of the Director, Deputy Director or Executive.

- a. OFFICE OF PRIMARY RESPONSIBILITY: <sup>Permanent.</sup> TEMPORARY: Cutoff 31 Dec; hold 3 years; transfer to FRC; destroy after 5 years. *After to NARS when 20 years old.*
- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.

- 1-15. TELEPHONE AND INTERPHONE: Documents reflecting the location, usage, and installation of telephone and interphone service.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 1 year, or when superseded or obsolete, as applicable.

- 1-16. TELEPHONE SERVICES RECORDS: Documents requesting telephone services, telephone service and line cards, and similar records relating to the operation of telephone services and equipment.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 1 year.

- 1-17. TELEPHONE TOLL TICKETS: Tickets prepared by telephone operators for all outgoing telephone toll calls and used to check the commercial toll statement at the end of the billing period.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 1 year.

- 1-18. POSTAL AND MAIL SERVICE: Documents and correspondence relating to postal and mail service functions.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 2 years, no longer required for reference.

- 1-19. POSTAL DIRECTORY: Documents utilized in maintaining a locator system to facilitate delivery of mail to individuals, such as locator cards, copies of assignment and transfer orders, and similar documents. (DIS 1-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Place in inactive file upon departure of the individual; destroy after 1 year. Posting media may be destroyed when posting is completed.

- 1-20. MAIL CONTROL: Documents relating to the control of incoming and outgoing mail, including routing forms, delivery receipts, records of messenger trips, and similar documents. EXCLUDED are documents receipting for or controlling classified mail and registered, certified, and insured mail.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 3 months.

- 1-21. REGISTERED, CERTIFIED, AND NUMBERED INSURED MAIL RECORDS: Documents relating to the handling, accounting, and receipting for mail of this type.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Retain in current files area; destroy after 2 years.

- 1-22. COURIER RECEIPT FILES: Receipts for Armed Services Courier pouches and packages.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 2 years.

- 1-23. STATISTICAL REPORTS FILE: Copies of reports reflecting the postage used on outgoing mail, including special delivery, registered, certified, foreign, parcel post, and airmail.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 6 months.

- 1-24. OFFICIAL PENALTY MAIL REPORTS: Copies of reports and related papers pertaining to official penalty mail.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 2 years.

- 1-25. PRODUCTION REPORTS: Reports on mail handled and work performed.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 1 year.

- 1-26. ADDRESSOGRAPH PLATES: Plates used for standard mailing distribution lists.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY. Destroy individual cards upon revision of dissemination requirements.

- 1-27. DATA AUTOMATION RECORDS: (Planning Documents) Master plan, with associated charts and drawings, supporting data (such as correspondence, studies, reports, and any other data that reflect on the data automation activity), graphic, narrative, and tabular information relating to the present and/or planned ADP composition and/or requirements of the data automation activity.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transfer to FRC 1 year after documents are superseded; destroy after 5 years.

- 1-28. SPECIFIC DATA SYSTEMS RECORDS: Requests for establishment of a data system authorizing directives, detailed studies which reflect comparison of present and proposed systems, cost analysis, equipment requirements, tangible benefits, expected savings, priority schedules, system specifications, logic charts, test runs, design plans, and equipment resources.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY:

a. Transfer implemented system to the FRC when discontinued; destroy after 5 years.

b. Destroy disapproved systems 1 year after final actions.

- 1-29. SYSTEMS OPERATIONAL PROCEDURES: Finalized documents containing detailed operating procedures for implementation of a specific data system, including policies, instructions, details of computer technique, logic charts, input/output document flow data.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transfer to FRC 1 year after superseded; destroy after 5 years.

- 1-30. ANALYSIS SOURCE DATA: Test decks of cards, tapes, deficiency reports, statistical listings, element codes, diagrams, drafts, worksheets, and similar operational records.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when purpose has been served.

- 1-31. STATISTICAL DATA REQUESTS: Forms and related correspondence initiated to establish or revise statistical data programs from an approved data system, providing ADP centers background for the program file, and to control the work flow.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY:

a. Destroy approved requests on discontinuance of the program.

b. Destroy disapproved requests after 3 months.

1-32. ANALOGIC DATA PROCESSING EQUIPMENT (ADPE) UTILIZATION: Original forms or cards which equipment operators have completed for purchased ADPE or leased ADPE rented on an unlimited use basis. Daily detail cards, intermediate summary decks, related magnetic tape files, and machine listing created from the basic documents and used for daily management of operations and accumulation of data for monthly cost, utilization, and related management summaries.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 90 days, provided any adjustments to accounts have been made and source documents are no longer required for resolution of any claim discrepancy.

1-33. ADPE UTILIZATION:

a. Magnetic tapes containing detail log data for systems having internal logs.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 1 year, provided any adjustments to accounts have been made and source documents are no longer required for resolution of any claim discrepancy.

b. Original forms of cards which equipment operators have completed for leased ADPE subject to extra use rental charges and relative to ADPE maintenance for purchased and leased ADPE.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 1 year, provided any adjustments to accounts have been made and source documents are no longer required for resolution of any claim discrepancy.

c. Monthly summaries of ADPE cost and utilization report and EDPS by application and hours of use report which are card decks, tape files, and associated machine listings maintained at data processing installation level.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 2 years.

1-34. ADPE REQUEST AND ACCOUNTABILITY: Related documents concerning the management of ADPE equipment which are original records maintained at data processing installations.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years following the date on which the equipment is discontinued and dropped from data processing inventory.

1-35. COST INCURRED FOR USE OF ADPE: Contractor's invoices for rental and other charges incurred for use of ADPE equipment.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 3 years.

1-36. PROGRAM COMMUNICATIONS-ELECTRONICS SUPPORT PROGRAM (PCESP):

a. Communication-Electronics Implementation Plans (CEIP's) and Amendments (CEIPA's), responsible programming.



OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after the year in which the facility commissioning document is signed.

b. Minor and administrative (PCESP) revisions, form reports, PCAM listings and related data.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 6 months after related entries appear in PCESP.

1-37. CEIP's:

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY:

a. Disapproved CEIP's: Destroy 1 year after date of disapproval.

b. Cancelled CEIP's: Destroy 1 year after cancellation.

c. CEIP Status Reports: Destroy when the CEIP is fully implemented, superseded, or updated.

1-38. PCESP WORKBOOKS:

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy upon receipt of an updated workbook.

1-39. COMMUNICATIONS SERVICE LEASING RECORDS: Acquisition, modification, or discontinuance of leased services, including forms records (such as communications service authorization and comparable documents; orders for supplies and services, commercial communications work order; modified use of leased communications facilities, requests for purchases, work order registers, telephone service requests; local communications service order; summary of authorized equipment and services include traffic and feasibility studies and surveys, letters of military necessity, commercial company pricing sheets, completion notices, and comparable data, with related correspondence).

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when individual service is discontinued, or when no longer needed, whichever is later, provided any corrective action required by audit has been accomplished.

1-40. INDIVIDUAL CASE FILES OF LEASED COMMUNICATIONS SERVICES: Forms of communications services authorizations, or the computer and EDP counterpart thereof, customers requirements, local communications service orders; and other contractual instruments. May include supporting data and information documenting the negotiation, administration, and completion of individual leasing transactions.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transactions of \$10,000 or less, except utility contracts, destroy 3 years after contract is closed. Transaction over \$10,000, destroy 6 years after contract is closed. (NOTE: Transactions prior to 25 July 1974 over \$2500 destroy 6 years after contract is closed; below \$2500 destroy 3 years after contract is closed.)

## 2 - MANAGEMENT AND PLANNING

Records created in the performance of management and planning functions. They relate to the planning, programming, standardization, and improvement of management functions.

2-1. POLICY: The development and implementation of policy pertaining to the organization, mission, and functions of the agency, and records resulting therefrom.

a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Hold 4 years after revision; retire to FRC; offer to the National Archives ~~after 11 years~~ unless security classification prohibits. *20 yrs. after revision,*

b. OTHER OFFICES: TEMPORARY: Destroy when superseded, rescinded, or no longer needed.

*Min Inform*  
 - 2-2. DoD PROGRAMMING SYSTEM: The methods and procedures for establishment, maintenance, and revision of the Five-Year Force Structure and Financial Program, and the internal and external programs required to carry out the assigned responsibilities of the DoD General Intelligence functions. *This item consists solely of computer worksheets.*  
 a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 5 years; destroy.

b. OTHER OFFICES: TEMPORARY: Destroy when purpose has been served.

*More Inform*  
 - 2-3. PROGRAM MANAGEMENT RECORDS: Records of programs established by activity directors in support of the DoD Programming System which include annual program objectives and the manpower, material, and financial resources to achieve the objective. *This item is background data to item 2-2.*  
 a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transfer to FRC 1 year after file becomes inactive; destroy after 5 years.

b. OTHER OFFICES: TEMPORARY: Destroy 1 year after file becomes inactive.

*More Inform*  
 - 2-4. MANAGEMENT ANALYSIS: Records pertaining to the methods of analyzing management in terms of mission or organizational objective, operational procedures, and performance standards.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

2-5. MANAGEMENT EVALUATION: Studies, analyses, or summaries created in the comprehensive review of organizational structure, operational procedures, performance standards, and problem areas.

a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Cut off 31 Dec; hold 4 years; retire to FRC; offer to the National Archives after ~~4~~ years, unless security classification prohibits.

- b. OTHER OFFICES: TEMPORARY: Destroy when purpose has been served.
- 2-6. MANAGEMENT IMPROVEMENT: Records which directly contribute to the development and direction of the DIS management improvement program, including basic interpretations, plans, studies, and summary reports.
- a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Cutoff 31 Dec; hold 4 years, retire to FRC; offer to the National Archives after 4 years, unless security classification prohibits.
- 20
- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.
- 2-7. ORGANIZATIONAL PLANNING AND MANPOWER AUTHORIZATION RECORDS: Organizational and functional charts, personnel charts indicating grades and ratings, manning documents reflecting the allotment (increase or decrease) of personnel spaces in DIS, with related documents, *including agency-wide manpower studies*
- a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Retire to the FRC 4 years after no longer required for current operations; offer to the National Archives after 17 years, unless security classification prohibits.
- 20
- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.
- 2-8. MANPOWER STUDIES: Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, with related materials *but not including agency-wide manpower studies retained in item 2-7.*
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 5 years after file becomes inactive.
- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.
- 2-9. ADMINISTRATIVE PUBLICATIONS: Case filed record sets of DIS standard publications (excluding finished intelligence publications) such as regulations, manuals, pamphlets, and numbered plans. Includes a copy of the finished publication, the original manuscript or coordination draft, a copy of each form prescribed by the

publication, original copies of clearance and review summaries, and indication of where other background material may be located, and related papers pertinent to the editing and issuance of the publication. Record sets of amendments and related background material are filed with the basic publication which they change.

- a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Retire to FRC 1 year after supersession or revision; offer to the National Archives when 30 years old (in 5-year increments).
- b. OTHER OFFICES: TEMPORARY: Destroy when superseded, rescinded, or no longer needed for reference purposes.

2-10. SPECIAL ORDERS: Record copies.

OFFICE OF PRIMARY RESPONSIBILITY: <sup>Temporary</sup> PERMANENT: Cutoff 31 Dec; hold 1 year; retire to FRC; ~~offer to the National Archives when 30 years old (in 5-year increments)~~; *destroy when 15 years old.*

2-11. GENERAL ORDERS: Record copies.

- a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Cutoff 31 Dec; hold 1 year; retire to FRC; offer to the National Archives when 30 years old (in 5-year increments).
- b. OTHER OFFICES: *TEMP DESTROY WHEN SUPERSEDED OR OBSOLETE (NOTE THIS DISPOSITION FOR COPIES ONLY)*

2-12. TRAVEL ORDERS: Record copies.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

2-13. BACKGROUND MATERIAL TO SPECIAL ORDERS: Letter requests for orders, amendments, etc., including justification files on special authorization when required by orders publishing activity.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

2-14. MAIL MANAGEMENT: Correspondence relating to the application of management techniques to mail processing operations.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy. Earlier disposal is authorized.

2-15. RECORDS MANAGEMENT: Planning and management records reflecting the development, establishment, issuance, and revision of plans, policies, standards, procedures, and systems for governing the creation, maintenance, utilization, and disposition of DIS records.

ALL OFFICES: TEMPORARY: Destroy when no longer needed.

2-16. RECORDS OF RETIREMENT AND / OR TRANSFER: Copies of Records Transmittal and Receipt (SF 135) and related correspondence reflecting the retirement of records to FRC, transfer within DIS or other agencies, maintained for reference in future requests for service.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after records listed thereon have been destroyed, offered to the National Archives, or permanently transferred to another agency.

b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.

2-17. RECORDS MANAGEMENT STUDIES AND SURVEYS: Documents created as a result of management studies and surveys in the review, appraisal, and/or analysis of DIS elements relating to records holdings, equipment, supplies, microfilming applications, information storage and retrieval systems, forms, and correspondence.

ALL OFFICES: TEMPORARY: Destroy when no longer needed.

2-18. RECORDS MANAGEMENT REPORTS: Documents reflecting the progress of all phases of records management, records and equipment holdings, volume of records transferred to FRC or destroyed in DIS offices, with supporting documents and feeder reports.

ALL OFFICES: TEMPORARY: Destroy when no longer needed.

2-19. NUMERICAL FORMS FILE:

a. Record sets of all forms devised by DIS.

OFFICE OF PRIMARY RESPONSIBILITY: Hold 1 year after discontinuance or obsolescence; transfer to FRC; offer to National Archives when 5 years old.

b. Case files of DIS Forms, DD Forms, Standard Forms, and other categories of forms used by the agency, including the coordination copy of office forms or form letters maintained by the approving authority. Files contain a copy of each request for approval, and revisions or reprints thereof, copies of reproduction requisitions, specifications, one copy of each approved edition of the form, and correspondence relating to the directive governing form usage.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Hold 1 year after discontinuance or obsolescence; transfer to FRC; destroy when 20 years old.

2-20. PUBLICATION/FORMS REQUISITIONS AND REQUIREMENTS: Forms, other documents, and related correspondence used to requisition or establish requirements for publications/forms. Stock record cards, reorder markers, inventory control records, distribution record cards, and similar control media used to reflect the status of nonaccountable publications/ forms.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable.

2-21. ACCOUNTABLE FORMS DISTRIBUTION: Stock record cards, reorder markers, inventory control records, distribution record cards, and similar control media, used to reflect status of accountable forms.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after removal from the active file.

2-22. ACCOUNTABLE FORMS ACCOUNTABILITY: Receipts, destruction certificates, and related correspondence showing the issue, receipt, or destruction of blank accountable forms.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 2 years.

b. OTHER OFFICES: Destroy 2 years after forms listed thereon have been issued or otherwise accounted for. (If the prescribing directive for a particular accountable form requires that the receipts be attached to or maintained with accountability records, apply the same disposition.)

2-23. CORRESPONDENCE MANAGEMENT: Correspondence reflecting the application of management techniques to correspondence practices to increase efficiency, improve quality, and reduce costs.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy. Earlier disposal is authorized.

2-24. REPORTS CONTROL FILES: Case files on reports created, canceled or superseded, and containing evidence of their existence and/or their discontinuance. These files relate to reports for which there are formal requirements; they apply to files accumulated in the course of administrative control of the reports and NOT to the reports themselves.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after report is discontinued.

2-25. STATISTICAL DATA: Records pertaining to <sup>new</sup> statistical and related data on the operations and activities of the DIS and to the clearance of statistical data prior to release.

*Does not include permanent statistical data, studies, or reports listed elsewhere in this schedule.*

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 4 years; destroy.

b. OTHER OFFICES: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

— 2-26. IG INSPECTIONS: Documents relating to the planning and conducting of inspections performed by DIS, and by other authorized agencies.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after programming the next year's inspection coverage.

— 2-27. REPORTS OF IG INSPECTION: Records created as a result of inspections and investigations conducted or directed by the Office of the Inspector General, including record of action taken and supporting papers.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 3 years, or after next inspection if sooner.

b. OTHER OFFICES: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

2-28. DIS HISTORICAL PROGRAM DOCUMENTATION: Narrative histories, monographs, studies, and reports with supporting documents prepared, compiled, or collected for DIS Historical Program.

OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT. Retire to FRC when no longer required for current reference; offer to the National Archives ~~after 5 years old.~~  
*when 20*

2-29. HISTORICAL PROGRAM SOURCE DOCUMENTS: Subsidiary (or feeder) reports with supporting documents prepared at the request of a higher organization for use in preparing a historical report, and copies prepared and retained by a lower unit or element.

ALL OFFICES: TEMPORARY: Destroy when no longer needed.

— 2-30. INFORMATION RELEASES:

a. Originals of manuscripts, speeches, statements, TV script, press releases, and other releases to the public.

*A.V. records*

OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Cutoff 31 Dec; hold 1 year; retire to FRC; offer to the National Archives when ~~5~~ <sup>20</sup> years old.

b. Statistical reports of releases and radio programs, data sheets, newspaper clippings, background material on release of information, written or pictorial releases, and speeches; copies of manuscripts, speeches, statements, etc.

ALL OFFICES: TEMPORARY: Destroy when no longer needed.

- 2-31. WARTIME AND EMERGENCY PLANS: Wartime and Emergency Plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material providing guidance and requirements to support wartime and emergency planning, including background material.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when related plan or order becomes superseded or obsolete.

- 2-32. ADMINISTRATIVE REPORTS: Administrative inquiries and investigations, reports, and supporting documents relating to matter adversely affecting the discipline, efficiency, morale, or welfare of organizations or personnel. (DIS 4-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after final action.

- 2-33. COMPLAINTS:

a. Personal Conference Period Reports or formal complaints, and locally produced forms reflecting a record of interview and results. (DIS 2-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after last entry.

b. Documents accumulated during the processing of complaints made by or about an employee of the DIS not requiring formal investigation. (DIS 2-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after last entry.

- 2-34. PRIVACY AND FREEDOM OF INFORMATION REQUEST RECORDS: (DIS 1-01)

PENDING

- 2-35. DISCLOSURE ACCOUNTING RECORDS:

PENDING



## 3 - FINANCE AND BUDGET

Records pertaining to the performance of budgeting, accounting, and financial management functions.

3-1. POLICY: Records reflecting the establishment of policy and procedures governing accounting and financial operations.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 September; hold 5 years; destroy.

b. OTHER OFFICES: TEMPORARY: Destroy when superseded or obsolete.

3-2. ACCOUNTING RECORDS: Records pertaining to the financial transactions of the DIS and which reflect the results of accounting operations and the official financial position of the agency. They include copies of budget authorizations, advices of allotment, and applicable documents recording the commitments, obligations, and expenditures of agency funds.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 September; hold 4 years; destroy.

b. OTHER OFFICES: TEMPORARY: Cutoff 30 September; hold 1 year; destroy.

3-3. ACCOUNTING SYSTEM RECORDS: Documents which support the manual or mechanized recording of commitments, obligations, allocations, allotments, and accrued expenditures paid and unpaid.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 September; hold 4 years after obligations have been liquidated; destroy.

(1) EAM cards used in daily operations. Destroy after necessary reconciliations.

(2) Machine tabulations used in daily operations. Cutoff 30 September; hold 1 year; destroy.

(3) General Ledgers: Manual and machine form ledgers - destroy 4 years after the fiscal year to which they pertain.

(4) Financial statements, schedules, and reports: Retained copies of documents - destroy 4 years after the fiscal year to which they pertain.

(5) Accrued obligation/expense records: Contracts, purchase orders, receiving reports, TR's, BL's, and travel orders - destroy four years after FY to which they pertain, except successor "M" accounts which will be destroyed 4 years after liquidation.

(6) CAO or Defense Audits: Reports taken to any exceptions - retain until all exceptions are cleared; destroy.

(7) Disbursing Agent/Limited Depository Records: Appointment orders turn-in vouchers, check stubs, cancelled checks, cash registers and reports - destroy 4 years after the FY to which they pertain.

(8) Cancelled commitments/ obligations: Unobligated commitments and undelivered orders outstanding - destroy 1 year after cancellation.

(9) Accounts Receivable Records: Ledgers, collection vouchers and supporting documents - destroy 4 years after close of FY to which they pertain.

(10) Manual Control and Distribution Ledgers - destroy 4 years after FY to which they pertain.

(11) Periodic Summary Cards and Tabulations: Hold 1 year and destroy.

(12) Consolidated EAM cards and tabulations produced from monthly summary or other records, usually for an entire FY. Destroy 4 years after liquidation of obligations.

(13) Imprest Fund Records: Destroy after reimbursement is obtained from the supporting finance office.

b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.

3-4. CONTINGENCY EXPENDITURE RECORDS: Records which support contingency expenditures made by the DIS. Vouchers and subvouchers for confidential funds, supporting documents, and related correspondence.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 4 years after close of fiscal year, provided exceptions have been cleared.

3-5. BUDGET RECORDS: Records reflecting budget estimates, justifications, and execution by FY and by appropriation. They reflect the development, preparation, submission, and adjustments to the DIS budget.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 Sep ; hold 5 years ; destroy.

b. OTHER OFFICES: TEMPORARY: Cutoff 30 Sep ; hold 1 year; destroy.

BUDGET: Relates to the budget preparation, presentation, review, and execution.

3-6. BUDGET (GENERAL): Documents relating to the administration of budget matters which, due to their general nature, cannot be logically filed elsewhere.

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, no longer needed for reference, or after 3 years, as appropriate.

- 3-7. BUDGET POLICIES AND PROCEDURES: Correspondence and other documents showing agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs; analyses and interpretations of Executive Orders; statutes; OSD, OMB, and other agency policies, regulations, instructions, correspondence, reports, and related documents which affect budgetary responsibilities.

a. OFFICE OF PRIMARY RESPONSIBILITY: ~~TEMPORARY~~ <sup>Permanent</sup>: Cutoff 30 Sep; hold 5 years; ~~destroy~~. *Transfer to NARS FRC, and offer to NARS when 20 yrs. old.*

b. OTHER OFFICES: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

- 3-8. BUDGET ESTIMATES: Official record copy of budget estimates submitted to higher authority.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 Sep; hold 5 years; destroy.

BUDGET PROGRAM DATA: Documents accumulated in support of preparation and submission of budget estimates.

- 3-9. BUDGET PROGRAM DATA (GENERAL): Documents relating to the administration of budget program data matters which, due to their general nature, cannot be logically filed elsewhere.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, no longer needed for reference, or after 3 years, as appropriate.

- 3-10. FIVE YEAR DEFENSE PROGRAM: Documents relating to the FYDP program element list, program element summary data, submission, FYDP objective memoranda, related guidance and program change requests and decisions.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, no longer needed for reference, or after 3 years, as appropriate.

- 3-11. WORKLOAD AND PERFORMANCE: Documents relating to workload factors, output measurement, audit workload and performance reports, audit cognizance transfer, and audit of workload data for other agencies. (DIS 4-02)

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, no longer needed for reference, or after 3 years, as appropriate.

BUDGET FORMULATION AND REVIEW: Documents relating to the formulation, and review by higher authority, of the DIS budget.

3-12. BUDGET FORMULATION AND REVIEW (GENERAL): Documents relating to the administration of budget formulation and review matters which, due to their general nature, cannot be logically filed elsewhere.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, no longer needed for reference, or after 3 years, as appropriate.

3-13. OSD/OMB BUDGET ESTIMATE SUBMISSIONS: Documents relating to OSD/OMB budget estimate submissions, including workpapers and hearing backup data, supplemental budget data to OSD, including duplicate copies of records.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

3-14. PRESIDENT'S BUDGET SUBMISSION: Documents relating to the President's budget submissions and supplemental data to OSD and the Congress.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

3-15. CONGRESSIONAL HEARING BACKUP DATA: Documentation consisting of correspondence, budgetary statements, and form reports, with related backup materials that are, or reflect upon, data furnished to the Congressional Appropriations Committee during budgetary hearings, budget estimate review records, and copies of House and Senate testimony.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: <sup>a.</sup> Destroy material NOT published by House or Senate after 5 years. *b. Destroy published material when no longer needed.*

3-16. APPORTIONMENT: Relates to apportionment submissions to OSD, hearing backup data, workpapers and supplemental data submitted to OSD.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

BUDGET EXECUTION: Documents reflecting the apportionment and allocation of budget items, including financial plans and operating budget.

3-17. BUDGET EXECUTION (GENERAL): Documents relating to the administration of budget execution matters which, due to their general nature, cannot be logically filed elsewhere.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, no longer needed for reference, or after 3 years, as appropriate.

3-18. EXPENSE OPERATING BUDGET: Documents relating to the DIS expense operating budget received from OSD.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

3-19. OPERATING BUDGET AUTHORIZATIONS: Documents relating to operating budgeting authorizations to headquarters and districts.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

3-20. QUARTERLY OPERATING BUDGET: Operating budget workpapers reflecting quarterly status and operating budget plans.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

3-21. OPERATING BUDGET REQUESTS AND ESTIMATE: Documents reflecting operating budget requests for current FY, and estimate for the following FY.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after close of FY involved.

3-22. FINANCIAL MANAGEMENT REPORT: Quarterly report prepared for management purposes.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 Sep; destroy after 4 years.

b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.

3-23. BUDGET EXECUTION BACKGROUND DATA: Extra copies of documents used as backup and workpapers regarding budget execution. Included are copies of Analysis of Financial Operations, Statement of Financial Conditions, Budget Status Reports, Financial Transaction Summaries, Budget Execution Forecasts, Pay Increase Cost, Training Travel, Communication Costs, and other documents of a similar nature duplicated elsewhere in functional files.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed for reference.

BUDGET RECURRING REPORTS: Reports prepared by the Budget Office.

3-24. REPORTS TO HIGHER AUTHORITY: Includes reports submitted by HQ DIS to higher authority such as Expenditure Forecasts and Deviations, Expenditure Forecast Data, Minor Construction, Obligations by State, Man-Year, and Cost.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 Sep; destroy after 4 years.

- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.
- 3-25. INTERNAL REPORTS: Includes all reports prepared by budget offices for DIS management purposes.

ALL OFFICES: TEMPORARY: Cutoff 30 Sep; destroy after 4 years.

NONAPPROPRIATED FUNDS FINANCIAL MANAGEMENT RECORDS:

- 3-26. BUDGETARY DATA: Merchandise, payroll, profit/loss and capital expenditure budgets maintained as a result of monthly or yearly budgeting practices.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Dispose of in accordance with parent Service directives.
- 3-27. FINANCIAL STATEMENTS AND REPORTS: HEADQUARTERS DIS statements (including consolidated), reports of audit and of inspections.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Dispose of in accordance with parent Service directives.
- 3-28. NONAPPROPRIATED FUNDS CUSTODIAN CERTIFICATE: Memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets, and liabilities assumed by a temporary replacement or successor custodian required for protection of all NAF assets.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Dispose of in accordance with parent Service directives.
- 3-29. UNIT FUNDS: Requests for funds, receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence. Purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence at district and below.
- ALL OFFICES: TEMPORARY: Dispose of in accordance with parent Service directives.
- 3-30. MINUTES OF MEETINGS: Minutes serving for control of fund expenditures maintained by fund custodian.
- ALL OFFICES: TEMPORARY: Dispose of in accordance with parent Service directives.
- 3-31. PROPERTY ACCOUNTABLE DATA: Individual property cards or ledger sheets showing original costs, major improvement, depreciation, and other data, with supporting project estimates, justifications, transfer vouchers, receiving reports, and correspondence which are data essential to the utilization of fixed assets or physical property, and shall remain with the property.

ALL OFFICES: TEMPORARY: Transfer with property or dispose of in accordance with parent Service directives.

3-32. EXCESS AND SURPLUS PROPERTY: Correspondence, reports, vouchers, and attached supporting data, stock records cards, turn-in slips, shipping documents reflecting status of all transfers, donations, or disposals of property.

ALL OFFICES: TEMPORARY: Dispose of in accordance with parent Service directives.

## 4 - PERSONNEL

Records relating to the overall administration of DIS personnel matters.

- 4-1. PERSONNEL POLICY AND PLANNING RECORDS: Documentation reflecting the development of plans, policy, procedures, and methods for the procurement and administration of all civilian and military personnel.
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Hold 1 year after revision; transfer to FRC; destroy after 5 years.
- b. OTHER OFFICES: TEMPORARY: Destroy when superseded or rescinded.
- 4-2. GENERAL AUTHORITIES AND PRECEDENTS: Documents relating to the Civilian Personnel Office's basic authorities to act for the Director, DIS, or the activity commander in administering civilian personnel actions, such as delegations of authority to sign personnel actions, authorities granted to deviate from established policy, and records of actions or decisions which are precedent setting for future operations.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Retain in personnel office until no longer required for reference; transfer to FRC; destroy after 5 years.
- 4-3. OFFICIAL PERSONNEL RECORDS (CIVILIAN): Official personnel folders documenting the employment history of each civilian employee of DIS. (DIS 4-01)
- OFFICE OF PRIMARY RESPONSIBILITY: ~~PERMANENT~~ Retain each folder as long as employee is on the rolls of the DIS, transfer to new employing agency, or forward to the Federal Records Center, St. Louis, MO, in accordance with the Federal Personnel Manual.
- 4-4. PERSONNEL ACTION CHRONOLOGICAL FILE: Notification of Personnel Action (SF-50) used as source material for preparation of reports, a ready reference device for review of actions previously processed, and for information of the Civil Service Commission. (DIS 4-01)
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 2 years; destroy.
- 4-5. PERSONNEL AUTHORIZATION: Memorandums, letters, manning tables, or other documents which reflect personnel spaces allotted to various organizational segments and which provide the Civilian Personnel Office with a basis for maintaining a specific number of position identification strips in the personnel control file.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 2 years; transfer to FRC; destroy after 2 years.



- 4-6. PERSONNEL CONTROL FILES: Service record cards providing a record of positions and incumbents, a medium for controlling personnel strength, and a device for followup on actions due. They consist of SF 7d (Position Identification Strip), SF 7 (Service Record Card), and locator files reflecting Joint Table(s) of Distribution position number within each organizational segment. (DIS 4-01)
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 3 years.
- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed for current operations.
- 4-7. SUPERVISOR'S RECORD OF EMPLOYEE: A record of each civilian employee's job history, training, personnel actions, etc., kept current by the supervisor. (DIS 4-01)
- ALL OFFICES: TEMPORARY: Forward to new supervisor in a sealed envelope when employee changes jobs within the Agency. Forward to Civilian Personnel Office upon separation of employee from DIS. The DIS Form will be destroyed in the Civilian Personnel Office 1 year after separation of employee.
- 4-8. CIVILIAN PERSONNEL ADMINISTRATIVE RECORDS: Documentation concerning day-to-day administration of such matters as hours of work, time and attendance, leave, employee relations, medical services, personnel action requests, training, etc. (DIS 4-02)
- ALL OFFICES: TEMPORARY: Destroy when no longer needed. Individual case files will be destroyed 1 year following departure of individual from DIS.
- 4-9. CAREER MANAGEMENT FILES: Files relating to career program management and specific career programs for civilian employees.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: ~~Destroy after 5 years.~~ *CUTOFF 30 SEP; HOLD 2 YEARS; TRANSFER TO FRC; DESTROY WHEN 6 YEARS OLD.*
- 4-10. TRAINING ADMINISTRATIVE RECORDS: Files relating to the overall administration and conduct of civilian and military training. Includes documentation, programming, scheduling, evaluation, and reports of training in government and nongovernment facilities.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: ~~Cutoff 30 Sep; destroy after 5 years.~~ *HOLD 2 YEARS; TRANSFER TO FRC; DESTROY WHEN 6 YEARS OLD.*
- 4-11. EMPLOYEE-MANAGEMENT RELATIONS AND SERVICES: Files reflecting established precedents, standards, and procedures covering employee-management relations; programs and services designated to improve morale and to resolve appeals and grievances of employees. (DIS 4-07)
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: transfer to FRC 2 years after file becomes inactive; destroy after 5 years.

b. OTHER OFFICES: TEMPORARY: Destroy 1 year after file becomes inactive.

- 4-12. DIS MILITARY AWARDS BOARD DOCUMENTS: Records reflecting the origin of the award, copies of General Orders, the citation, the recommendation, and the approval of the award; proceedings of the DIS Awards Board.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; transfer to FRC; destroy after 5 years.

- 4-13. DIS INCENTIVE AWARDS: Correspondence relating to the general administration of awards to employees for suggestions, acts, or superior accomplishments which have contributed to outstanding efficiency and economy in the administration and operation of the DIS, including letters of appreciation or commendation for individuals or DIS elements. (DIS 4-10)

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 2 years; destroy.

b. OTHER OFFICES: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

- 4-14. QUALIFICATION, PLACEMENT, AND PROMOTION: Correspondence pertaining to matters regarding promotions, placement, and qualifications of civilian employees. Includes recommendations for appointments, promotions, and appointments of consultants. (DIS 4-09)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 2 years; destroy.

- 4-15. EMPLOYEE SKILL QUESTIONNAIRE: Form used for locating the best qualified candidates for future promotion actions. Questionnaires are updated periodically. (DIS 4-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Retain as long as employee is with the Agency; then destroy.

- 4-16. RECRUITING AND HIRING: Files pertaining to the recruitment of new employees, job applications, planning documents, and the overall administration of recruiting, hiring, and the filling of DIS-wide vacancies. (DIS 4-04)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY:

a. Applications: Return to applicant, or place in applicant supply files; hold 1 year; contact individual and if still interested, retain. If no longer interested, return to applicant.

b. Other files: Destroy after 2 years.

4-17. JOB OPPORTUNITIES: Announcements of job vacancies circulated to employees, other agencies, or to the public.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 2 years.

b. OTHER OFFICES: TEMPORARY: Destroy after expiration date.

4-18. CLASSIFICATION AND PAY MANAGEMENT: Records reflecting decisions and standard procedures regarding administration of classification, salary, and wage matters.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: transfer to FRC 1 year after file becomes inactive; destroy after 5 years.

4-19. POSITION DESCRIPTIONS: Certified master copies of job descriptions for each basic position established and serviced by the Civilian Personnel Office; includes the position description number list.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 5 years after job is abolished.

4-20. POSITION SURVEYS: Documents reflecting the periodic survey of all positions in DIS. Includes evaluation statement and position survey list which records survey actions.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 5 years after each regularly scheduled DIS survey.

4-21. MILITARY SERVICES ADMINISTRATIVE RECORDS: Copies of leave records, finance documents, transmittals, personnel roster, physical examinations, personnel action files, locator cards, trip reports, duty status reports, copies of orders, reassignment of military personnel, and master processing clearance records, etc. (DIS 4-02)

ALL OFFICES: TEMPORARY: Destroy in accordance with parent service directives. Individual case files will be destroyed 1 year after individual departs DIS.

4-22. MILITARY TRAINING RECORDS: Records that document training received to include General Military Training, On-the-job Training, driver training, firearms training, etc. (DIS 4-02)

ALL OFFICES: TEMPORARY: Transfer with individual on departure from DIS, or dispose of in accordance with parent service directives, as appropriate.

4-23. MILITARY PERSONNEL PROCUREMENT: Nominations of individuals and the evaluation, acceptance and/or rejection thereof. (DIS 4-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Nominations resulting in assignment, hold 6 months after separation from DIS; destroy after information has been transferred to procurement cards. Nominations not resulting in assignment, destroy after information is transferred to procurement cards.

4-24. PERSONNEL MANAGEMENT INFORMATION SYSTEM:

a. Military: Computer records consisting of identification data on the individual, assignment data, duty information, basic personnel data, personal data, agent qualifications. (DIS 4-05)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Magnetic tape records are retained for 3 years following individual's departure from DIS, then erased from the computer file, and output reports reflecting personnel data on the individual destroyed. Paper records are destroyed one year following departure of individual.

b. Civilian: Computer records consisting of identification and employment data; special qualifications, and other information found in the official personnel record. (DIS 4-06)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when no longer needed.

4-25. EQUAL OPPORTUNITY COMPLAINT CASE FILES: Documents reflecting complaints of military and civilian personnel concerning equal opportunity. Included are complaints, investigative data and summaries, and similar or related documents. (DIS 4-08)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after resolution of complaint.

4-26. EQUAL OPPORTUNITY REPORTING FILES: Documents reflecting information reported on equal opportunity for military and civilian personnel. Included are statistical tables and similar or related documents. (DIS 4-08)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: After discontinuance, cutoff 31 Dec; destroy after 2 years.

4-27. PASSPORTS AND VISAS: Correspondence and/or documents pertaining to procurement of passports and visas for overseas travel. (DIS 4-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when no longer needed for current operations.

5 -- INVESTIGATIONS

5-1. POLICY: Documents and related correspondence and instructions which provide guidance and direction for all aspects of investigations *including general agreements with other units.*  
 a. Those documents which are deemed of historical value to DIS.

*All perm.*

OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Hold 4 years after revision; retire to FRC; offer to the National Archives ~~after 20 years~~ *after revision,* unless security classification prohibits.

b. ~~Those documents deemed not to be of historical value and~~ Nonrecord copies of permanent-type documents.

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

5-2. INVESTIGATIVE ASSIGNMENT FORMS: Records used for case control purposes as required by DISR 20-11. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when no longer needed.

*Who are these agreements with?*

5-3. LIAISON AGREEMENTS: Letters of agreement, and other similar or related documents, dealing with liaison matters of mutual interest which render assistance to investigations in progress, *but not including general agreements with other investigative agencies retained in item 5-1.*

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when purpose has been served.

5-4. DISTINGUISHED VISITORS PROTECTION: Current estimates, maps, and other supporting documents relating to preparation for a specific operation. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

5-5. COURTESY LETTERS: Letters to references interviewed in personnel security investigations. (DIS 4-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy, except when there are critical comments, then only when corrective action has been taken or the problem resolved.

5-6. PERSONNEL SECURITY INVESTIGATIONS: (DIS 5-01)

PENDING

5-7. SPECIALS, CRIMINAL INVESTIGATIONS, AND SURVEYS: (DIS 5-01)

PENDING

5-8. RECIPROCAL PERSONNEL SECURITY INVESTIGATIONS (RPST'S): (DIS 5-01)

PENDING

5-9. INFORMATION RECEIVED AND TRANSMITTED WITHOUT FURTHER INVESTIGATION BY DIS: (DIS 5-01)

PENDING

5-10. COMPLETED AGENT REPORT FORMS, ROIs, ALS, ISRs: (DIS 5-01)

PENDING

5-11. AGENT'S NOTES (SPECIALS, CRIMINAL INVESTIGATIONS AND SURVEYS): (DIS 5-01)

PENDING

5-12. DEFENSE CENTRAL INDEX OF INVESTIGATIONS (DCII): (DIS 5-01)

PENDING

5-7 SPECIALS, CRIMINAL INVESTIGATIONS, AND SURVEYS:

a. An inquiry into the activities of an individual from developed information pertaining to his trustworthiness, suitability for a position of trust as related to his loyalty, character, emotional stability, and reliability. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 15 years after date of last action. (NCl-330-76-1,1a(1))

b. An inquiry which resulted in adverse personnel action, Court Martial, other investigations of a significant nature, due to information obtained in the investigation. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 25 years after the date of last action. (NOTE: Those files determined to be of possible historical value, those of wide spread public or Congressional interest, may be offered to the National Archives after 15 years. (NCl-330-76-1,1a(2))

c. An inquiry of which DoD affiliation was not completed due to actions other than b above. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 1 year after notification that affiliation was not completed. (NCl-330-76-1, 1a(1))

d. Information collected on non-DoD affiliated civilians incident to the Personnel Security Investigation of an affiliated member. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Disposition in accordance with a thru c above, as appropriate. (NCl-330-76-1,1b(9))

5-7 SPECIALS, CRIMINAL INVESTIGATIONS, AND SURVEYS: Files containing reports, statements, affidavits, correspondence, and information data filed as the result of special investigations as the Secretary of Defense may direct, and criminal investigations and surveys in support of DSA. (DIS 5-01)

of last action. (NOTE: Those files determined to be of possible historical value, those of wide spread public or Congressional interest, may be offered to the National Archives after 15 years.) (NCI-330-76-1, 1a(2))

5-8 RECIPROCAL PERSONNEL SECURITY INVESTIGATIONS (RPSI's): Reports, statements, affidavits, correspondence, and informational data filed therein. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 60 days after completion of report.

5-9 INFORMATION RECEIVED AND TRANSMITTED WITHOUT FURTHER INVESTIGATION BY DIS: Information Summary Report (ISR) and correspondence. (DIS5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 60 days.

5-10 COMPLETED AGENT REPORT FORMS, ROI's, AIS, ISRs CORRESPONDENCE: DIS Forms 10; 25 thru 35, copy of Report of Investigation, Action Lead Sheet, Information Summary Report and correspondence retained in the field as required by DISM 20-1. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 60 days after publication and submission of information.

5-11 AGENT'S NOTES (SPECIALS, CRIMINAL INVESTIGATIONS AND SURVEYS): Agent's notes pertaining to "specials", criminal and fraud investigations or surveys in support of DSA. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 1 year.

5-12 DEFENSE CENTRAL INDEX OF INVESTIGATIONS (DCII): Composed of locator references to investigations conducted by or for DoD investigative organizations and retained by them. (DIS 5-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when no longer needed.



- 5-13. DEFENSE CASE CONTROL SYSTEM (DCCS): Case management reports and statistics for investigations being conducted by DIS.  
OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy monthly history tapes after 2 years. Destroy IAF (lead assignment) records one year after completion of field leads. (DIS 5-04)
- 5-14. NATIONAL AGENCY CASE CONTROL SYSTEM (NCCS): Case management reports and statistics for NAC-type investigations being conducted by DIS.  
OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy monthly history tapes after 2 years. (DIS 5-03)
- 5-15. DCII DISCLOSURE ACCOUNTING SYSTEM (DDAS): Records of disclosures made of DCII records outside the DoD in compliance with the Privacy Act of 1974.  
OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 5 years or the life of the disclosed DCII entry, whichever is longer. (DIS 5-01)

## 6 - SECURITY

Records reflecting managerial control and formulation of policies and procedures governing classified information; personnel, physical, and document security; security orientation and training; the industrial security program; and safekeeping and control of classified information.

- DOD  
implement it.*
- 6-1. POLICY & PLANNING RECORDS: Files reflecting the formulation and establishment of policy, planning, and procedural developments governing security matters.
    - a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.
    - b. OTHER OFFICES: TEMPORARY: Destroy when superseded or rescinded.
  - 6-2. DOCUMENT SECURITY: General administration of the security classification program, classification guides, regarding instructions and the measures required to safeguard classified information.
 

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when no longer required.
  - 6-3. CLASSIFIED DOCUMENT RECEIPT FILES: Forms reflecting the issue and receipt of classified documents.
 

ALL OFFICES: TEMPORARY: Cutoff 31 Dec; hold 2 years; destroy, except when used for control and accountability. Place in inactive file when related documents are destroyed, downgraded, declassified, or transferred from custody; cutoff inactive file 31 Dec; hold 2 years; destroy.
  - 6-4. TOP SECRET CONTROL REGISTER: Forms reflecting document control number, record of receipt, dispatch, description, copy number, distribution, and/or destruction.
 

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after related document is destroyed, downgraded, or transferred. NOTE: Care must be taken not to destroy receipt, destruction certificate, and other supporting documents pertaining to active items on current or prior year registers.
  - 6-5. TOP SECRET ACCESS RECORDS: Access sheet filed with each TOP SECRET document reflecting signature and date of each individual having access.
 

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after related TOP SECRET document is destroyed, downgraded, or transferred.

- 6-6. TOP SECRET INVENTORY RECORDS: Files accumulated in connection with inventory of TOP SECRET documents.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after completion of inventory.
- 6-7. FILE RECORD REVIEW: Records which insure that TOP SECRET documents are reviewed annually under directives governing downgrading.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy immediately after document has been redesignated, destroyed, transferred, downgraded, declassified, or retired.
- 6-8. CERTIFICATES OF DESTRUCTION FOR CLASSIFIED MATERIAL: Forms or documentary evidence reflecting appropriate destruction of classified material.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 2 years; destroy.
- 6-9. ORIENTATION AND TRAINING: Documents reflecting training, security orientation, and compliance with security regulations.
- ALL OFFICES: TEMPORARY: Destroy when no longer needed.
- 6-10. EDUCATION SECURITY: Files reflecting general administration of the military and civilian personnel security programs and the Industrial Security Program.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transfer to FRC after file becomes inactive; hold 15 years; destroy.
- 6-11. PHYSICAL SECURITY: Files reflecting general administration of a program of controls over the physical security of buildings, areas, document containers, security equipment, alarm systems, the DIS badge system, guard service, and similar matters. (DIS 4-02)
- ALL OFFICES: TEMPORARY: Destroy when no longer required.
- 6-12. SECURITY CHECK RECORDS: Forms reflecting security checkout desks, safes, offices, rooms, vaults, or similar areas.
- ALL OFFICES: TEMPORARY: Upon completion of fill-in data, all checklists will be retained for 90 days after last entry, unless needed in connection with an investigation.
- 6-13. SECURITY VIOLATIONS: Documents and correspondence pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 2 years after completion of final corrective or disciplinary action, except those classified as felonies which should be kept permanently.

- 6-14. SECURITY INSPECTIONS AND SURVEYS: Files pertaining to inspections and surveys of DIS areas.

ALL OFFICES: TEMPORARY: Dispose of 1 year after final corrective actions have been taken.

- 6-15. SECURITY CASE FILES: Copies of reports, statements, affidavits, correspondence, and informational data concerning DIS activities. (DIS 6-01)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 1 year after termination of assignment to DIS.

- 6-16. INDIVIDUAL IDENTIFICATION RECORDS: Documents relating to the request, authorization, issue/receipt/surrender, and accountability records pertaining to identification badges, cards, and passes. (DIS 4-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY:

- a. Destroy 1 year after obsolete or no longer needed.
- b. DOD badges will be destroyed upon revocation or cancellation.
- c. Other badges will be returned to the issuing agency.

- 6-17. AUTHORITY TO ISSUE BADGES AND CREDENTIALS: Rosters of special investigators course/classes, letters of authorization for reservists, and related correspondence.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when purpose has been served, or after 1 year, whichever is sooner.

- 6-18. BADGES, CREDENTIALS, RECEIPTS, AND INSPECTION RECORDS: Credentials. (DIS 4-02)

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, or 6 months after cancellation.

## 7 - LOGISTICS

These records relate to all aspects concerning supplies, equipment, facilities, transportation, and safety for DIS. Files identified herein relate to procurement, receipt, storage, issue, disposition, maintenance, services, and accountability of all types of supplies, space, and equipment; transportation matters; and the DAS Safety Program.

- 7-1. POLICY AND PLANNING FILES: Documents and related correspondence and instructions which provide guidance and direction for all aspects of the procurement activity within the agency.

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policy?*

- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Hold 1 year after revision; transfer to FRC; destroy after 10 years.
- b. OTHER OFFICES: TEMPORARY: Destroy when superseded or rescinded.
- 7-2. CONTRACT FILES: Contracts, agreements, and correspondence with other government sources and civilian contractors that provide administrative, technical, or scientific support. Includes records of implementation, contract development, machine purchases, leases, maintenance, substantive monitorship, bids, proposals, technical guidance, contract amendments, studies, reports and correspondence related thereto, constituting a complete contract file.
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transfer to FRC 1 year after file becomes inactive; destroy after 10 years.
- b. OTHER COPIES: TEMPORARY: Destroy when no longer needed.
- 7-3. TECHNICAL REFERENCE FILES: Copies of A&E technical reference books, technical and trade journals, studies of other government agency building construction projects, specifications, drawings, photographs, slides and cost data of other jobs, sample survey forms, brochures, catalogs, and related data.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed for reference.

- 7-4. LOGISTICAL PLANNING FILES: Records relating to the allocation, utilization, and release of office space under DIS control; utilities, equipment, supplies, services, and other logistical support activities, including military construction projects.
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Hold 2 years after completion of project and destroy.
- b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed for reference.

7-5. REQUISITION, EQUIPMENT, SERVICES, AND SUPPLY FILES:

Administrative Services Requests and Military Interdepartmental Service Requests with related documents. Contains copies of requisitions, service or material requests, and shipment orders for stocks and material, maintenance, and/or rentals of equipment with supporting correspondence.

a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 30 Sep; hold 2 years after completion; destroy.

b. OTHER OFFICES: TEMPORARY: Destroy when action is completed.

7-6. EQUIPMENT ACCOUNTABILITY RECORDS: Records, generated manually or mechanically, which consist of periodic listings and reports.

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

7-7. STOCK RECORDS ADJUSTMENT APPROVALS AND REPORTS OF SURVEY:

Documents such as inventory adjustment reports and reports of survey maintained by the reviewing or approving office reflecting the circumstances concerning the loss, serviceability, or destruction of property, and serving to determine pecuniary or other responsibility for the absence or condition of articles.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after last action.

7-8. SUPPLY REGISTER: A record of all supply transactions for expendable and nonexpendable property.

ALL OFFICES: TEMPORARY: Cutoff 30 Sep; destroy when no longer needed for reference.

7-9. PROPERTY BOOK: A record of all nonexpendable property maintained for accountability purposes on a current basis.

ALL OFFICES: TEMPORARY: Destroy when no longer needed for reference.

7-10. GRAPHIC MASTER FILES: Case files of all graphic material such as charts, maps, posters, and illustrations designed and produced for DIS use, including the request form and related correspondence.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded or obsolete.

7-11. REPRODUCTION FILES (INTERNAL): Printing requisitions for the reproduction of publications and other printed materials including requests for services performed through inhouse reproduction facilities.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.

7-12. REPRODUCTION FILES (EXTERNAL): Printing requisitions submitted to the Defense Printing Office, Defense Printing Service, and Government Printing Office for reproduction of forms, publications, and other printed materials when requests exceed the capabilities of inhouse reproduction facilities.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Hold 1 year after completion of job; destroy.

7-13. INTERSERVICE SUPPORT AGREEMENTS (ISSA): Formal agreements, with any modifications; memorandums of understanding, as required; reports and related documents concerning services rendered and assignment of real property and facilities to tenant and attached units which document arrangements between host and tenant activities to provide common support services.

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OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 1 year after agreement is superseded or terminated.

7-14. TRANSPORTATION RECORDS: Files pertaining to the overall aspects of providing transportation service liaison and negotiations with other officials representing transportation interests.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

7-15. MOVEMENT OF GOODS: Records relating to shipment of goods authorized by law and regulations, including bills of lading, invoices, and other descriptive data documenting the transaction.

a. ISSUING OFFICE MEMORANDUM COPIES: TEMPORARY: Cutoff 31 Dec; destroy after 4 years. Transfer to FRC if volume warrants.

b. BILLS OF LADING REGISTERS: TEMPORARY: Destroy 4 years after final entry on register.

c. ALL OTHER COPIES: TEMPORARY: Cutoff 31 Dec; destroy after 1 year.

7-16. MOVEMENT OF PERSONNEL: Passenger transportation records pertaining to reimbursements to individuals. Consists of copies of travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers relating to official travel of military and civilian employees, and dependents authorized by law to travel.

- a. TRAVEL ADMINISTRATIVE UNIT COPIES: TEMPORARY: Hold in current area; destroy after 4 years.
  - b. OBLIGATION COPIES: TEMPORARY: Destroy when funds are obligated.
  - c. ALL OTHER COPIES: TEMPORARY: Destroy after 1 year.
- 7-17. TRANSPORTATION OFFICERS LISTS: Documents relating to the appointment of transportation officers and agents. (DIS 4-02)
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.
- 7-18. LOCAL TRANSPORTATION RECORDS: Correspondence pertaining to arranging and providing for local transportation of agency personnel within or between local military installations and activities.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; hold 1 year; destroy.
- 7-19. VEHICLE PARKING: Documents relating to the applications and issuing of parking permits.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.
- 7-20. AUTOMOTIVE MAINTENANCE FILES: Correspondence and reports pertaining to the servicing, maintenance, repair, and overhaul of all automotive equipment.
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Transfer to the FRC after 3 years; destroy after 7 years.
  - b. OTHER OFFICES: TEMPORARY: District and below destroy 1 year after IG Inspection, EXCEPT maintenance records which will be maintained the life of the vehicle.
- 7-21. LEASED HOUSING RECORDS: Records reflecting DIS property requirements relative to family housing and quarters, including a copy of the property lease.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy 3 years after lease terminates or is cancelled.
- 7-22. SAFETY: Reports, studies, case files, logs, OSHA, etc., and related correspondence.
- a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy after 5 years, or when no longer needed, whichever is sooner.
  - b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.



PERMANENT RECORDS MEASUREMENTS

<u>Item No.</u>	<u>Title</u>	<i>Annual</i> <u>Est Amt offered to Archives</u>
1-7	General Correspondence	1 cu ft
1-14	Director's Correspondence File	1/2 cu ft
2-1	Policy	1/4 cu ft
2-5	Management Evaluation	1 cu ft
2-6	Management Improvement	1/2 cu ft
2-7	Organizational Planning and Manpower Authorization Records	8 cu ft
<del>2-8</del>	<del>Manpower Studies</del>	<del>1 cu ft</del>
2-9	Administrative Publications	1/2 cu ft
<del>2-10</del>	<del>Special Orders</del>	<del>1/2 cu ft</del>
2-11	General Orders	1/2 cu ft
2-19	Numerical Forms File	1/2 cu ft
2-28	DIS Historical Program Documentation	1 cu ft (Legal)
2-30	Information Releases	1/12 cu ft
3-7	Budget Policies and Procedures	3/4 cu ft
5-1	Policy	1/2 cu ft
		Est Amt fwd to FRC <u>St Louis MO</u>
4-3	Official Personnel Records (Civilian)	1 1/2 cu ft