REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-506-02-3

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
6-24-2002

1. FROM (Agency or establishment)
Defense Commissary Agency

2. MAJOR SUBDIVISION
Office of the General Counsel (GC)
Resources Business Area (RM)

3. MINOR SUBDIVISION
General Counsel and Personnel

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Sue W. Hall	804-734-8817	10-21-02	John W. Carl

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 26 page(s) are not needed now for the business for 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,

[X] is not required [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6-20-02	Sue W. Hall	Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Legal Matters Records "Recordkeeping Copy: Media Neutral"		
2	Personnel Records "Recordkeeping Copy: Media Neutral"		
	cc Agency, HR, NWMW		

50 PERSONNEL

50 *PERSONNEL. This series relates to the procurement, utilization, and to the administration of civilian and military personnel; and to matters and programs designed primarily to benefit the morale, health, and welfare of personnel.*

50-1a&b GRS

50-2 GRS

50-3 GRS

50-4 CAREER MANAGEMENT PROGRAM. Correspondence implementing the DeCA Commissary Management Career Program, to include program development, forms, instructions, and policy.

1. (1) HQ: **DEST** 5 years after supersession or obsolescence. COFF end of FY in which superseded or obsolete, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

2. (2) BU, Region, commissaries: **DEST** when superseded, obsolete, or no longer needed for current operations, whichever is later.

(3) Electronic Mail and Word Processing System 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.

3. 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.

4. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-4a GRS

50-4b GRS

50-5 REEMPLOYMENT RIGHTS. Correspondence issuing policy and guidance on employee reemployment rights.

5. (1) HQ, BU, Region: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later .

(2) Electronic Mail and Word Processing System 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.

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7. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-5a AGENCY REEMPLOYMENT LIST(RPL). Individual files containing correspondence, registration requests, applications and related documentation pertaining to employees' eligibility for the RPL.

8. (1) HROD: **DEST** 2 years after eligibility ends. COFF files once eligibility ends; maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System 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.

9. 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.

10. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-6 OVERSEAS TOUR EXTENSION FILES. Correspondence tracking overseas tour extension.

11. (1) HQ, BU, Region, HROD: **DEST** after 2 years. COFF after individual returns to CONUS and maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System 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.

12. 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.

50-8 GRS

50-9 GRS

50-9a CERTIFICATE OF ELIGIBLE FILES. Records on implementing the DeCA certificate program to include program development, policy and procedures.

21. (1) HQ: **DEST** 5 years after supersession or obsolescence. COFF end of FY in which superseded, or obsolete, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

22. (2) Regions: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(3) Electronic Mail and Word Processing System 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.

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24. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-9b GRS

50-9c GRS

50-10 HANDICAP PROGRAM. Correspondence containing information on different types of programs handicapped individuals may be involved in such as handicapped of the year award, affirmative action program, etc.

25. (1) HQ, FOA, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference purposes, whichever is later.

(2) Electronic Mail and Word Processing System 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.

26. 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.

27. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-11 GRS

50-11a GRS

50-11b GRS

50-11c GRS

50-11d COURSE PUBLICATIONS. Documents related to establishing, revising, and discontinuing courses of instruction for commissary employees. Included are programs of instruction, courses of instruction, lesson plans, coordinating actions, approvals for establishment, revision or discontinuance of the course, and related documents.

28. (1) HQ: **DEST** after 5 years. COFF at close of FY or on revision or supersession or obsolescence of course, maintain in CFA for 2 year, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System 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.

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30. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-11e ACCREDITATION CERTIFICATE FILES. Documents that support the certificates of accreditation for training courses conducted by DeCA.

31. (1) HQ: **DEST** accreditation when superseded by a new certificate.

(2) Electronic Mail and Word Processing System 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.

32. 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.

33. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-11f ACCREDITATION FILES. Student records pertaining to individuals attending training in courses accredited and conducted by DeCA training division. Records consist of original data cards, copies of forms such as DD1556, transcripts, notes of counseling and similar materials.

34. (1) HQ: **DEST** after 5 years. COFF end of FY following completion of training, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System 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.

35. 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.

36. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

~~50-12 CLASSIFICATION AND POSITION MANAGEMENT. DeCA Position and Pay~~ Management Program (P&PM) including policy letters, directives, letters of instruction, classification decisions, and classification appeal decisions. GRS 1, Item 7(a)(2)(a) NARA approval not needed

37. (1) HQ: **DEST** 5 years after supersession or obsolescence. COFF end of FY in which superseded or obsolete, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

38. (2) Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for current operations, whichever is later.

(3) Electronic Mail and Word Processing System 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.

39. 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.~~

40. b. Copies used for dissemination, revision, or ~~updating that are~~ maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is ~~completed.~~

50-12a SPECIAL PAY RATES. Consists of environmental/hazardous duty special pay rates affecting employees.

41. (1) HQ: **DEST** 5 years after supersession or obsolescence. COFF end of FY in which superseded or obsolete, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

42. (2) Region, CDC, BU, commissaries: **DEST** when 2 years old or when superseded or obsolete, whichever is later.

(3) Electronic Mail and Word Processing System 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.

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44. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-12b GRS

50-13 MANAGEMENT-EMPLOYEE RELATIONS (MER) PROGRAM.

~~50-13a MANAGEMENT-EMPLOYEE RELATIONS (MER) PROGRAM. Correspondence~~ implementing the DeCA MER Program including policy letters, memorandums, and directives.

GRS 1, 1Rm 28 a(1)+(2)

NARA approval not needed

45. (1) HQ OPR: **DEST** 5 years after supersession or obsolescence. COFF end of the FY in which superseded or obsolete, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

46. (2) Other HQ Offices, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference purposes, whichever is later.

(3) Electronic Mail and Word Processing System 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.

47. ~~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.

48. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-13b GRS

50-14 GRS

50-15 GRS

50-16 GRS

50-17 PROGRAM EVALUATION. Correspondence concerning effective personnel management program administration, studies, reports, inspections, etc. (HQ, Region, CDC, commissaries:

49. (1) **DEST** policy issues when rescinded.

50. (2) **DEST** studies, inspections, and audits 5 years after decision rendered. Once decision is rendered, place in the inactive file, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST).

(3) Electronic Mail and Word Processing System 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.

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52. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-18 LEAVE ADMINISTRATION PROGRAM

50-18a LEAVE ADMINISTRATION. Correspondence pertaining to guidance and related issues concerning employee leave and employee duty schedules.

53. (1) HQ, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

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55. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-18b GRS

50-19 PAY ADMINISTRATION. Correspondence pertaining to guidance and related issues concerning employee pay.

56. (1) HQ: **DEST** after 5 years. COFF at end of FY, place in an inactive file, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

57. (2) Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(3) Electronic Mail and Word Processing System 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.

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59. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-20 PERFORMANCE MANAGEMENT.

50-20a PERFORMANCE MANAGEMENT SYSTEM. Correspondence, policy letters, and directives implementing employee performance appraisal/standard guidance for the Performance Management System and the Performance Management Recognition System (Merit Pay) employees.

60. (1) HQ, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

61. 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.

62. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-20b GRS

~~50-20c MERIT PAY SYSTEM. Includes merit pay appraisals, merit increases,~~ performance standards, etc., and other information. GRS 1, Item 32

63. (1) HQ, BU, Region: **DEST** 2 years after effective date of action. Once action is completed, ~~place in the inactive file, maintain in CFA for 2 years and DEST~~).

NARA approval not needed

(2) Electronic Mail and Word Processing System 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.

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65. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-21 EMPLOYEE RETIREMENT BENEFITS FILES. Individual case files containing correspondence pertaining to guidance concerning retirement, retirement estimates, health, injury, life insurance, overseas allowances, annuity estimates, etc.

66. (1) HQ: **DEST** 1 year after ~~final action~~ retirement. ~~Once final action has been completed, place in the inactive file~~ COFF on retirement, maintain in the CFA for 1 year and DEST.

67. (2) HROD: **DEST** ~~3~~ 2 years after ~~final action. Once final action has been completed, place in the inactive file, maintain in CFA~~ retirement. for 2 years, ~~TRF to RHA for remaining retention~~ COFF on retirement, and DEST.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that

modified by agency 7/8/02 tcs

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.

68. 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.

69. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-22 *INCENTIVE AWARDS. Relates to recognition program for employees.*

50-22a INCENTIVE AWARDS. Correspondence and guidance implementing the program.

70. (1) HQ, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

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72. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-22b GRS

50-22c GRS

50-23 PROBATIONARY FILES. Correspondence, policy letter, directives concerning employee probationary periods and actions.

73. (1) HQ, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

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75. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-24 AUTOMATED PERSONNEL PROGRAM.

50-24a CORPORATE HUMAN RESOURCE INFORMATION SYSTEM (CHRIS). This file includes correspondence, policies, and procedures for interfacing with the Customer Service Unit (CSU) Component of the Modern Defense Civilian Personnel Data System (MDCPDS). The MDCPDS is used by DoD components to access information about employees as well as to request and authorize personnel actions. The CHRIS query extracts information from the CSU about DeCA employees.

76. (1) HQ, Region: **DEST** after 3 years. COFF end of CY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST).

(2) Electronic Mail and Word Processing System 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.

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78. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-24b GRS

50-25 RELOCATION SERVICES PROGRAM. Correspondence implementing the DeCA Relocation Services Program.

79. (1) HQ, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

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81. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-25a RELOCATION SERVICES DOCUMENTS. Forms and background documents to enter applicants into the relocation services program.

82. (1) HQ, Region: **DEST** 1 year after expiration of eligibility. Once eligibility expires, place in the inactive file for 1 year and DEST).

(2) Electronic Mail and Word Processing System 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.

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84. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-26 GRS

50-26a COMPETITIVE AREAS. Listing of areas in which employees compete for retention under RIF procedures.

85. (1) HQ, BU, Region: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

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87. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-26b VOLUNTARY EARLY RETIREMENT (VERA)/VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP). Requests to OPM to implement the authority; approvals; statistics and similar documents.

88. ~~(1) HQ~~, BU, Regions: **DEST** 10 years after end of OPM granted period. COFF end of FY, place in the ~~inactive file~~, maintain in CFA for 5 years, TRF to RHA for remaining retention and DEST.

see next page

(2) Electronic Mail and Word Processing System ~~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.

89. 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.

90. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-27 TRANSFER OF FUNCTION. Documents relating to the methods and procedures utilized for accomplishing transfer of functions. Included are preliminary announcements and plans regarding such transfers, copies of personnel authorization documents reflecting assessment of transfer of function to operating elements, identification of positions to be transferred and similar matters.

91. (1) HQ, BU, Regions: **DEST** after 10 years. COFF end of FY, maintain in CFA for 5 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System 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.

92. 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.

93. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-28 REDUCTION AND REALIGNMENT. Information accumulated in fulfilling the requirements of statutes, directives, and policies governing action involving reduction of personnel and manpower spaces and installation and activity realignments. Included are realignment summaries, analyses and assessments, case studies and justifications, environmental

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Superseded by job / item number:
DAA-GRS-2014-0004-0002

Date (MM/DD/YYYY):
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information, congressional notification documents, public announcements, implementation plans, and related documents.

94. (1) HQ: **DEST** 10 years after completion or cancellation of related reduction or realignment. COFF end of FY after completion or cancellation, maintain in CFA for 5 years, TRF to RHA for remaining retention and DEST.

95. (2) Region, CDC, BU, commissaries: **DEST** 5 years after completion or cancellation of related reduction or realignment. COFF end of FY after completion or cancellation, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(3) Electronic Mail and Word Processing System 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.

96. 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.

97. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-29 DoD PRIORITY PLACEMENT PROGRAM. Guidance pertaining to the DoD Priority Placement Program and its applicability to DeCA civilian personnel and positions.

98. (1) HQ, BU, Regions, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

99. 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.

100. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-29a PRIORITY PLACEMENT PROGRAM (PPP) ISSUES/MISCELLANEOUS CORRESPONDENCE. Correspondence and notes pertaining to priority placement program issues that are referred to DeCA for interpretation and/or response. DeCA comments forwarded to OASD on proposed changes to program directives.

101. (1) HQ, BU, Regions, commissaries: **DEST** after 2 years. COFF records end of CY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System 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.

102. 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.

103. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-29b PRIORITY PLACEMENT PROGRAM (PPP) REGISTRATION FILES. Registration forms, counseling checklists and other correspondence related to employee's eligibility for PPP registration.

104. (1) HROD: **DEST** 2 years after placement or eligibility expires, whichever comes sooner. COFF records end of CY after placement or eligibility expires, place in an inactive file, maintain in CFA for 2 years and DEST.

2) Electronic Mail and Word Processing System 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.

105. 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.

106. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-29c PRIORITY PLACEMENT PROGRAM (PPP) REQUISITION FILES. Logs/listings, resumes, and correspondence related to PPP requisitions.

107. (1) HROD: **DEST** after 2 years. COFF records end of CY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System 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.

108. 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.

109. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-30 STAFFING STANDARDS

50-30a STAFFING STANDARDS POLICY. Documents pertaining to policy and procedures for statistical and engineered time standards, staffing guides, work sheets on individual DeCA work center standards.

110. (1) HQ, Region, CDC, BU, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

111. 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.

112. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-30b STAFFING STANDARDS APPLICATION. Documents used in connection with development and implementation of manpower staffing standards, including work measurement sheets, personnel yardsticks, and personnel workload reports.

113. (1) HQ, Region: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System 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.

114. 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.

115. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-31 PERSONNEL STRENGTH. Reports regarding authorized and actual strengths of civilian and military personnel in DeCA and in elements thereof, personnel allotments for specific types of activities, strength by occupational speciality, reports of civilian personnel strength and similar data.

116. (1) HQ HR: **DEST** after 10 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

117. (2) Other HQ offices, BU, Region, CDC, commissaries: **DEST** upon receipt of new listing.

(3) Electronic Mail and Word Processing System 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.

118. 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.

119. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-32 REPROMOTION/SPECIAL CONSIDERATION FILES. Individual files containing applications and related documentation and correspondence pertaining to employees' eligibility for special consideration for repromotion based on grade and/or pay retention.

120. (2) HROD: **DEST** 2 years after eligibility expires. Once eligibility expires, place in the inactive file, maintain in CFA for 2 years and DEST.

(3) Electronic Mail and Word Processing System 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.

121. 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.

122. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-33 RECRUITMENT CASE FILES. Files containing all information pertaining to the fill of a vacancy, regardless of the source of recruitment. Information includes, but is not limited to: Request for Personnel Action, vacancy announcement, Request for Certificate of Eligibles (SF-39), request for career referral, career referral list, merit promotion referral list, applications crediting plan or assessment tool, position description, PPP requisition and resumes.

123. (1) HROD: **DEST** 2 years after eligibility expires. Once eligibility expires, place file in the inactive file. COFF inactive file at end of FY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System 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.

124. 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.

125. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

50-34 GRS

80 LEGAL MATTERS

80 *LEGAL MATTERS. These records concern judiciary and administrative, investigations, courts; boards and proceedings, decision, opinions and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law;policies and procedures relation to taxation, litigation, investigation, processing of claims against the Government and processing and settlement of claims in behalf of the Government.*

80-1a GRS

80-1b GRS

80-2 *LITIGATION FILES. These records concern legal proceedings, legal actions disputes and controversy involving DeCA.*

80-2a LITIGATION CASES. Documents on actual or potential legal proceedings. Included are advisory reports; investigative reports; litigation reports; copies of processes and pleadings; communications with the Department of Justice and U.S. Attorneys, and with other organizations, agencies, activities, and persons both within/without the Federal Government; and related papers. NOTE: Any case which establishes a precedent and results in a major policy or procedural change or receives widespread attention from the news media will be scheduled on a separate SF 115.

126. (1) GC, HQ DeCA: **DEST** 6 years after completion of litigation. COFF end of the FY or CY in which the case is closed; maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic and Word Processing System 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.

127. 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.

128. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-2b LEGAL REPRESENTATION. Documents on assistance given the Department of Justice in the defense of DeCA employees against civil or criminal proceedings arising out of omissions or acts committed by them in the course of their official duties. Included are advisory reports; investigative reports; litigation reports; pleadings; communications with the Department of Justice, U.S. Attorneys, and other organizations, agencies, activities, and persons, both within and without the Federal Government; related papers.

129. (1) GC, HQ DeCA: Cases involving litigation: **DEST** 15 years after close of case. COFF case when closed, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

130. (2) All other cases: **DEST** 10 years after date of accident or incident. COFF end of each CY,

maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(3) Electronic and Word Processing System 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.

131. 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.

132. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-2c WITNESS APPEARANCES. Documents on requests for DeCA employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting documents; letters; electrically transmitted messages; personnel action forms; and other papers indicating action taken on the requests.

133. (1) GC, HQ DeCA: **DEST** 2 years after appearance of witness or on completion of hearing, whichever is applicable. COFF end of CY, maintain in CFA for 2 years and DEST.

(2) Electronic and Word Processing System 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.

134. 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.

135. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-2d JUDICIAL INFORMATION RELEASE FILES. Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers that do not relate to litigation cases.

136. (1) GC, HQ DeCA:: **DEST** after 2 years. COFF end of each CY, maintain in CFA for 2 years and DEST.

(2) Electronic and Word Processing System 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.

137. 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.

138. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-2e CONTRACT ADJUSTMENTS AND CLAIM DETERMINATIONS. Information showing recommendations or determination on adjustment of contract under Public Law 85-804 and on contract claims asserted by a contractor against the Government or by the Government against a contractor. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims in favor of or against the bankruptcy can be asserted. Included are copies of contractor claims and adjustment requests, contractual documents, documents containing justification or support for the claim or adjustment request; determinations, recommendations; memoranda of law; coordinating action; bankruptcy reports, and related information. **NOTE:** To the extent practical, documents described above should be filed with and disposed of with the related contract file. When bankruptcies and contract claims and adjustments result in litigation, the files described above will be filed and disposed of with the pertinent litigation file.

139. (1) GC, HQ DeCA: **DEST** 10 years after final determination or settlement. COFF end of CY in which determination or settlement has been reached, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

140. (2) Regions: **DEST** 6 years after final settlement of claim or litigation. COFF end of CY in which settlement of claim or litigation has been reached, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(3) Electronic and Word Processing System 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.

141. 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.

142. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-2f GRS

80-2g FRAUD AND IRREGULARITIES. Documents relating to incidents and allegation of fraud, criminal conduct, collusive bidding, gratuities clause violation, and similar matters. When such cases involve or result in litigation, documents should be filed with the pertinent litigation case files.

143. (1) GC, HQ DeCA: **DEST** 6 years after file is closed. COFF end of CY after file is closed, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic and Word Processing System 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.

144. 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.

145. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-3 *ETHICS. Relates to matters involving Standards of Conduct for DeCA personnel.*

~~80-3a ETHICS. Documents relating to the establishment and overall management of a system designed~~ to assure that DeCA personnel do not have conflicts of interest and are aware of and adhere to the standards of conduct. GRS 1, Item 27

NARA approval not needed

146. (1) HQ, BU, Region, CDC, commissaries: **DEST** when superseded, obsolete or no longer needed for reference, whichever is later.

(2) Electronic and Word Processing System 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.

147. 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.

148. b. Copies used for dissemination, revision, or updating that are maintained in addition to the ~~recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.~~

80-3b GRS

80-4 *LEGISLATION FILES. These records concern lawmaking, ordinances, regulations, statutes and amendments.*

80-4a LEGISLATION FILES. Documents on preparing and processing of legislation. Executive Orders, proclamations, and reports on legislation proposed by or of interest, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed and reports on Congressional committees on introduced legislation; comments on legislative proposals and reports on legislation proposed by, or the responsibility of the Secretary of Defense; reports to the Office of Management and Budget; and related papers.

149. ~~(1) HQ: Permanent. PIF at close of each Congress and retain in CFA 5 years. TRF to Records Center in 5 year blocks.~~

See modified instructions on next page

(1) HQ: **PERMANENT.** PIF at close of each Congress and retain in CFA for 5 years.

(a) Textual: TRF to WNRC in 5 year blocks when 10 years old. TRF to National Archives in 5 year blocks when 20 years old.

(b) Electronic: TRF to the National Archives 5 years after the close of each Congress. At the time of transfer, NARA and DeCA will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. DeCA will also transfer any indexes or other records maintained for the management, search and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA.

agency concurrence
to modify
8/15/02 tcs

(2) Electronic and Word Processing System 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.

150. 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.

151. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-4b LEGISLATION COMMENTS. Documents showing comments on proposed legislation. Executive Orders, proclamations, and reports that are initiated by or for which chief responsibility for action has been assigned to another staff agency or command. Included are related copies of the organizations comments, copies of proposed legislation, and related papers.

152. (1) HQ: Offices of legislative officers or person designated to coordinate and control the legislative activities of DeCA: **DEST** after 5 years. COFF end of each CY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic and Word Processing System 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.

153. 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.

154. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-5 GRS

~~80-6 PROPERTY DAMAGE CLAIMS. Case files on claims in favor of DeCA for damage, loss,~~ destruction of property.

Withdrawn by agency 7/23/02 ks

155. (1) GC, HQ ~~DeCA:~~ Collected claims: **DEST** 10 years after final action on the case. COFF after final action on the case, maintain ~~in CFA~~ for 2 years, TRF to RHA for remaining retention and DEST.

156. (2) GC, HQ DeCA: Uncollected claims: **DEST** 10 years after completion of litigation or determination that the case will not be prosecuted. COFF ~~after~~ completin of litigation or determination that the case will not be prosecuted, maintain in CFA for 2 years, ~~TRF~~ to RHA for remaining retention andeDEST.

157. (3) Regions: **DEST** cases settled locally 5 years after final action on the case. COFF at ~~the end~~ of

Withdrawn by agency 7/23/02 tcs

~~FY or CY, place in the inactive file, maintain in CFA for 2 years, TRF to RHA for remaining retention~~ and DEST.

(4) Electronic and Word Processing System 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.

158. 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.

159. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-7 POLICY AND PRECEDENT. Documents showing legal opinions concerned with interpretations of statutes, laws, regulations, investigations, and similar legal matters. **Excluded are documents on a specific claim, investigation or case which are disposed of with the claim, investigation or case file to which they belong.**

160. (1) GC, HQ DeCA, Regions: **DEST** when superseded, obsolete or no longer needed for reference, whichever is later.

(2) Electronic and Word Processing System 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.

161. 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.

162. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

80-8 INCIDENT/INVESTIGATIONS FILE. Reports of investigation conducted pursuant to DeCAD 80-12, or equivalent. Records pertain to DeCA employees, contractor employees and other individuals under DeCA.

163. (1) GC, HQ DeCA: **DEST** 3 years after completion of investigation or incident. COFF end of CY after completion of investigation or incident, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic and Word Processing System 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.

Withdrawn by agency 7/23/02 ECS

164. ~~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.~~

165. ~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.~~