

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-506-07-5</i>	
1 FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <i>9-27-2006</i>	
2 MAJOR SUB DIVISION Director, Headquarters Operations		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Operations		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE (804) 734-8841	DATE <i>1-26-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>12</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/27/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>		TITLE Records Officer, DeCA - East
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Operations Files (Series 40) "Recordkeeping Copy Media Neutral"		

OPERATIONS FILES
Series 40
Media Neutral
(DRAFT PENDING COORDINATION)

40 OPERATIONS Records concern the policy and procedures on the day to day functional aspects of commissary grocery, meat, produce and front-end department operations to include Central Distribution Centers and Central Meat Processing Plant activities. Records apply to the management and accountability of government owned or contractor managed merchandise. Includes correspondence relating to safety, sanitation, and security controls, change fund management, equipment/operating supply accountability and financial liability. Addresses the identification of authorized commissary patrons and the training of government employees.

40-1 GENERAL OPERATIONS CORRESPONDENCE

40-1a GENERAL CORRESPONDENCE Correspondence relating to commissary operations that cannot logically be filed with the detailed records to include plant, cost, and stores accounting operations.

Disposition:

GRS 8, Item 1

COFF: end of FY

DEST/DELETE: 3 years after COFF

40-1b INFORMATIONAL DOCUMENTS. Documents relating to commissary operations that are received for information only, on which no action is required.

Disposition:

Non-Record

DEST/DELETE: when no longer needed for current operations

40-2 SUPPLY INVENTORY MANAGEMENT. *Concerns control of items of supply and equipment within the DeCA supply system area of responsibility, maintaining inventory data on quantity and condition, location, due-in, on-hand and due-out and to facilitate distribution and management of material.*

40-2a PROPERTY OFFICER DESIGNATIONS Documents/correspondence reflecting designation of property officers, hand receipt holders and their responsibilities. Included are letters, memorandums, and other media reflecting appointments, revocations, and disposition of account discrepancies.

(1) Appointment letters and related correspondence

Disposition:

GRS 11, Item 4a

COFF: Upon termination of appointment

DEST/DELETE: 3 months after COFF

(2) Letters and other correspondence related to revocations and disposition of account discrepancies

Disposition:

~~UNSCHEДУLED (exception to GRS 11, Item 4a for longer retention)~~

~~COFF: Upon termination of appointment or revocation, corrective/adjustment actions, whichever is later
DEST/DELETE: 2 years after COFF corrective/adjustment actions~~

~~40-2b PROPERTY BOOK AND SUPPORTING DOCUMENTS Documents/correspondence reflecting description, receipt, inventory and turn-in of accountable property for which the PBO is accountable and/or other designated individuals are responsible. Included are property books, receipts, turn-in slips, lateral transfers, inventory adjustment reports, and other documents supporting entries to the property book~~

~~Disposition:~~

~~(GRS 3, Item 9c (exception to GRS for longer retention)~~

~~COFF: Upon completion of full physical inspection~~

~~DEST/DELETE: 3 years after COFF except that open document numbers in the supporting document file will be transferred to the current fiscal/calendar year document file~~

~~40-2c PROPERTY RECORDS INSPECTIONS AND INVENTORY REPORTING FILES.~~

~~Information on inspections and inventories (including annual, special, change of PBO, cyclic) of property and property records. Included are reports, replies, inquiries, and related information~~

~~(1) HQ, REGION, FOA~~

~~Disposition:~~

~~UNSCHEДУLED (exception to GRS 3, Item 9c for longer retention)~~

~~COFF: Upon completion of full physical inspection~~

~~DEST/DELETE: 3 years after COFF~~

~~(2) CDC, Commissaries~~

~~Disposition:~~

~~GRS 3, Item 9c~~

~~COFF: at end of FY~~

~~DEST/DELETE: 2 years after COFF unless needed as supporting document for determination of possible adverse personnel action~~

~~40-2d DOCUMENT REGISTER FILES. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are registers for non-expendable and expendable/durable equipment or supplies and similar information~~

~~Disposition:~~

~~GRS 23, Item 8~~

~~COFF: at end of FY~~

~~DEST/DELETE: 2 years after COFF, except that open document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence~~

~~NOTE: At the end of the year, the register becomes inactive and a new register is started. The old register is held in the current files area for 2 years. During that 2 years, any open transactions which are completed are closed out (posted) on the old inactive register. At the end of the 2 year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old inactive register is then destroyed.)~~

~~40-2e **HAND RECEIPT FILES** Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipt and listings~~

~~**Disposition:**~~

~~**GRS 18, Item 12**~~

~~**COFF:** upon turn-in or when superseded~~

~~**DEST/DELETE:** 3 months after turn-in (COFF) or other completed accounting for the property, or 3 months after revocation. Individuals may, at their discretion, request and receive the cancelled hand receipt for their own retention, in such cases, the cancelled hand receipt becomes the individual's personal property and ceases to be an official record~~

~~40-2f **ACCESS CONTROLS** Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. Included are key Issue log, key and lock inventory records, and forms used to record entry into containers or vaults~~

~~1) Key control registers~~

~~**Disposition:**~~

~~**GRS 18, Item 16b**~~

~~**DEST/DELETE:** 6 months after turn-in of key~~

~~2) Key and lock inventory records~~

~~**Disposition:**~~

~~**GRS 3, Item 9a**~~

~~**DEST/DELETE:** 2 years from date of list~~

~~3) Forms used to record entry into containers or vaults~~

~~**Disposition:**~~

~~**UNSCHEDULED (exception to GRS 18, Item 7b for longer retention)**~~

~~**COFF:** at end of FY~~

~~**DEST/DELETE:** 1 year after COFF~~

4

~~40-2g: **CAPITOL FUNDS EXPENDITURE FILES.** Information used to record financial transactions in accounting system general ledger accounts, appropriation allotments, and/or the supporting subsidiary property accountability records and/or systems pertaining to current, expired, and closed accounts, for PP&E transactions included are~~

- ~~• Final bid documents~~
- ~~• Signed acceptance document by the government~~
- ~~• Contract/Other Legal Instrument (i.e., lease)~~
- ~~• Contract Modifications or Change Orders~~
- ~~• Invoices to support the amount accumulated in the CIP account~~
- ~~• Indirect Costs incurred internally by the gaining activity that relate to the new acquisition or capital improvement~~
- ~~• "FY _ Military Construction Project Data" (DD Form 1391) and work orders to include the design cost during the planning phase~~
- ~~• Appraisal results for the donated assets~~

- Transfer documents for transferred assets
- "Material Inspection and Receiving Report" (DD Form 250)
- "Interim and final Transfer and Acceptance of Military Real Property" (DD Form 1354) document, and
- Collection voucher 6-13 DoD Financial Management Regulation

Disposition:

GRS 7, Items 2 & 3 and N1-330-07-2

DEST/DELETE: 6 years and 3 months after the closure of the appropriate account or liquidation of all obligations in the closed accounts, whichever is later.

40-3 REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT *Policy and procedures pertaining to requisitioning and issue of items of supply and equipment*

40-3a REQUISITION SUSPENSE AND STATUS FILES. Documents maintained by the requisitioner which reflect the supply status of subsistence requisitions and supplies and equipment. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions

(1) Stockroom Copy

Disposition:

GRS 3, Item 8a

DEST/DELETE: 2 years after completion or cancellation of requisition

(2) All other copies

Disposition:

GRS 3, Item 8b

DEST/DELETE: Destroy when 6 months old

40-3b RECEIPTING AUTHORITY FILES. Notice of Delegation of Authority-Receipt for Supplies or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity

Disposition:

~~UNSCHEMULED~~ (Exception to GRS 11, Item 4)

5 **COFF:** Upon expiration/cancellation of delegation

DEST/DELETE: 3 months after COFF

40-3c EQUIPMENT MAINTENANCE Documents submitted to contracting officials to obtain maintenance on equipment. Included in this file are copies of contracts awarded for this service

Disposition:

~~UNSCHEMULED~~ (Exception to GRS 11, Item 5 for longer retention)

6 **DEST/DELETE:** 1 year after work is completed or cancelled

40-4 PROPERTY ACCOUNTABILITY *Relates to authority, policies, and procedures governing accounting for DeCA property in terms of both monetary value and quantity*

40-4a SUBSISTENCE ACCOUNTABILITY APPOINTMENT/TRANSFER FILES Documents

pertaining to the appointment/transfer to subsistence property accountability from one accountable/responsible officer to another. Included are certification of appointment/transfer, inventory lists, and related documents.

Disposition:

~~UNSCHEMULED~~ (Exception to GRS 11/4a for longer retention)

COFF: Upon termination of designation

DEST/DELETE: 2 years after COFF

7

40-4b PROPERTY RECORD ACCOUNTS Documents covering DeCA owned and MOU/ISSA/contract property usage and disposition. Includes requests, purchasing documents, shipping, receipt, evaluations and turn-in receipts and records. Includes unserviceable property documentation and disposition guidance. These records are maintained by an accountable or responsible officer.

Disposition:

GRS 3, Item 8a

COFF: after turn-in, transfer, cancellation, or disposal

DEST/DELETE: 2 years after COFF

NOTE: No records will be destroyed before final approval is authenticated on appropriate adjustment documents and correspondence, such as equipment inventory adjustment reports and equipment reports of survey. Documents relating to equipment being tested within DeCA activities pertaining to CDC/commissary level usage will be destroyed 2 years after disposition of equipment being tested.)

40-5 COMMISSARY OPERATIONS Correspondence concerning the policy and procedures on the functional aspects of operations of the commissaries and central distribution centers. Areas covered are day-to-day operating procedures for the grocery, meat produce and troop support departments covered in DeCA 40 series directives.

40-5a COMMISSARY ACTIVITIES STATISTICAL DATA Documents that pertain to all historical and current data for each commissary CDC. These records, either in hard copy or computerized format, include data on commissary services provided to authorized customers. Data is used to evaluate and report on commissary/CDC operations and make management decisions. **NOTE: Includes, but is not limited to each department/sub-department operations, account status, hours of service, location, name and grade of commissary personnel and management indicators, etc., and may include financial data used to prepare reports under the financial management requirements that is necessary to evaluate daily operations. Data is normally used to provide all levels of commissary management with current and historical operating data. Specific Data includes: PDED Input Error Report, Inventory Results, PDED Error Listing and Inventory Worklist.**

- 1) Inventory Price Labels ~~(Withdrawn)~~

Disposition:

~~See Department of Air Forces: NI-AIU-89-6~~

DEST/DELETE: 1 year after the physical inventory process

GRS 3/9a

2

- 2) PDED Error Report and Listing

Disposition:

GRS 23, Item 7

DEST/DELETE: after corrections are made or when no longer needed, whichever is appropriate

3) Inventory Reports and supporting documentation

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST/DELETE: after 6 years and 3 months after COFF

4) Price Adjustment Inventory

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST/DELETE: 6 years and 3 months after COFF

5) Price Verification Report

Disposition:

GRS 23, Item 7

DEST/DELETE: when no longer needed

6) Supplemental Price List

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST/DELETE: 6 years and 3 months after COFF

40-5b COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS Documents and correspondence supporting reporting requirements of HQ, region and that is used to review and evaluate commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. **NOTE: This will include reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto.**

1) CDC working copy of reports to include Call Register/Summary, Case and Tonnage, Shipping List, Container Status, Distressed/Reduced Items, Excess Items Listing. Accountable copy filed under DeCA Job Number N1-506-07-4, Item 70-6a (GRS 6, Item 1a)

Disposition:

~~UNSCHEДУLED~~

DEST/DELETE: 1 year after all actions have been completed

2) Location Surveys/Missing Status Reports & NSN Roll-Over Reports

Disposition:

GRS 23, Item 7

DEST/DELETE: when no longer needed

3) Order Confirmation Reports (Withdrawn, accountable covered under Job Number N1-506-07-4, Item 70-6a (GRS 6, Item 1a)).

Disposition:

~~UNSCHEDED~~

9

COFF: at the end of the FY

DEST/DELETE: when no longer needed

4) OSD Vendor/Reject/Order Listing (~~Withdrawn, non-record~~)

Disposition:

Non-Record

DEST/DELETE: when no longer needed

5) Recommended Item List (~~Withdrawn, non-record~~)

Disposition:

Non-Record

DEST/DELETE: when no longer needed

6) Analysis Reports (~~Withdrawn, report no longer exist~~)

Disposition:

GRS 23, Item 5b

DEST/DELETE: when no longer needed

7) Requisition Analysis Reports (~~Withdrawn, report no longer exist~~)

Disposition:

DEST/DELETE: after next reporting cycle

8) Master File Report

Disposition:

GRS 20, Item 12 & GRS 20, Item 16

DEST/DELETE: when replaced by new report

9) Warehouse Reports

Disposition:

COFF: GRS 3, Item 9

DEST/DELETE: after 2 years with the exception of ~~No Stock Listing and Price Extended Listing.~~

10) Warehouse/Pull/Shipping/Label Report

per e-mail
C. Chambliss
12/8/08

See FN
70-6a

Disposition:

GRS 23, Item 7

DEST/DELETE: when no longer needed

40-5c DAILY COMMISSARY/CDC OPERATIONS. Documents relating to the day-to-day operation of the commissary facilities such as grocery meat, produce, deli, bakery, customer assistance, etc
NOTE: Will include documents on work assignments, work schedule and local directions on operation of each department/sub-department or CDC as required by DeCA directives and policy

letters. Documents that establish policy and procedures are not included. Copies of records kept for information only.

Disposition:

~~UNSCHEDULED~~

10

COFF: end of FY

DEST/DELETE: 3 years after COFF

40-5d COMMISSARY LOCATION STORES. Documentation and reports pertaining to the operation of commissary type support as part of the Navy Exchange System. Included are required reporting data IAW DeCA directives and MOU/ISSA (~~Withdrawn~~, accountable covered under Job Number N1-506-07-4, Item 70-6a (GRS

Disposition:

~~WITHDRAWN~~

11

DEST/DELETE: when superseded or obsolete

40-5e BEST COMMISSARY AWARDS Required reports and evaluation correspondence on commissary operations recommended and awarded recognition for best commissary operation

Disposition:

~~UNSCHEDULED~~

12

COFF: end of FY

DEST/DELETE: 3 years after COFF

~~**40-5f OPERATIONAL GUIDANCE** Includes documents pertaining to the proposals, replies and methods of operation for the Frequent Delivery System, Transportation/air lift Program, Management of Vehicles, Grocery, Meat and Produce Departments and Sub-departments and Central Distribution Centers and other aspects of commissary operations~~

Disposition:

GRS 16, Item 14a

DEST/DELETE: destroy when superseded

40-5g COMMISSARY CUSTOMER SERVICE SURVEY Customer satisfaction survey of store services completed by customers at each location

(1) HQ

Disposition:

~~UNSCHEDULED~~

13

COFF: at end of FY

DEST/DELETE: 3 years after COFF

(2) CDC, Commissaries

Disposition:

Non-Record

COFF: at end of FY

DEST/DELETE: copies after 1 year

40-6 REPORT OF SURVEY FILES Reports that describe the circumstances, and recommended action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

(1) **HQ, REGIONS PECUNIARY FILES:**

Disposition:

UNSCHEДУLED (exception to GRS 3, Item 9c for longer retention period for pecuniary files)

COFF: upon final action

DEST/DELETE: 3 years after COFF

14

(2) **HQ, REGIONS NON-PECUNIARY FILES:**

Disposition:

GRS 3, Item 9c (~~with exception, longer retention period for pecuniary files~~)

COFF: at end of FY

DEST/DELETE: 2 years after COFF

*per C. Chambliss
email, 12/8/08*

(3) **ALL OTHER OFFICES:**

Disposition:

GRS 3, Item 9c

COFF: at end of FY

DEST/DELETE: copies after 2 years

40-7 REPORT OF SURVEY CONTROL REGISTERS Registers and related documents maintained to control reports of survey (manual or automated)

Disposition:

UNSCHEДУLED (Exception to GRS 3, Item 9c for longer retention)

COFF: at end of FY

DEST/DELETE: 3 years after COFF

15

40-8 MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING

40-8a MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING Documents maintained for planning and control of item stockage to include information on item presentations and proposed/planned promotions for special sales in the commissary. Also includes information on item presentation, such forms as DeCA Form 40-33, item movement data and analysis and similar information.

Disposition:

UNSCHEДУLED

COFF: at end of FY

DEST/DELETE: 3 years after COFF

16

40-8b PROMOTIONAL MATERIAL. Documents relating to promotional activity for merchandise buying by regions and commissaries to include correspondence from HQ DeCA.

Disposition:

UNSCHEДУLED

17

COFF: at end of FY
DEST/DELETE: 3 years after COFF

40-8c PRICING Documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU)

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST/DELETE: 6 years and 3 months after COFF

40-8d PRODUCE PRICING SYSTEM System used by Commissary employees to perform produce item maintenance activities, Ordering/Catalog Interface, maintain summary general ledger information and conduct produce inventory

- 1) Inputs Source data retrieved from contractor websites

Disposition:

N1-506-08-1

COFF: at end of FY

DEST/DELETE: 6 years and 3 months after COFF

- 2) Master data file Stored data in Produce Pricing system relational databases

Disposition:

N1-506-08-1

DELETE: when superseded, obsolete or no longer needed

- 3) Outputs

- a) Inventory Reports and Supporting Documentation FN 40-5a(3) Reports of inventory generated by EDI or manually generated on hard copy forms at each Commissary

Disposition:

N1-506-08-1

DEST/DELETE: after entered into DeCA Electronic Records Management and Archives System (DERMAS) and verified or when 6 years and 3 months old, whichever is sooner

- b) Commissary Operational and Functional Reports FN 40-5b(1) Reports, documents and correspondence supporting requirements of HQ and regions for reviewing and evaluating commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc NOTE This includes reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto Reports include call registers/summary, case and tonnage, charge sale shipping list, recommended order list, Contract Master File (CMF) compare, container status, contract headers, distressed/reduced items, excess items listings, excess transfers high dollar/quantity order list, diverted shipment, and diverted shipment error report

Disposition:

N1-506-08-1

COFF: at end of FY

DEST/DELETE: 1 year after COFF

c) Produce Pricing Supplemental Price Changes and Pricing provided to scanning operations

Disposition:

N1-506-08-1

COFF: at end of FY

DEST/DELETE: 1 year after COFF

40-8e SUPPLEMENTAL PRICING CHANGES Supplemental documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU) for all store departments in CONUS and OCONUS, to include meat, deli, grocery, and produce

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST/DELETE: 6 years and 3 months after COFF

40-9 TRANSPORTATION, DISTRIBUTION AND VEHICLE MANAGEMENT

40-9a DISTRIBUTION. Documents maintained for planning and administering all distribution centers (CDC) to include warehousing, ordering and transportation procedures. Includes storage/product layout plans, operating plans and space requirements, freight routes, and transportation cost analysis information

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST/DELETE: 3 years after COFF

18

40-9b VEHICLE MANAGEMENT Documents maintained for planning and administering all vehicle requirements (DeCA owned and borrowed/leased). Includes requirements for analysis of expenses associated with use of vehicles supporting DeCA operations

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST/DELETE: 3 years after COFF

19

40-9c TRANSPORTATION. Routine documents maintained in support of transportation movement of commissary goods overseas. Included are copies of transportation control and movement documents (TCMD), copies of DIBS orders from overseas

Disposition:

GRS 9, Item 4b

COFF: at end of FY

DEST/DELETE: 1 year after COFF unless needed for litigation then transfer the records to file number 80-11, Litigation Case Files

40-10 QUALITY ASSURANCE

40-10a PREVENTIVE MEDICINE INQUIRIES Documents related to furnishing routine technical information on preventive medicine matters to individuals and activities. Included is correspondence on such matters as handling, storage, and disposition of hazardous materials, safe levels of microwave radiation, toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.

Disposition:

N1-506-02-4

COFF end of FY

20 DEST/DELETE: 5 years after COFF

40-10b QUALITY ASSURANCE RECORDS Documents reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and the actual performance over a period of time. Includes reports of non-conformance and corrective actions to be taken and/or taken, sampling inspections and records of tests that were conducted.

Disposition:

N1-506-02-4

COFF end of FY

21 DEST/DELETE: 2 years after COFF

40-10c MILITARY FOOD REPORTS Documents relating to the sanitary inspections of military and commercial facilities engaged in processing, handling, storage, and sale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar documents.

Disposition:

N1-506-02-4

COFF end of CY

22 DEST/DELETE: 1 year after COFF

40-10d ALFOODACTS AND RELATED CORRESPONDENCE Inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, ALFOODACT messages and similar or related documents.

Disposition:

N1-506-02-4

COFF end of CY

23 DEST/DELETE: 1 year after COFF

40-10e REGULATORY AND SAFETY FOOD REQUIREMENTS FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance.

Disposition:

N1-506-02-4

24 DEST/DELETE: when superseded, obsolete, or when no longer needed for reference, whichever is later

40-10g PEST MANAGEMENT Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control

Disposition:

N1-506-02-4

25 COFF end of FY
DEST/DELETE: 2 years after COFF

40-10h HAZARDOUS ANALYSIS Documents related to the Critical Control Point Program (HACCP). An operator driven program having favorable impact on the sanitary conditions at commissaries which is a major interest of FDA

Disposition:

N1-506-02-4

26 COFF end of FY
DEST/DELETE: 2 years after COFF

40-10i TEMPERATURE LOGS Temperature logs reflecting the daily recording of temperature for meat, dairy, and other temperature controlled food items

Disposition:

~~UNSCHEDULED~~

27 COFF: at the end of the month
DEST/DELETE: 1 year after COFF

40-16 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) (Withdrawn items to be submitted separately)

40-17 Base Realignment and Closure Files (BRAC). Relates to DeCA facilities and operational closures due to BRAC

40-17a BRAC CASE FILES. Case files pertaining to the closure of DeCA facilities affected by BRAC. Included are DoD guidance and Agency guidance, plans, reports, and non-disclosure statements

Disposition:

~~UNSCHEDULED~~

28 COFF end of FY
TRANSFER: to FRC after 4 years
DEST/DELETE: 10 years after COFF

40-17b BRAC Data Call Files. Statistical files by commissary locations pertaining to services, personnel, and other vital information

Disposition:

~~UNSCHEDULED~~

29 COFF end of FY
DEST/DELETE: 3 years after COFF

40-18 EMERGENCY PLANNING RECORDS Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions

40-18a EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES
Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule

Disposition:

GRS 18, Item 26

COFF: end of FY

DEST/DELETE: 2 years after COFF

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for emergency programs]

40-18b EMERGENCY PLANNING CASE FILES [See notes after this item] Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files

Disposition:

GRS 18, Item 27

COFF: end of FY

DEST/DELETE: 3 years after issuance of a new plan or directive

40-18c EMERGENCY OPERATIONS TESTS FILES. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports

Disposition:

GRS 18, Item 28

COFF: end of FY

DEST/DELETE: when 3 years old.

40-19 HURRICANE KATRINA FILES Hurricane Katrina files pertaining to the impact of Agency operations. Records include responses from all departments as a result of necessary actions taken to protect personnel and recover operations ~~(Withdrawn)~~.

Disposition:

WITHDRAWN (copies of all documents pertaining to Hurricane Katrina were forwarded to OSD for lessons learned and maintenance.) *Copies retained at DeCA are disposed of in accordance with the dispositions for the files where they are filed. Instruction*

Permanent

COFF: end of FY

~~Transfer: to ERC after 4 yrs~~

~~**40-20 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES**~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.~~

~~**Disposition:**~~

~~**GRS 20, Items 13 & 14**~~

~~**DEST/DELETE:** within 180 days after the recordkeeping copy has been produced~~

~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~**Disposition:**~~

~~**GRS 20, Items 13 & 14**~~

~~**DEST/DELETE:** when dissemination, revision, or updating is complete.~~

~~*UNSCHEDULED cannot be approved for destruction until National Archives approval is announced. Records can be transferred to the Records Holding Area until destruction authorization is announced. Expected wait time for National Archives approval is 3-6 months.~~

OPERATIONS FILES

Series 40

40 OPERATIONS *Records concern the policy and procedures on functional aspects of operation of commissary/CDC activities involving public health and quality assurance, occupational safety and security and other procedures addressing the functional operations of each department of the commissary/CDC system Correspondence addressing program testing, equipment controls, merchandising of subsistence stocks and their receipt, control and disposition This includes reports of survey on commissary equipment and facilities (NOTE Report of survey for subsistence will be filed IAW financial requirements) Also included is correspondence pertaining to mobilization use of commissary assets All items in this schedule are considered "Media Neutral "*

Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

40-1 GENERAL OPERATIONS CORRESPONDENCE.

40-1a GENERAL CORRESPONDENCE Correspondence relating to commissary operations that cannot logically be filed with the detailed records.

Disposition:

GRS 23, Item 1

COFF: end of FY

DEST: in CFA after 2 years

40-1b INFORMATIONAL DOCUMENTS. Documents relating to commissary operations that are received for information only, on which no action is required.

Disposition:

GRS 23, Item 7

DEST: when no longer needed for current operations

40-2 SUPPLY INVENTORY MANAGEMENT. *Concerns control of items of supply and equipment within the DeCA supply system area of responsibility, maintaining inventory data on quantity and condition, location, due-in, on-hand and due-out and to facilitate distribution and management of material.*

40-2a PROPERTY OFFICER DESIGNATIONS. Documents/correspondence reflecting designation of property officers, hand receipt holders and their responsibilities. Included are letters, memorandums, and other media reflecting appointments, revocations and disposition of account discrepancies

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: after 2 years after termination of appointment and disposition of any type of corrective/adjustment actions

40-2b PROPERTY BOOK AND SUPPORTING DOCUMENTS Documents/correspondence reflecting description, receipt, inventory and turn-in of accountable property for which the PBO is accountable and/or other designated individuals are responsible Included are property books, receipts, turn-in slips, lateral transfers, inventory adjustment reports, and other documents supporting entries to the property book

OPERATIONS FILES

Series 40

Disposition:

GRS 4, Item 1

COFF: at end of FY

DEST: after 2 years **except** that open document numbers in the supporting document file will be transferred to the current fiscal/calendar year document file

40-2c PROPERTY RECORDS INSPECTIONS AND INVENTORY REPORTING FILES.

Information on inspections and inventories (including annual, special, change of PBO, cyclic) of property and property records. Included are reports, replies, inquiries, and related information.

(1) HQ, REGION, FOA:

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: 3 years after termination of appointment and disposition of any type of corrective/adjustment actions

(2) CDC, COMMISSARIES:

Disposition:

UNSCHEDULED

DEST: after 1 year unless needed as supporting document for determination of possible adverse personnel action.

40-2d DOCUMENT REGISTER FILES. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are registers for nonexpendable and expendable/durable equipment or supplies and similar information.

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: 2 years, **except** that open document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence

NOTE: At the end of the year, the register becomes inactive and a new register is started. The old register is held in the current files area for 2 years. During that 2 years, any open transactions which are completed are closed out (posted) on the old inactive register. At the end of the 2 year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old inactive register is then destroyed.)

40-2e HAND RECEIPT FILES Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipt and listings

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: on turn-in or other completed accounting for the property, or when superseded by a new receipt or listing. Individuals may, at their discretion, request and receive the cancelled hand receipt for their own

OPERATIONS FILES

Series 40

retention; in such cases, the cancelled hand receipt becomes the individual's personal property and ceases to be an official record

40-2f ACCESS CONTROLS Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. Included are key Issue log, key and lock inventory records, and forms used to record entry into containers or vaults

(1) **KEY CONTROL REGISTERS:**

Disposition:

UNSCHEDULED

DEST: 90 days after return of all keys

(2) **KEY AND LOCK INVENTORY RECORDS:**

Disposition:

DEST: after 1 year

(3) **FORMS USED TO RECORD ENTRY INTO CONTAINERS OR VAULTS**

Disposition:

COFF: at end of FY

DEST: 1 year following last entry

40-3 REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT *Policy and procedures pertaining to requisitioning and issue of items of supply and equipment*

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: 2 years, **except** that open document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence

40-3a REQUISITION SUSPENSE AND STATUS FILES. Documents maintained by the requisitioner which reflect the supply status of subsistence requisitions and supplies and equipment. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions

Disposition:

GRS 3, Item 9b

COFF: at end of FY

DEST: 3 months after completion of supply action or on cancellation of requisition.

40-3b RECEIPTING AUTHORITY FILES. Notice of Delegation of Authority-Receipt for Supplies or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity

Disposition:

UNSCHEDULED

DEST: on preparation of new authorizations.

40-3c EQUIPMENT MAINTENANCE. Documents submitted to contracting officials to obtain

OPERATIONS FILES

Series 40

maintenance on equipment Included in this file are copies of contracts awarded for this service

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: after 1 year

40-4 PROPERTY ACCOUNTABILITY *Relates to authority, policies, and procedures governing accounting for DeCA property in terms of both monetary value and quantity*

40-4a SUBSISTENCE ACCOUNTABILITY APPOINTMENT/TRANSFER FILES. Documents pertaining to the appointment/transfer to subsistence property accountability from one accountable/responsible officer to another. Included are certification of appointment/transfer, inventory lists, and related documents.

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: 2 years after termination of designation and after appointment of new accountable or responsible officer if no investigative action is pending.)

40-4b PROPERTY RECORD ACCOUNTS. Documents covering DeCA owned and MOU/ISSA/contract property usage and disposition. Includes requests, purchasing documents, shipping, receipt, evaluations and turn-in receipts and records. Includes unserviceable property documentation and disposition guidance These records are maintained by an accountable or responsible officer

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: after 2 years.

NOTE: No records will be destroyed before final approval is authenticated on appropriate adjustment documents and correspondence, such as equipment inventory adjustment reports and equipment reports of survey. Documents relating to equipment being tested within DeCA activities pertaining to CDC/commissary level usage will be destroyed 2 years after disposition of equipment being tested.)

40-5 COMMISSARY OPERATIONS *Correspondence concerning the policy and procedures on the functional aspects of operations of the commissaries and central distribution centers Areas covered are day-to-day operating procedures for the grocery, meat, produce and troop support departments covered in DeCA 40 series directives*

40-5a COMMISSARY ACTIVITIES STATISTICAL DATA. Documents that pertain to all historical and current data for each commissary/CDC These records, either in hard copy or computerized format, include data on commissary services provided to authorized customers Data is used to evaluate and report on commissary/CDC operations and make management decisions. **NOTE: Includes, but is not limited to each department/sub-department operations, account status, hours of service, location, name and grade of commissary personnel and management indicators, etc., and may include financial data used to prepare reports under the financial management requirements that is necessary to evaluate daily operations. Data is normally used to provide all levels of commissary management with current and historical operating data. Specific Data includes: PDED Input**

OPERATIONS FILES

Series 40

Error Report, Inventory Price Labels, Inventory Recount List, Inventory Results, Inventory to Sales Ratio, PDED Error Listing and Inventory Worklist.

(1) **INVENTORY PRICE LABELS:**

Disposition:

See Department of Air Forces': N1-AFU-89-6

DEST: 1 year after the physical inventory process

(2) **PDED ERROR REPORT AND LISTING:**

Disposition:

GRS 23, Item 6a

DEST: after corrections are made or after week, whichever is appropriate

(3) **INVENTORY REPORTS AND SUPPORTING DOCUMENTATION:**

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST: after 6 years and 3 months

(4) **PRICE ADJUSTMENT INVENTORY:**

Disposition:

GRS 23, Item 6a

DEST: when no longer needed

(5) **PRICE VERIFICATION REPORT:**

Disposition:

See Department of Air Forces': N1-AFU-88-23

DEST: after 1 month

(6) **SUPPLEMENTAL PRICE LIST:**

Disposition:

GRS 6, Item 1a

DEST: after 6 years and 3 months

40-5b COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS. Documents and correspondence supporting reporting requirements of HQ, region and that is used to review and evaluate commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc **NOTE: This will include reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto.**

(1) **REPORTS TO INCLUDE CALL REGISTER/SUMMARY, CASE AND TONNAGE, CHARGE SALE SHIPPING LIST, RECOMMENDED ORDER LIST, CMF COMPARE, CONTAINER STATUS, CONTRACT HEADERS, DISTRESSED/REDUCED ITEMS, EXCESS ITEMS LISTING, EXCESS TRANSFERS, HIGH DOLLAR/QUANTITY ORDER LIST, DIVERTED SHIPMENT, AND DIVERTED SHIPMENT ERROR REPORT:**

OPERATIONS FILES

Series 40

Disposition:

GRS 16, Item 14d

DEST: 1 year after all actions have been completed

(2) **LOCATION SURVEYS/MISSING STATUS REPORTS & NSN ROLL-OVER REPORTS:**

Disposition:

GRS 23, Item 5b

DEST: when no longer needed

(3) **ORDER CONFIRMATION REPORTS:**

Disposition:

GRS 23, Item 1

COFF: at the end of the FY

DEST: after 2 years

(4) **OSD VENDOR/REJECT/ORDER LISTING:**

Disposition:

GRS 23, Item 5b

DEST: when no longer needed

(5) **RECOMMENDED ITEM LIST:**

Disposition:

GRS 23, Item 5b

DEST: when no longer needed

(6) **ANALYSIS REPORTS:**

Disposition:

GRS 23, Item 5b

Commissaries DEST: when no longer needed with the exception of Requisition Analysis Report (DEST after 1 year)

(7) **REQUISITION ANALYSIS REPORTS:**

Disposition:

GRS 16, Item 14c

DEST: after next reporting cycle.

(8) **MASTER FILE REPORT:**

Disposition:

UNSCHEDULED

DEST: when replaced by new report

(9) **WAREHOUSE REPORTS:**

OPERATIONS FILES

Series 40

Disposition:

COFF: at end of the FY

DEST: after 2 years with the exception of Not-Stock Listing and Price Extended Listing.

(10) **WAREHOUSE/PULL/SHIPPING/LABEL REPORT:**

Disposition:

See Department of Air Forces' N1-AFU-88-23

DEST: when no longer needed.

40-5c DAILY COMMISSARY/CDC OPERATIONS. Documents relating to the day-to-day operation of the commissary facilities such as grocery, meat, produce, deli, bakery, customer assistance, etc.

NOTE: Will include documents on work assignments, work schedule and local directions on operation of each department/sub-department or CDC as required by DeCA directives and policy letters. Documents that establish policy and procedures are not included. Copies of records kept for information only.

Disposition:

GRS 23, Item 5a

DEST: after 2 years

40-5d COMMISSARY LOCATION STORES. Documentation and reports pertaining to the operation of commissary type support as part of the Navy Exchange System. Included are required reporting data IAW DeCA directives and MOU/ISSA.

Disposition:

GRS 23, Item 5b

Stores DEST: when superseded or obsolete

40-5e BEST COMMISSARY AWARDS. Required reports and evaluation correspondence on commissary operations recommended and awarded recognition for best commissary operation.

Disposition:

UNSCHEDULED

DEST: after 1 year

40-5f OPERATIONAL GUIDANCE Includes documents pertaining to the proposals, replies and methods of operation for the Frequent Delivery System, Troop Support, Transportation/airlift Program, Management of Vehicles, Grocery, Meat and Produce Departments and Sub-departments and Central Distribution Centers and other aspects of commissary operations.

Disposition:

GRS 16, Item 14a

DEST: destroy when superseded

40-5g COMMISSARY CUSTOMER SERVICE SURVEY. Customer satisfaction survey of store services completed by customers at each location.

(1) **HQ, REGIONS:**

OPERATIONS FILES
Series 40

Disposition:
UNSCHEDULED
COFF: at end of FY
DEST: after 3 years

(2) **HQ, REGIONS:**

Disposition:
UNSCHEDULED
COFF: at end of FY
DEST: copies after 1 year

40-6 REPORT OF SURVEY FILES Reports that describe the circumstances, and recommended action, concerning the loss, damage, or destruction of Government property Included are reports of survey and supporting documents

(1) **HQ, REGIONS:**

Disposition:
UNSCHEDULED
COFF: at end of FY
DEST: files involving pecuniary liability 5 years after completion of final action; other files after 3 years

(2) **ALL OTHERS:**

Disposition:
UNSCHEDULED
COFF: at end of FY
DEST: copies after 2 years

40-7 REPORT OF SURVEY CONTROL REGISTERS Registers and related documents maintained to control reports of survey (manual or automated)

Disposition:
UNSCHEDULED
COFF: at end of FY
DEST: after 5 years

40-8 MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING

40-8a MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING Documents maintained for planning and control of item stockage to include information on item presentations and proposed/planned promotions for special sales in the commissary Also includes information on item presentation, such forms as DeCA Form 40-33, item movement data and analysis and similar information

Disposition:
UNSCHEDULED

OPERATIONS FILES

Series 40

COFF: at end of FY

DEST: after 2 years

40-8b PROMOTIONAL MATERIAL. Documents relating to promotional activity for merchandise buying by regions and commissaries to include correspondence from HQ DeCA

Disposition:

UNSCHEDULED

COFF: at end of FY

DEST: after 2 years

40-8c PRICING. Documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU)

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST: after 6 years and 3 months **Supplemental changes: DEST** after 1 year

40-9 TRANSPORTATION, DISTRIBUTION AND VEHICLE MANAGEMENT.

40-9a DISTRIBUTION. Documents maintained for planning and administering all distribution centers (CDC) to include warehousing, ordering and transportation procedures. Includes storage/product layout plans, operating plans and space requirements, freight routes, and transportation cost analysis information

Disposition:

GRS 9, Item 4

COFF: at end of FY

DEST: after 2 years

40-9b VEHICLE MANAGEMENT Documents maintained for planning and administering all vehicle requirements (DeCA owned and borrowed/leased). Includes requirements for analysis of expenses associated with use of vehicles supporting DeCA operations.

Disposition:

GRS 10, Item 1

COFF: at end of FY

DEST: after 2 years

40-9c TRANSPORTATION. Documents maintained in support of transportation movement of commissary goods overseas. Included are copies of transportation control and movement documents (TCMD), copies of DIBS orders from overseas.

Disposition:

GRS 9, Item 4b

COFF: at end of FY

DEST: after 1 year unless needed for litigation then transfer the records to file number 80-11, Litigation Case Files

OPERATIONS FILES

Series 40

40-10 QUALITY ASSURANCE

40-10a PREVENTIVE MEDICINE INQUIRIES. Documents related to furnishing routine technical information on preventive medicine matters to individuals and activities. Included is correspondence on such matters as handling, storage, and disposition of hazardous materials, safe levels of microwave radiation; toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.

Disposition:

N1-506-02-4

COFF: end of each FY

Transfer: after 2 years

DEST: after 5 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST

40-10b QUALITY ASSURANCE RECORDS. Documents reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and the actual performance over a period of time. Includes reports of non-conformance and corrective actions to be taken and/or taken, sampling inspections and records of tests that were conducted.

Disposition:

N1-506-02-4

COFF: end of each FY

DEST: after 2 years

40-10c MILITARY FOOD REPORTS. Documents relating to the sanitary inspections of military and commercial facilities engaged in processing, handling, storage, and sale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar documents

Disposition:

N1-506-02-4

COFF: end of each FY

DEST: after 1 year

40-10d ALFOODACTS AND RELATED CORRESPONDENCE. Inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, ALFOODACT messages and similar or related documents

Disposition:

N1-506-02-4

COFF: end of each FY

DEST: after 1 year

40-10e REGULATORY AND SAFETY FOOD REQUIREMENTS. FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance.

Disposition:

N1-506-02-4

DEST: when superseded, obsolete, or when no longer needed for reference, whichever is later

OPERATIONS FILES

Series 40

40-10g PEST MANAGEMENT. Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control

Disposition:

N1-506-02-4

COFF: end of each FY

DEST: after 2 years

40-10h HAZARDOUS ANALYSIS Documents related to the Critical Control Point Program (HACCP) An operator driven program having favorable impact on the sanitary conditions at commissaries which is a major interest of FDA

Disposition:

N1-506-02-4

COFF: end of each FY

DEST: in CFA after 2 years

40-10i TEMPERATURE LOGS. Temperature logs reflecting the daily recording of temperature for meat, dairy, and other temperature controlled food items.

Disposition:

UNSCHEDULED

COFF: at the end of the month

DEST: after 1 year

40-16 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

40-16a IDENTIFIED ENVIRONMENTAL ACTIVITIES, PRODUCTS AND SERVICES. List of DeCA's identified environmental activities, products and services.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16b IDENTIFIED ENVIRONMENTAL ASPECTS AND IMPACTS. List of DeCA's identified environmental aspects and impacts.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16c ENVIRONMENTAL ASPECTS SIGNIFICANCE RANKING. List of identified environmental aspects and significance rating of each (i.e. Solid Waste Reduction & Recycling Enhancement; Sustainable Construction, Energy and Water Conservation etc.)

Disposition:

UNSCHEDULED

OPERATIONS FILES

Series 40

COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years

40-16d LEGAL AND OTHER REQUIREMENTS. List of Legal authorities and other environmental requirements other mandatory procedures pertaining to EMS

Disposition:
UNSCHEDULED
COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years.

40-16e ENVIRONMENTAL TASK LIST. Report that identifies the environmental tasks that are applicable to DeCA's environmental management.

Disposition:
UNSCHEDULED
COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years

40-16f IDENTIFIED ENVIRONMENTAL OBJECTIVE AND TARGETS. List of identified environmental targets and objectives

Disposition:
UNSCHEDULED
COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years.

40-16g ENVIRONMENTAL PROGRAM DEVELOPMENT NEEDS. Report that identifies the procedures necessary to comply with environmental training needs for each task by job functions

Disposition:
UNSCHEDULED
COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years.

40-16k EMS TRAINING REQUIREMENTS Training matrix that identifies the environmental training needs for each task by job function.

Disposition:
UNSCHEDULED
COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years.

OPERATIONS FILES

Series 40

40-16l EMS TRAINING. Training lesson plan that documents the course objectives and training content. Attendance roster and scope of training.

Disposition:

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16m DECISION ON EXTERNAL COMMUNICATION. Documented decision on communication of significant environmental aspects to external parties.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16n EMS EXTERNAL COMMUNICATION LOG. Documentation of relevant communication from external parties

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16o EXTERNAL CORRESPONDENCES. DeCA's documented response to external parties inquiry.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16p DOCUMENT CONTROL MATRIX. List of identified document which must be controlled

Disposition:

UNSCHEDULED

COFF. end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16r DOCUMENT CONTROL LIST. List of controlled documents which exist outside the electronic storage/Intranet that are stamped "Controlled."

Disposition:

UNSCHEDULED

COFF end of each FY

OPERATIONS FILES

Series 40

TRANSFER: to RHA after 2 years
DEST: after 5 years.

40-16s DOCUMENT CONTROL BINDER. Binder containing copies of controlled documents existing outside of electronic storage

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16t WASTE STREAM IDENTIFICATION. List of identified waste streams and other important information

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16u WASTE PROFILES. Waste profile information for each identified waste stream.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16v POTENTIAL EMERGENCY RESPONSE EVALUATIONS. Evaluation of potential emergency situations and response measures.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16w EMERGENCY RESPONSE PROCEDURES TEST. Review and testing emergency response procedures.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16y EMERGENCY RESPONSE INCIDENTS. Report on emergency response situations

Disposition:

OPERATIONS FILES

Series 40

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16z CALIBRATION AND MAINTENANCE OF MONITORING EQUIPMENT. Record of calibration and maintenance of measuring equipment.

Disposition:

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(1) RECYCLING SHIPMENTS. Shipment of recyclable material.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(2) WASTE SHIPMENTS Shipment of waste material

Disposition:

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(3) DUE DILIGENCE REPORT. Report on site evaluation/due diligence for construction projects.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(4) PESTICIDE/RODENTICIDE CONTRACTS. Reports on the status of the pesticide/rodenticide Environmental Management Program metrics.

Disposition:

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

OPERATIONS FILES

Series 40

40-16a(5) ENERGY AND WATER CONSERVATION. Documentation pertaining to energy and water usage information

Disposition:

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(6) ENVIRONMENTAL COMPLIANCE Reports on environmental compliance assurance.

Disposition :

UNSCHEDULED

COFF. end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(7) POLLUTION PREVENTION. Report on pollution prevention opportunities

Disposition:

UNSCHEDULED

COFF end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(8) ANNUAL SURVEY SUMMARY DeCA's Annual Environmental Survey completed by Commissaries.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(9) NONCONFORMANCE AND CORRECTIVE ACTION REPORTS. Summary reports on nonconformance and corrective action

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(10) CORRECTIVE ACTION PROCEDURAL CHANGE. Documentation of changes to procedures identified through a nonconformance

Disposition:

UNSCHEDULED

COFF: end of each FY

OPERATIONS FILES

Series 40

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(11) ENVIRONMENTAL SELF ASSESSMENTS. Self assessment reports performed internally on environmental programs

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(12) ENVIRONMENTAL TOUR. Monthly tour identifying problem areas

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(13) Reserved.

40-16a(14) MONTHLY HAZARDOUS WASTE INVENTORY. Monthly hazardous waste accumulation totals corrective action.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(15) MASTER ENVIRONMENTAL RECORD LIST. Summary of all DeCA EMS records and other information.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a (16) EMS AUDIT RESULTS. Results of EMS audits.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

OPERATIONS FILES

Series 40

40-16a(17) ENVIRONMENTAL AGENCY INSPECTIONS. Records received from applicable environmental agencies resulting from facility inspections.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(18) MONITORING AND MEASURING SUMMARY. Summary of information collected to determine overall effectiveness of DeCA's EMS

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(19) EMS PERFORMANCE SUMMARY. Summary of information collected to determine EMS performance within DeCA

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(20) CONFORMANCE WITH OPERATIONAL CONTROLS SUMMARY. Summary of information collected to determine if operational controls are being performed.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years

40-16a(21) OBJECTIVE AND TARGET PROGRESS. Summary of information collected to determine if objectives and targets are being met.

Disposition:

UNSCHEDULED

COFF: end of each FY

TRANSFER: to RHA after 2 years

DEST: after 5 years.

40-16a(22) CONSTRUCTION DELAYS. Summary of construction delays identifying costs and liabilities

Disposition:

UNSCHEDULED

OPERATIONS FILES

Series 40

COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years

40-16a(23) MANAGEMENT REVIEW MEETING MINUTES Reports, memos, briefings, action plans and meeting minutes from EMS.

Disposition:

UNSCHEDULED

COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years

40-16b CONTINUOUS IMPROVEMENTS Documentation pertaining to continuous improvement opportunities

Disposition:

UNSCHEDULED

COFF: end of each FY
TRANSFER: to RHA after 2 years
DEST: after 5 years

40-17 BASE REALIGNMENT AND CLOSURE FILES (BRAC). Relates to DeCA facilities and operational closures due to BRAC.

40-17a BRAC CASE FILES. Case files pertaining to the closure of DeCA facilities affected by BRAC. Included are DoD guidance and Agency guidance, plans, reports, and non-disclosure statements

Disposition:

UNSCHEDULED

COFF: end of each FY
TRANSFER: to FRC after 4 years
DEST: after 10 years

40-17b BRAC Data Call Files. Statistical files by commissary locations pertaining to services, personnel, and other vital information

Disposition:

UNSCHEDULED

COFF: end of each FY
DEST: after 3 years

40-18 EMERGENCY PLANNING RECORDS Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.

40-18a EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES

[See note after this item.] Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule

OPERATIONS FILES

Series 40

Disposition:

GRS 18, Item 26

COFF: end of FY

DEST: when 2 years old

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for emergency programs]

40-18b EMERGENCY PLANNING CASE FILES [See notes after this item.] Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files

Disposition:

GRS 18, Item 27

COFF: end of FY

DEST: 3 years after issuance of a new plan or directive

[NOTES (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency wide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115]

40-18c EMERGENCY OPERATIONS TESTS FILES. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.

Disposition:

GRS 18, Item 28

COFF: end of FY

DEST: when 2 years old Destroy when 3 years old.

40-19 HURRICANE KATRINA FILES Hurricane Katrina files pertaining to the impact of Agency operations. Records include responses from all departments as a result of necessary actions taken to protect personnel and recover operations.

Disposition:

UNSCHEDULED

Permanent

COFF: end of FY

Transfer: to FRC after 4 yrs

40-20 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for

OPERATIONS FILES

Series 40

updating, revision, or dissemination.

(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

Disposition:

DEST/delete: within 180 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition:

DEST: when dissemination, revision, or updating is complete.